



# ASN GRASSROOTS TOOLKIT





## Welcome to the ASN Grassroots Toolkit

The guiding principle of ASN grassroots motor sport is to organise activity at local level by amateur sports people offering sport for all.

At the FIA, we aim to foster ASN grassroots motor sport as a simple, affordable, accessible, enjoyable and recreational form of motor sport. Our mission through grassroots motor sport is to encourage new participation and grow existing involvement.

Motor sport at grassroots level should require minimum specialist equipment and set up, yet it should never compromise safety. These principles are reflected in the ASN Grassroots Toolkit.

The Toolkit is designed to enable ASNs to introduce, organise and run grassroots motor sport disciplines.

It provides guidance only and ASNs/ACNs should apply their own sporting, technical and safety regulations as a minimum standard when organising and running events.

We encourage the use of production-based (and legally roadworthy) vehicles for use in as many grassroots disciplines as possible; where vehicles can be driven to and from the venue and shared between participants where possible.

We trust you will find the Toolkit a useful resource in your endeavours to help the FIA increase motor sport participation at grassroots level.

***Graham Stoker, FIA Deputy President for Sport***

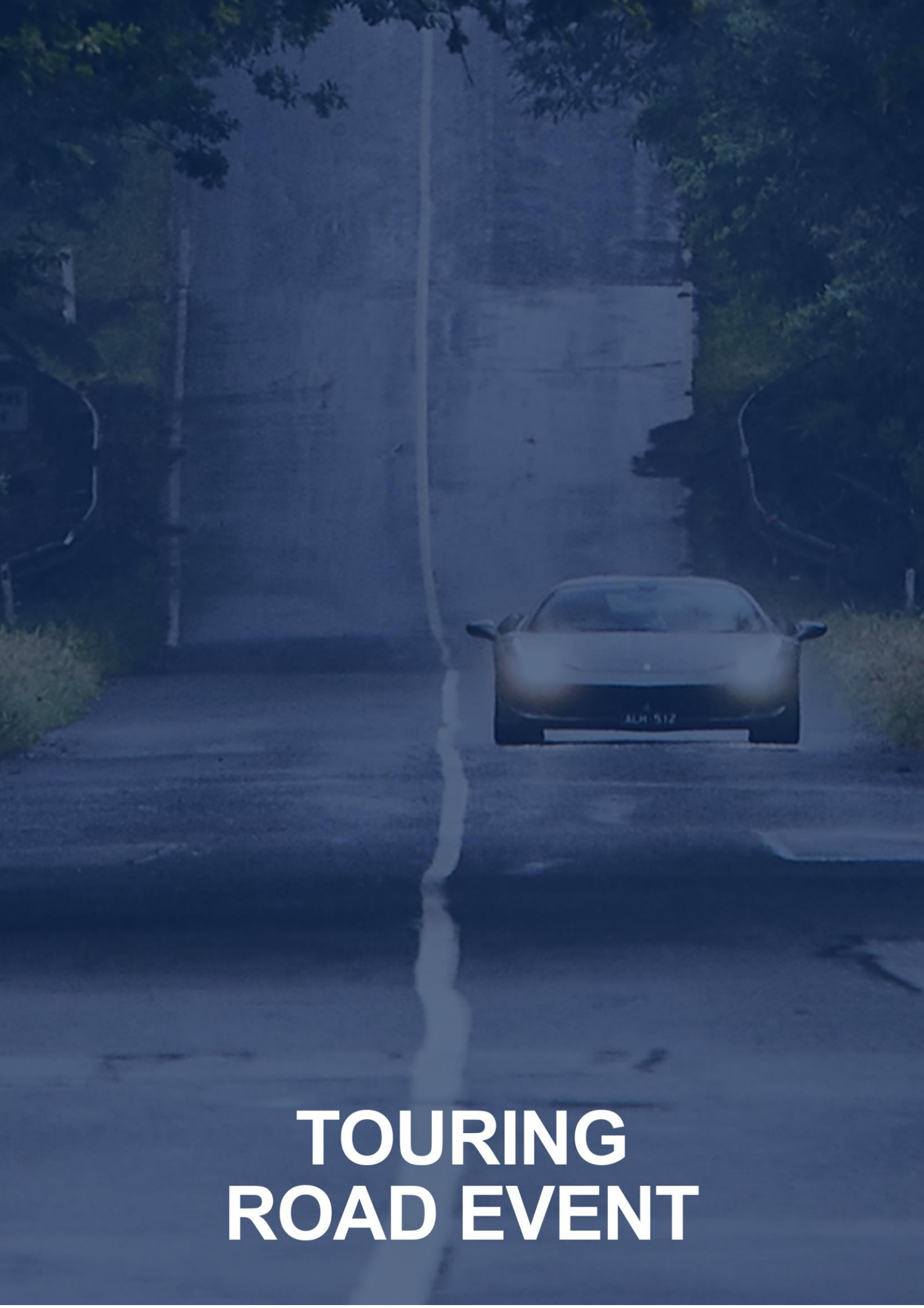




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# TOURING ROAD EVENT



## 1. TOURING ROAD EVENT

### Part 1 – General overview

#### Definition

##### TOURING ROAD EVENT

A Touring Road event, is a competition which consists of a series of road or navigation sections whose itinerary is on public roads open to normal traffic; therefore, all the roads laws must be complied, in particular all speed limits.

#### Type of activity – Non-Speed

A Touring Road Event is a **NON-SPEED** competition.

Principally, its designed to encourage competitors in road registered vehicles into motor sport, complying with public roads laws, therefore, not requiring special vehicle preparation or expertise.

The competition should consist on a controlled itinerary, properly defined by the organizer on a typically known as “Road book”, with all relevant aspects to be followed by competitors.

The competition must include at least one special test. Either:

- a) In conjunction with the road sections (Example: economy test, observation test, regularity test, etc.)
- b) On fully closed areas or closed roads (Example: skill test, ability test, etc.)

Each Driver/Crew/Vehicle competing, must comply with all relevant traffic regulations at all times and respect the rights of other road users, paying particular attention to obstruction of other vehicles, noise and legal speed limits.

Traffic regulations at all times take precedence over Event Regulations.

#### Facilities

Competitors require a space to assemble at the beginning and end of road or navigation sections, such as a car park or industrial area.

The organisers require somewhere to carry out documentation checks, competitor registration, driver briefings and to validate the results of the navigation sections of the competition.

For special tests, please refer to the relevant guidance notes for that particular activity.

#### Drivers / Crews Safety

- Helmet

A safety helmet is not compulsory.

Drivers in open cars must wear a full-face helmet either with a visor or goggles. The helmet shall be either FIA-approved, Snell-approved or complying with motorbike road legal certification. Glass lenses are not permitted.

- Clothing

Short sleeve shirt and short pants are acceptable. Clothing of flammable synthetic material, such as nylon, is not acceptable. Flame-retardant overalls and underwear complying with one of the FIA standards are recommended.

- Shoes

Enclosed shoes compulsory (bare feet, thongs (flip flops) or sandals not permitted). Shoes with leather uppers that cover the foot or shoes which have a leather upper but which includes elasticized ankle regions (e.g. elastic-sided work boots) are compulsory.

Shoes complying with one of the FIA standards are recommended.

#### Sporting framework

- Licence



All crew members require the appropriate ASN licence for the event:  
Additionally, drivers must hold the required civil licence to drive on public roads.

- Passengers

Passengers are permitted on public roads, but not permitted on the special test, unless for the purpose of instruction.

- Competition framework

Sporting Regulations, even simple ones, must be drawn up by the ASN accordingly to the sporting activity or special tests, together with the appropriate Supplementary Regulation for the specific event.

### Technical framework

- Scrutiny

Scrutiny of vehicles is carried out to ensure they meet safety requirements for the event and should be checked by scrutineers using a prepared scrutiny check sheet. Vehicles should be presented in a “ready-to-go” condition.

### Eligible Cars

Any vehicle that is road-registered in their applicable State/Region/Territory and is compliant with the relevant regulations covering the tests associated with the Touring Road Event.

All vehicles must carry appropriate insurance for public roads.

It is recommended that only vehicles in standard production configuration are eligible to compete.

At the discretion of the ASN, cars could be classified by Divisions,

### Cars Safety

Each vehicle must comply with all civil road vehicle regulations.

A first aid kit must be carried

Vehicles do not require special requirements, aside of the regulatory safety equipment required on the country, but it is strongly recommended to have a fire extinguisher.

- SAFETY HARNESS:

Minimum civil requirements concerning seat belts must be adhered to – in the case where a seat belt is not legally required under civil law, at least a 3-point type seat belt, properly adjusted, must be worn.



## Part 2 - Document examples: ASN

The following document examples, should be considered as guidelines or reference which could help ASN to draw up its own regulations.



## **Touring Code**

### **1. INTRODUCTION**

- (a) A Touring Road Event is principally designed to encourage competitors in road registered vehicles into motor sport.
- (b) Generally, a Touring Road Event will not require special vehicle preparation or expertise. The organisation of these events is generally less onerous than for a rally or speed event, but must still comply with both State/Regional legislation and this framework, which are designed to ensure that competitors and officials are covered by ASN's permits and insurance, and that the organisers of events sanctioned by ASN retain the co-operation of government, shire, etc authorities.

### **2. DEFINITIONS**

#### **2.1 TOURING ROAD EVENT**

- (a) A Touring Road Event is a competition which has the following characteristics.
- (b) It consists of a series of road, transport and/or navigation sections whose itinerary and regulations are designed so that all relevant road laws can be complied with by all competitors, together with a number of special tests.
- (c) Special tests may include but are not limited to the following:
  - (i) skill tests (eg, auto-slalom/motorkhana, navigation, khanacross, autotest)
- (d) A least one special test must be included in the itinerary, otherwise the event is either a rally or a touring Road Event and must comply with the regulations for those events.)
- (e) Other forms of tests may be carried out in conjunction with the road sections, eg, economy tests, observation tests, regularity tests etc.

#### **2.2 SECTION**

A section is a part of the course, bounded by main controls or enter-on-sight controls, which may be nominated as a special test or a combination of special tests, and which may be timed or untimed.

#### **2.3 SPECIAL TESTS**

- (a) Skill tests: Skill tests are tests in which the highest speed or fastest time is not the determinant of section score, eg, median timed, navigation, manoeuvring test (auto-slalom/motorkhana, khanacross, auto-test) average speed, observation, regularity.
- (b) Test: A test is any activity which leads to a score.
- (c) Touring section: A touring section is a competitive section where the route instructions may be fully route charted or may be in another form. The actual time taken, the actual distance travelled, or another form of measurement is used to calculate any penalty.
- (d) Autotest: An autotest is a competition conducted on a sealed surface and involving a timed test of various layouts. An autotest is not, and may not include, a speed event. No straight section of the course may exceed 190 metres in length without a significant change of direction.
- (e) Each autotest shall be designed to test the acceleration, braking and general manoeuvrability of the vehicle, the skill and judgement of the driver and the ability of the navigator/co-driver to direct the driver through the correct



course. The course for each test shall be indicated by a series of cones/gates as specified in event instructions.

(f) Only one car is allowed on each test at any one time. Whilst competing, all crew members shall use at least a three-point seat belt which is properly worn and adjusted.

## 2.4 MEDIAN TIMING

(a) Median timing is a system of scoring in which crews are ranked by their elapsed time on a section and are then penalised by their difference from the median crew's time.

(b) The median time is that of the middle crew of the ranking eg, the 10th crew of a field of 19, the halfway time between the 10th and 11th crews of 20. The relationship between the penalty and the time difference for the purposes of producing scores is at the discretion of the organiser, however it must be included in the supplementary regulations.

(c) When median timing is used, competitors must be advised whether roads are closed or not.

(d) A time for closure of the Major Control at the end of each Division shall be set. No time or speed schedule must be imposed which requires or encourages Crews, whilst using a highway open to the public, to achieve an average speed between any two points that exceeds 50 KPH. No intermediate limit of time within a Division may be set.

## 3. VEHICLE ELIGIBILITY

(a) Vehicles must be registered for road use in the State/Region/Territory where the Touring Road Event takes place.

(b) A first aid kit must be carried, except for club events with no closed road tests.

(c) Vehicles do not require blue triangles, additional bonnet catches, catch tanks or tailshaft straps.

## 4. EVENT REGULATIONS EXAMPLE FRAMEWORK

### 4.1 REGULATIONS FOR ROAD SECTIONS

(a) The following clauses from the National Rally Code form the regulations for road sections. Organisers should add additional clauses in supplementary regulations provided that they are not in conflict with these clauses, unless specifically permitted below:

2	Definitions	6.3	Compassionate and Related
3.5	Signs on cars	6.6	Results
3.6	Scrutiny	6.7	Protests
3.8	Number in car	6.8	Advertising
3.9	Insurance	6.9	Overtaking
3.10	Entries	6.10	Outside Assistance
3.11	Teams [excluding (iii) & (iv)]	6.11	Detour and Road Closed Signs
3.12	Starting and Running Order	6.12	Retirements
4	Competitor Instructions [excluding 4.1(f), (g), (h), (i), (j)]	6.13	No Vehicle Change (but Clerk of the Course may overrule)



5	Controls [excluding 5.10(a), and the word “other” from	7	Event Administration [excluding 7.3 (f) and (h)]
6.1	Performance Record	8	Community and Civil Relations
6.2	Penalties [Supplementary Regulations may take precedence over 6.2(c)]	8.2(b)	Replace “competitive sections” with “special stages, road sections or navigation

(b) The itinerary and regulations must be designed so that all competitors can easily comply with all relevant traffic laws.

#### 4.2 FRAMEWORK FOR SPECIAL TESTS

A framework for specific tests are set out below. Organisers may propose other kinds of special tests for approval as part of their permit application.

#### 4.3 SKILL SPECIAL TESTS

(a) Auto-Slalom/Motorkhana: Refer to the following clauses from the Auto-Slalom/Motorkhana Code:

2.1	Definitions	12	Event Layout	18	Duties of Officials – Clerk
3	The	13	Start and	20	Spectators
10	Drivers	15	Method of		
11	The Procedure	16	Re-runs		

(b) Khanacross: Refer to the following clauses from the Khanacross Framework:

1	Definitions (excluding prohibition of carriage of navigators
2	Competition
3	Event Layout [excluding reference to a penalty under 14.2(b). Penalties will be as per event supplementary
6	Drivers [excluding 6(b)]
11	Start/Finish [excluding 11(e)]
12	Method of Timing
13	Spectators

(c) Navigation: A navigation test or Section need not have a Time Allowed applied; however, if there is a time stipulated the maximum average speed allowed to be set is 50km/h.

(d) Autotest

(i) Organisers are required to produce diagrams of the planned Autotest/s. Such diagrams are primarily for the use of officials for the purpose of set up of the test (and may be different to those provided to the competitors) and shall be to scale. They shall identify clearly and accurately the location of major features and in particular the permitted spectator locations.

(ii) The Checker must check all Autotest venues prior to the event. Spectator and official safety shall be a priority in checking the Autotest.

(iii) All Autotests and other special tests shall be set up and inspected to the satisfaction of the independent checker at least 15 minutes prior to the first vehicle commencing competition.



- (iv) People (including spectators and officials) must be behind a suitable protection where Autotests incorporating slaloms or other turns are being run, or otherwise not be situated alongside the competition surface.
- (v) The organisers shall ensure all officials shall be fully briefed and signed on prior to the commencement of the Autotest and any other sub-event, noting that often officials unique to that sub-event may have been appointed.
- (vi) An emergency plan is required for each Autotest.
- (vii) A first aid-trained person, together with an appropriate first aid kit (or other first aid provider such as St John) is required at each Autotest.
- (e) Course Vehicle: Prior to competition the vehicle that traverses the course beforehand (possibly Zero car) must be clearly identifiable (flashing lights and door signs).

## 5. LICENCES / LOG BOOKS

All crew members require the appropriate ASN licence for the event. Vehicle log books will not be required for Touring Assemblies, but if a competing vehicle is the subject of a log book it must be presented with the vehicle at scrutiny.

## 6. ADMINISTRATION

- (a) The event must have a Course Checker approved by ASN. The Checker must not have been involved with the planning of the route and the making of instructions beforehand. Notwithstanding the foregoing, the Checker may if necessary, come from the same organisation or club as the permit holder.
- (b) It is preferable for the Checker to be independent.
- (c) The event should be included on the relevant state or national rally calendar. Applications should be made to the relevant ASN office by the nominated date in the year prior to the event.
- (d) The relevant area co-ordinators must be consulted if any closed road special test is to be conducted. Organisers must inform all relevant authorities of the event details and obtain any necessary approvals. Organisers are encouraged to contact the relevant ASN office to obtain published guidelines for Road Event organisers.

## 7. PERMIT FEES

Permit fees will be as prescribed by the ASN.



## **2. PLANNING THE EVENT**

### **2.1 DETERMINING TO HOLD A TOURING ROAD EVENT**

Establish the broad period in which to conduct the event and hand decision to the Sporting Committee. Factors to be taken into consideration when selecting a period are other events on the club's calendar, other events (public or motor sport) that may affect attendance by competitors and officials, effect of wet weather on a non-sealed surface venue.

### **2.2 DECIDING ON A TYPE OF ADDITIONAL NON-SPEED TESTS (BITUMEN OR DIRT)**

Guideline: Seeking a Venue

Decision likely to be influenced by the type of cars to run in the event, the availability of venues with the desired surface, likely weather conditions (if dirt), venue hire cost and the Club's capacity to source and licence a new venue, if this is required.

### **2.3 SELECTING A DATE ACCORDING TO AVAILABILITY OF VENUE**

Guideline: Event Date

Selecting a date will be influenced by the availability of a suitable venue and the likely weather. A Touring Road Event is best suited to the wetter months of the year.

Clubs usually plan a calendar of events 12 months in advance, higher level events being submitted to the ASN in September to November the previous year (the higher the status of the event, the earlier the submission). Usually when the national and state championship events are set, dates for other events are allocated. However, for club sport activities there is no reason why a club cannot determine at any time to conduct an event.

'Standard' venues used by clubs for events such as motorkhanas are unlikely to be suitable for a TOURING ASSEMBLIES due to potential damage to the ground surface. Therefore, clubs are encouraged to seek out new venues that are suitable.

### **2.4 BUDGET**

Guideline: Budget

Unless there is a specific ruling by the club's committee one of the prime objectives in running an event is to do so without making a financial loss. Therefore, a budget should be drawn up to determine its financial viability and then used to monitor expenditure and income against the budgeted figures to allow any adjustments to be made so that a loss is not incurred.

Main expenditure items to consider are:

- ASN permit fee.
- Hiring of a venue.
- Hiring/purchase of any equipment (determine what equipment can be borrowed).
- Car numbers (if purchased; often water-based white shoe cleaner is used to mark numbers on glass – if it is wet weather put number on inside of car).
- Fuel/accommodation for officials, if required.
- Stationery including printing photocopy paper.
- Trophies/Awards.

Income will generally be based on entry fees; if sufficient entries are in doubt a club subsidy may be considered.



## 2.5 APPOINTING AN EVENT ORGANISING COMMITTEE

Appoint a Clerk of the Course, or Event Manager, to organise the event and to select the organising committee.

## 2.6 THE EVENT ORGANISING COMMITTEE

Guideline: Event Organising Committee

An Organising Committee should consist at least two persons – the Clerk of the Course and the Secretary. A club may have an Event Organiser who may not necessarily be the Clerk of the Course and thus the committee would consist of three persons.

This committee is invested with all necessary powers for the organisation of the meeting and the enforcement of the Supplementary Regulations.

However, there is no limit to the number of positions that can be created. A suggestion for a club TOURING ROAD EVENT is:

- Clerk of the Course/Club Chief.
- Assistant Clerk of the Course (optional).
- Secretary/Treasurer.
- Chief Scrutineer.
- Steward

Other officials - such as Equipment Officer, Officials' Coordinator, Chief Spectator Marshal - will have specific roles and may need to attend some committee meetings so that they gain an understanding of the planning of the event and their exact roles in it.

### Clerk of the Course or Event Director

The Clerk of the Course is responsible for the entire conduct of the event and all officials are responsible to this official, who must ensure the following takes place:

- Event planning.
- Documentation - to be conducted prior to the event, usually on the day.
- Scrutiny - to be conducted prior to the event, usually on the day.
- Officials recruitment - ongoing from when it is decided to conduct the event.
- Test set up and operation - checking the courses setup, placement of officials, safety considerations.
- Scoring of courses.
- Results for the end of the day announcement, and detailed results to be issued after the event.

For a TOURING ROAD EVENT where there is no Steward, the Clerk of the Course has the responsibility of investigating an incident that may give rise to an insurance claim. A written report must be submitted to the ASN as early as possible.

### Deputy or Assistant Clerk/s of the Course

One or more Assistant Clerks of the Course may be appointed and specific roles allocated to them, but the overall responsibility rests with the Clerk of the Course.

### Secretary of the Event (Meeting)



The role of the Secretary includes receiving and processing entries, collecting entry fees, organising documentation (on the day) and may include organising the issue of results.

#### Scrutineer

The Scrutineer is responsible for checking cars for safety prior to the event and re-inspecting any damaged vehicles that may occur during the event.

### 2.7 ESSENTIAL OFFICIALS

Clerk of the Course or Event Director

- Any Official appointed to the event as Clerk of the Course/Club Chief, Chief Scrutineer, Course Checker, Control Officials and (at least) a single Steward is an Essential Official and cannot compete.
- The Clerk of the Course must be clearly and readily identifiable as such (e.g. by wearing an armband or a tabard marked 'Clerk of the Course')
- Should the club not have an accredited Clerk of the Course (or Assistant) it should contact another club/s or the ASN and seek one for the day's activities
- If a Steward is not present any matter arising from the event which requires action by the Steward shall be referred to a stewards' hearing which shall be organised by the ASN (after the event).
- The duties of the Secretary of the Meeting and Timing Officials may be carried out by the Clerk of Course or by another suitably qualified official.

### 2.8 STEWARD/S

Guideline: Steward/s

The Club may appoint a Steward/s and the Chief Steward must hold at least a Club Chief Licence. Stewards cannot compete. The Steward/s may modify the program and the course in consultation with the Clerk of the Course or the Organiser in the interests of safety.

### 2.9 OFFICIALS ACCREDITATION

Guideline:

All officials must hold ASN Officials Accreditation; minimum requirements are:

Clerk of the Course	Club Chief
Deputy Clerk of the Course	Club Chief (if relieving Clerk of the Course while he/she competes)
Chief Steward (if appointed)	Club Chief
All other officials	Trainee Official, or General Official

Trainee Official

Officials with no current motor sport officiating experience can, on the day, complete an Officials' Trainee Licence form (available from the ASN) and after the event forward it to the ASN for processing.

### 2.10 PREPARE AN EVENT TIMELINE

Guideline: Event Timeline:

A timeline is a way of displaying a list of events in chronological order and is used to help the organising committee to know what milestones need to be achieved, and within what time schedule.



Weeks to Go	Activity	Responsible
8	Decide to conduct event	
8	Select a venue (some venues will require a longer timeline)	
8	Appoint an organising committee	
7	Visit venue(s) to determine approximate course layouts	
7	Consider safety issues (see Selection of Tests Guideline below)	
6	Prepare draft supplementary regulations and entry form (with ASN disclaimer); see sample documents attached	
6	Prepare equipment list and the source of provision of equipment (see Guideline list below)	
4	Call for officials to run the event (see Guideline below)	
4	Submit supplementary regulations and entry form to the ASN permit department with permit application form	
4	Complete a Medical Response/Emergency Services Information Sheet and forward to the ASN with Non-Speed Permit Application Form	
3	Prepare a Day Schedule	
2	Confirm availability of venue(s)	
2	Notify local police and neighbors of event if the venue is an area exposed to the public, particularly in built-up areas	
2	Issue supplementary regulations and entry form	
1	Organise collection of equipment; arrange for its transport	
1	Meet with officials to allocate and discuss roles on the day	
1	Finalise documents - Scoring / recording sheets, results sheet	
0	THE EVENT	

#### Guideline: Selection of Courses

Particular attention should be paid to the selection of courses which will allow the event to be conducted with an adequate margin of safety, especially if there is likely to be spectators (even if only friends and relatives of drivers), and must be taken into account early in the event planning, and even in the selection of a suitable venue.

Selection for event courses run under a Touring Road Event can be found under with the associated documents such as Organising an Auto-Slalom/Motorkhana, Organising a Khanacross.

#### Guideline: Equipment and Documents List (Sample)

A check list of equipment and documents needed should be made well in advance. Markers and/or flags should be sufficient to cover breakages, Safety bunting or barriers must all be organised and checked to make sure they will do the job required. Sufficient replacement markers should be available, along with any equipment needed to secure them (hammers, etc.).

##### Equipment

- Barricades if deemed required.
- Poles with numbers on half of them from 1 to 25 to form the “gates”.  
Need enough to make two courses plus spares.
- Car numbers if numbers are issued; or provision for marking numbers on vehicles (e.g. use of liquid chalk or white shoe cleaner to write number on window).
- First aid kit (recommended).
- Hammer/s to replace poles
- Fire extinguishers (minimum 2 x 0.9kg) – recommended.
- Measuring tape or wheel.
- Pens, clipboards to hold documents for recording vehicle numbers and scores.



- Provision for marking numbers on vehicles (e.g. use of white shoe cleaner to write number on window).
- Radios (two-way) if used
- Rope or bunting for controlling spectators, to mark 'no go' areas; or to mark competition area.
- Safety vests for all officials.
- Table and chairs where considered required.
- Weather protection (hot or wet).

#### Documents

- Activity Recording Sheets for officials to record progress of competitors.
- ASN Permit (for Touring Assemblies on notice board).
- OH&S Policy documents (for Touring Assemblies on notice board).
- ASN Trainee Officials Licence forms.
- Entry Forms for entries on the day.
- Medical Response/Emergency Services Form (copy from Permit Application Form).

- Officials Sign On Sheet (ASN);
- Passenger Indemnity Sheets (ASN).
- Results sheets (to fill in on the day); or these can be by computer and printer.
- Supplementary Regulations and Further Regulations (if any) for entries on the day.
- Course Diagrams for competitors.
- Course diagrams with layout dimensions for officials.

#### Guideline: Officials

The number of officials required to run the event will vary according to whether spectators are likely to be present, and the number and type of courses planned for the day and the number to be run at the one time. Other than the Clerks of Course, officials must be accredited General Officials, or Trainee Officials. If need be, contact the ASN for assistance with appropriately accredited officials.

### 3. ON THE DAY – BEFORE THE EVENT

#### 3.1 DAY SCHEDULE

##### Guideline: Day Schedule (Sample)

Conducting an event on the day successfully depends very much on the day schedule being prepared with care, and its issue to relevant officials. Once the number of entries is known (or anticipated), the day schedule can be prepared in detail. Some issues that need to be considered are:

- time for setting up course.
- time for any competitor reconnaissance.
- time on program for competitors to carry out course.
- on some events, time for competitors to turn around and return to the holding area.
- buffer time:
  - o delays in recovering vehicles (bogged, stalled, broken down).
  - o planned breaks (e.g. lunch).

The following activities will take place between the designated starting and end points of a Touring Road Event.

Time	Activity	Who Is Responsible
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0800	Open entry gates (if applicable)	Clerk of Course
0800	Officials arrive	
0815 – 0900	Set up course	Officials available
0815	Set up an official notice board and place on it the ASN Permit and OH&S Policy; sketch of course	Secretary
0815	Set up documentation	Secretary
0830	Competitors arrive	
0830 – 0930	Receipt of entries; documentation	Secretary
0830 – 0930	Scrutiny of cars	Scrutineers
0930 – 0945	Officials allocation and briefing	Clerk of Course
0930	Steward/s check of the course (Steward/s must give approval to start competition)	Steward/s
0945 – 0955	Drivers briefing	Clerk of Course
1000	Familiarisation run	Clerk of Course
1015 (say)	Competition commences – timed practice	Clerk of Course

### 3.2 DOCUMENTATION

#### Guideline; Documentation

An official (usually the event secretary) receives entries and conducts documentation checks. This can be carried out at a suitable location at the event venue, or at scrutiny (or even over a car bonnet!!). Checks are to cover:

- competitor's competition licence and club membership – checking expiry dates.
- entry form is correctly completed, and disclaimer/s signed.
- under-age indemnity form completed by a parent or guardian.
- passenger indemnity form completed (if applicable).

The following can be issued to competitors:

- car number for affixing to the vehicle (if applicable – using white shoe cleaner is satisfactory).
- (spare) supplementary regulations.
- further instructions (if any).
- course instructions.

### 3.3 SCRUTINY

#### Guideline: Scrutiny

Scrutiny of vehicles is carried out to ensure they meet safety requirements for the event and should be checked by scrutineers using a prepared scrutiny check sheet. Vehicles should be presented in a "ready-to-go" condition.

Selection of the scrutiny location needs to take into consideration:

- sufficient space for more than one vehicle to be checked at any one time.
- ample parking nearby for Road Event of vehicles waiting to be checked.
- area is not accessed directly from a main road (to avoiding vehicles banking back onto the road).
- if documentation is carried out in the scrutiny area make sure that it does not congest the actual scrutiny area.

It is best to rope off the actual scrutiny area to allow for a clear flow of vehicles and to avoid congestion with spectators and non-scrutiny officials.

### 3.4 OFFICIALS' BRIEFING



#### Guideline: Officials Briefing

- Welcome and thank you for participating.
- Ensure all officials have 'signed-on' for ASN insurance cover.
- Schedule for the day.
- If unaware of a situation, ask do not assume.
- Never turn back to competing cars and keep an eye on the competing car at all times to ensure the correct route has been used – and for safety reasons.
- Reminder of:
  - o no litter to be left behind – use bins or take rubbish.
  - o no smoking (where this applicable).
  - o no consumption of alcohol under any circumstances.

### 3.5 COMPETITORS' BRIEFING

#### Guideline: Competitors Briefing

A competitor briefing should be held prior to the start of competition and preferably be conducted by the Clerk of the Course. A written briefing is an alternative and can be issued at documentation.

The briefing should include:

- A welcome to the event.
- Introduce key officials and special guests.
- Comment on fact that motorsport is dangerous and can result in damage to vehicles and equipment and injury to persons.
- Introduction of senior officials (assistant clerk of the course, steward/s – if appointed).
- Brief outline of day's activities.
- Show sample of boards, flags, signs to be used.
- Number of courses, starting & finishing procedure.
- Regulations under which scoring is applied.
- Vehicle recovery (if relevant).
- How to drive the event (if there are novice drivers – or could ask them to stay back after briefing for their own special briefing).
- Any safety issues/procedures.
- Medical/first aid available and procedures.
- Any special requirements of the event.
- Reminder of:
  - o apparel requirements.
  - o no speeding in area (drive at walking pace at all times when not competing).
  - o no litter to be left behind – use bins or take rubbish.
  - o no smoking (where this applicable).
  - o no consumption of alcohol under any circumstances.

### 4. ON THE DAY – THE COURSES

The following is a simplified version of conducting an Observed Section Trial.

#### 4.1 NUMBER OF COURSES

##### Guideline: Setting Up Courses

Refer to the associated documents such as organising an Auto-Slalom/Motorkhana, Organising a Khanacross.

#### 4.2 RERUNS



#### Guideline: Reruns

Re-runs should only be allowed if the Clerk of the Course decides that the competitor's attempt at the course was impeded by outside factors.

### 4.3 COMPETITION PROCEDURE

#### Guideline: Course Routine

- The start is by indicating to the driver that that he/she can start in his/her own time.
- Finish is when the vehicle fails to proceed any further, hits a marker, leaves the course or completes the course successfully.
- If a test marker/cone has been displaced from its original position by a driver during an attempt at the test, and if the driver is required to negotiate that marker again during the test, the driver must proceed according to the original position of the marker.
- If a driver covers all the required course without penalty, and the vehicle passes completely through the final "gate", they will receive full points for that course.
- A vehicle must complete the full distance of the course under its own power.

### 4.3 TIMING

#### Guideline Timing:

- Timing needs to be to 0.01 second.
- For further details refer to the associated documents such as organising an Auto-Slalom/Motorkhana, Organising a Khanacross,

### 4.4 SCORING

#### Guideline Scoring:

- For further details refer to the associated documents such as organising an Auto-Slalom/Motorkhana, Organising a Khanacross,

### 4.5 PENALTIES

#### Guideline:

- For further details refer to the associated documents such as organising an Auto-Slalom/Motorkhana, Organising a Khanacross,

### 4.6 RESULTS

#### Guideline: Results

- For further details refer to the associated documents such as organising an Auto-Slalom/Motorkhana, Organising a Khanacross,

## 5. POST EVENT

### 5.1 DOCUMENTS TO THE ASN

- Clerk of the Course Report.
- Stewards Report – Non-Speed Events (sent in by Steward/s).
- Incident Report – if an incident occurred, together with either one or both of:
  - o Vehicle Damage Report (if substantial damage to a vehicle/s).
  - o Personal Injury Report (if an injury has been sustained).
- Venue and Personnel Report.
- Any Trainee Officials Licence Application Forms.
- A set of results.



These documents are to be completed & forwarded to the ASN within 7 days.

## 5.2 RESULTS

Guideline: Results

Compile results and distributed to competitors within 72 hours of the event (or place on website).

## 5.3 PRESENTATION

Guideline: Presentation

Purchase of trophies for presentation to award winners

## 5.4 BUDGET SUMMARY

Guideline: Budget Summary

Prepare a summary of the expenditure and income and present it to the Committee.





**CHRIS KERR**

**NAVIGATIONAL  
ROAD EVENT**



## 2. NAVIGATION ROAD EVENT

### Part 1 – General overview

#### Definition

##### NAVIGATION ROAD EVENT

A competition, in which participants use navigation to arrive at a point/s determined beforehand and which may include additional non-speed competition/s or tests.

#### Type of activity – Non-Speed

A Navigation Road Event is a **NON-SPEED** competition.

Principally, its designed to encourage competitors in road registered vehicles into motor sport, complying with public roads laws, therefore, not requiring special vehicle preparation or expertise.

The competition should consist on a controlled itinerary, with navigation points properly defined by the organizer on a typically known as “Road book”, with all relevant aspects of the itinerary to be followed by competitors.

The competition may include special test, in conjunction with the road sections (Example: economy test, observation test, regularity test, etc.)

Each Driver/Crew/Vehicle competing in a Navigational Road Event must comply with all relevant traffic regulations at all times and respect the rights of other road users, paying particular attention to obstruction of other vehicles, noise and legal speed limits.

Traffic regulations at all times take precedence over Event Regulations.

#### Facilities

Competitors require a space to assemble at the beginning and end of road or navigation sections, such as a car park or industrial area.

The organisers require somewhere to carry out documentation checks, competitor registration, driver briefings and to validate the results of the navigation sections of the competition.

For special tests, please refer to the relevant guidance notes for that particular activity.

#### Drivers / Crews Safety

- Helmet

A safety helmet is not compulsory.

Drivers in open cars must wear a full-face helmet either with a visor or goggles. The helmet shall be either FIA-approved, Snell-approved or complying with motorbike road legal certification. Glass lenses are not permitted.

- Clothing

Short sleeve shirt and short pants are acceptable. Clothing of flammable synthetic material, such as nylon, is not acceptable. Flame-retardant overalls and underwear complying with one of the FIA standards are recommended.

- Shoes

Enclosed shoes compulsory (bare feet, thongs (flip flops) or sandals not permitted). Shoes with leather uppers that cover the foot or shoes which have a leather upper but which includes elasticized ankle regions (e.g. elastic-sided work boots) are compulsory.

Shoes complying with one of the FIA standards are recommended.

#### Sporting framework

- Licence:

All crew members require the appropriate ASN licence for the event:

Additionally, drivers must hold the required civil licence to drive on public roads.

- Passengers



Passengers are permitted on public roads, but not permitted on the special test, unless for the purpose of instruction.

- **Competition framework**

Sporting Regulations, even simple ones, must be drawn up by the ASN accordingly to the sporting activity or special tests, together with the appropriate Supplementary Regulation for the specific event.

Judges of Fact may be appointed to monitor compliance with the road traffic regulations.

A time for closure of the Major Control at the end of each Division shall be set. No time or speed schedule must be imposed which requires or encourages Crews, whilst using a highway open to the public, to achieve an average speed between any two points that exceeds 50 KPH. No intermediate limit of time within a Division may be set.

Timed Sections are not permitted in a Navigational Road Event.

Each Crew member may be required to report at a prescribed point/s.

#### Technical framework

- **Scrutiny**

Scrutiny of vehicles is carried out to ensure they meet safety requirements for the event and should be checked by scrutineers using a prepared scrutiny check sheet. Vehicles should be presented in a "ready-to-go" condition.

#### Eligible cars

All vehicles are eligible, providing that are road-registered in their applicable State/Region/Territory and is compliant with the relevant regulations covering the tests associated with the Navigational Road Event.

It is recommended that only vehicles in standard production configuration are eligible to compete.

At the discretion of the ASN, cars could be classified by Divisions.

#### Cars Safety

Each vehicle must comply with all civil road vehicle regulations.

A first aid kit must be carried.

Vehicles do not require special requirements, aside of the regulatory safety equipment required on the country, it is strongly recommended to have a fire extinguisher.

- **SAFETY HARNESS:**

Minimum civil requirements concerning seat belts must be adhered to – in the case where a seat belt is not legally required under civil law, at least a 3-point type seat belt, properly adjusted, must be worn.



## Part 2 - Document examples: ASN

The following document examples, should be considered as guidelines or reference which could help ASN to draw up its own regulations.



## **Touring Code**

### **1. INTRODUCTION**

1.1 A Navigational Road Event competition, in which Crews use navigation to arrive at a point/s determined beforehand and which may include additional competition/s (other than any Speed Event, Race, Rally or Off-Road event).

- (a) A Navigational Road Event must comply with the Touring Code.
- (b) Each Crew member may be required to report at a prescribed point/s.
- (c) A time for closure of the Major Control at the end of each Division shall be set. No time or speed schedule must be imposed which requires or encourages Crews, whilst using a highway open to the public, to achieve an average speed between any two points that exceeds 50 KPH. No intermediate limit of time within a Division may be set.
- (d) No award of a prize valued at over \$500 may be allocated in respect of a Navigational Road Event.
- (e) Each driver must hold a minimum of an ASN Non-Speed licence/permit, subject to the civil road laws applicable in the State/s in which the event is being held.

NOTE: Timed Sections are not permitted in a Navigational Road Event.

### **2. DEFINITIONS**

#### **2.1 BRIEFING**

A meeting called by the organisers for Crews and, where required, for officials to give general information relating to the event, allot starting time, the display of boards to be used during the event etc. Any alteration to Regulations or Route Instructions issued or displayed at the Briefing must be in written form.

#### **2.2 CHECKER**

A person appointed to check and traverse the intended route prior to the event and compare it with the route instructions, to point out any errors or ambiguities to the Clerk of the Course of the event for rectification, and to ensure that the route is fair, passable, safe and in accord with current regulations and best practices. The Checker may also have authority to check and oversee organisational aspects of the event.

#### **2.3 COMPETITOR**

A person or body who holds a competitor's licence acceptable to the ASN and has entered a competition.

#### **2.4 CONTROL**

A defined, marked area which may be manned by Control Officials or unmanned. Relevant data of each vehicle's compliance with instructions is recorded at Controls which may be either:

- (i) Major Control: A control located at the start or finish of a Section or Division.
- (ii) Passage Control: A Control located between Major Controls to verify observance of the specified route and/or Route Instruction compliance with the Regulations.

#### **2.5 CONTROL CARD**

The duplicate record of each Crew/vehicle's compliance with instructions at each Control which is retained by the Control Official.



## 2.6 CONTROL OFFICIAL/S

An official manning a Control for the purpose of recording data relevant to the performance of each crew/vehicle and relaying instructions to the Crews. A Control Official is a “Judge of Fact” with respect to matters relating to any performance of a Crew and/or vehicle occurring within the vicinity of their control.

## 2.7 CREW

Those people nominated by the Competitor and accepted by the organisers to travel in the entered vehicle.

## 2.8 DIVISION

A group of consecutive Sections. One day’s running time of 8 hours or less shall be broken in to no more than 2 Divisions. If the running time exceeds 8 hours, then a third Division may be added.

## 2.9 DOCUMENTATION

Event documentation shall consist of:

- (i) Supplementary Regulations
- (ii) Entry Form
- (iii) Any Further Regulations/Bulletins
- (iv) Vehicle Safety Check Form and/or
- (v) Route Instructions, Maps and/or Road Book/s.

## 2.10 FINISHER

A vehicle with a Crew which completes the event in compliance with the event regulations.

## 2.11 JUDGE OF FACT

Where a decision is to be given whether an automobile or participant has touched or crossed a given line, or upon any other fact of the same type and which has been specified in the Supplementary Regulations, one or several Judges of Fact shall be nominated.

## 2.12 MAP REFERENCE

A location on the official map which may be a grid reference or a clearly identifiable feature which is referred to in the Route Instructions.

## 2.13 OBSERVATION

Information to be collected, by each Crew, at a specified location or Route Instruction.

## 2.14 OFFICIAL MAP/S

Those maps specified by the organisers as being necessary for interpretation of Route Instructions and other directions.

## 2.15 ROAD CARD

The official document held by each Crew on which is recorded details of the activity of the Crew/vehicle throughout the event.

## 2.16 ROUTE CHART (SEE ROUTE INSTRUCTIONS)



- (a) A listing of consecutive odometer readings with corresponding instructions using:
  - (i) cumulative distance - odometer readings representing the distance between the start of the route chart and the relevant instructions; and/or
  - (ii) intermediate distances - odometer readings representing the distance between consecutive instructions.

## 2.17 ROUTE INSTRUCTION/S

- (a) Data issued to each Crew from which the route is derived. It may be in one or more of the following forms:
  - (i) Route Chart
  - (ii) Tulip Diagram
  - (iii) Strip Chart
  - (iv) the centre of a letter underlined and bold in a word
  - (v) grid reference
  - (vi) description of the roads shown on the map
  - (vii) 'within xx km of a specified feature' and/ or
  - (viii) map references in any other form permitted by the regulations for the event.
- (b) Information to derive the route shall be taken from documents in the following order of precedence:
  - (i) Written alterations to the Route Instructions advised during the course of the event
  - (ii) Route Instructions
  - (iii) Further Regulations/Bulletins in reverse order of issue and
  - (iv) Supplementary Regulations

## 2.18 SECTION

The portion of the route between two successive Major Controls.

## 2.19 SHORTEST MAPPED ROUTE

The route that is the shortest determined from the Official Map/s.

- (a) Shortest Mapped Route Point to Point is the Shortest Mapped Route between each successive Major Control and/or VIA in a Section in the order listed in Route Instructions, without using any portion of the Section in opposing directions. A VIA may be revisited, but only after first visiting it as the VIA.
- (b) Shortest Mapped Route Overall is that mapped route which is shortest from start to finish of a Section and which passes through each VIA point without using any portion of the route in opposing directions. Any VIA will not necessarily be passed through in the same order as that given in the Route Instructions.
- (c) For the purposes of interpretation of NTC Art. 2.19, the phrases "Point to Point" and "VIA to VIA" shall be synonymous.

## 2.20 STRIP CHART (ALSO KNOWN AS HERRINGBONE)

A diagrammatic representation where the required route is shown as the centre trunk of the chart and each other road is shown as a branch. Where the strip chart represents an unmapped road the chart must identify the distances between successive branches.

## 2.21 SUPPLEMENTARY REGULATIONS



A compulsory official document approved by the ASN and issued by the Organiser of a sporting competition with the object of specifying the details of the competition.

#### 2.22 TEAM

A group of vehicles and/or crews which may be required to satisfy special conditions to qualify for awards as specified by the Supplementary Regulations.

#### 2.23 TULIP DIAGRAM

A diagrammatic representation of a part of the route depicting the route to be followed.

#### 2.24 VIA

A feature, specified location, point on the route, or Route Chart to be visited which must be specified in Route Instructions. The word VIA as defined shall be written as all capital letters. As defined, VIA is a noun and when used in Event Documentation in that form shall be taken to have the defined meaning herein. The word “via” when not appearing in capital letters can be taken to have its normal dictionary meaning.

#### 2.25 VISUAL ROUTE CHECK

An Observation designed to check that each Crew and/or vehicle is following the route as set down by the organiser. The form of such Observation must be identified in the Supplementary Regulations.

### 3. NAVIGATION

#### 3.1 ROUTE INTERPRETATION

- (a) The route is that which complies with the Route Instructions, Supplementary Regulations and other Event Documentation. Except as permitted under Article 7.4 no Route Instruction shall require a Crew to travel in opposing directions.
- (b) Each Section is a separate entity. The instructions, limitations etc. of any Section are irrelevant to any other Section, unless specifically issued for a Division or multiple Sections.
- (c) Whether mapped or unmapped the route to be followed between Major Controls and through specified locations is optional unless specified otherwise (e.g. shortest mapped route) in Route Instructions.
- (d) A Crew is deemed to have completed a Section when, having departed from the Major Control at the start of the Section, it enters the Major Control at the end of the Section for the first time.
- (e) A Route Instruction to use a specified road shall be interpreted as a requirement to proceed along part of that road. If the requirement is to proceed along a specific part, or the full length, of that road then such requirement must be explicit. Crossing a road may not be interpreted as using that road.
- (f) Entry to Controls or VIA points shall be along mapped roads unless otherwise specified in Route Instructions.

#### 3.2 ROUTE INSTRUCTIONS



- (a) Route Instructions may be issued at any Control. The location of each Major Control in a Section or Division shall be issued at or prior to the start of that Section or Division.
- (b) No Crew shall be required to depart a Control at which any new instructions are issued within 2 minutes of receiving those instructions.
- (c) Where Route Instructions for a group or groups of Sections are issued simultaneously, the number of pages issued must be nominated in those instructions. It is the responsibility of each Crew to obtain such Documents and no allowances shall be made should a Crew neglect to obtain Route Instructions, parts thereof, Road Card/s or Official Maps.
- (d) Where the Route Instructions for a Section extends on to more than one page, all pages should show Division and Section identification prominently on each page of the Route Instructions and shall be sequentially numbered.
- (e) Where the Route Instructions require each Crew to leave a Control in a specific direction, that instruction must be first amongst the instructions for that Section.
- (f) For each Division, Route Instructions must list:
  - (i) Division number, Official Maps in order of priority; and location of Major Controls; and the approximate length of the Section or information that will allow the approximate distance to be deduced. The distances to refuelling locations should be advised at least daily.
- (g) For each Section, Route Instructions must list:
  - (i) Section number, Official Maps in order of priority where these differ from Division requirements; and the approximate length of the Section or information that will allow the approximate distance to be deduced.
- (h) Any alteration to the Route Instructions must be in writing. A copy of such alterations must be shown to or given to each participating Crew which may be required to sign acknowledgement of receipt of the information. It shall be deemed as sufficient compliance with this Article that the alterations are displayed at the Briefing and Crews are so advised.
- (i) Where a change in instructions is prescribed by the Event Director or the prescribed route is impassable, Redirection Board shall be placed. Directional and/or re-directional instructions relating to each Z Board shall be provided to Crews in the Event Documentation.
  - (ii) Any re-directional instruction shall be interpreted as requiring a route to be selected to the next specified point (VIA or Control) unless the re-direction includes the instruction to re-join the route at a certain point or as per other directions.

### 3.3 CAUTIONS

- (a) The Route Instructions may identify hazards along the route that are considered as appropriate to be drawn to the attention of Crews either by words in the instructions and/or by signage on the ground. These shall be called Cautions.
- (b) Wherever the word "Caution" is used, its degree shall be indicated by the use of exclamation marks as follows:
  - (i) One exclamation mark (!) indicates a hazard where difficulty might be encountered if the crew were unaware of the hazard. It is not necessary to use the instruction "caution" with this indication.



- (ii) Two exclamation marks (!! ) indicate a situation where damage to a vehicle or crew could result from negotiating the hazard without due care. This indication shall be used in conjunction with the instruction "caution".
- (iii) Three exclamation marks (!!! ) indicate a severe hazard which cannot be negotiated without significant care. This indication shall be used in conjunction with the instruction "extreme caution".
- (c) Whenever exclamation marks are used the instruction must describe the hazard.
- (d) Whenever two or three exclamation marks are used in the instructions the hazard shall be marked on the route by caution boards displaying the same symbols.

### 3.4 ABBREVIATIONS

The following abbreviations taken in context may be used in Route Instructions:

BL	Bear left	RA	Roundabout	THL	Turn hard left
BR	Bear right	RBR	Road bends right	THR	Turn hard right
E	East	RBL	Road bends left	TJ	"Tee" junction
FMR	Follow main	RD	Road	TL	Turn left
FMT	Follow main	OOB	Out Of Bounds	SP	Signpost
GR	Grid reference	RGR	Road goes right	TR	Turn right
GL	Grid line	RGL	Road goes left	TVHL	Turn very hard left
GS	Grid square	RJ	Road junction	TVHR	Turn very hard
KL	Keep left	RS	Railway station	UM	Unmapped
km	Kilometre	RW	Railway line	W	West
km/h	Kilometre per	S	South	XR	Cross road
KR	Keep right	SMR	Shortest Mapped		
N	North	SO	Straight on		

#### NOTE:

"Caution", "Proceed with Caution", "End of Section" and "Railway Crossing" must not be abbreviated.

"Keep" implies continuing on the same road or a road of similar character.

"Bear" (R or L) requires leaving the original road to travel along another, usually at a fork, or a junction where the change of direction is less than 90°. The use of the word "Veer" as an instruction is not permitted.

A Tee Junction is a Road Junction which shall be entered from the stem of the Tee.

### 3.5 MAPS

- (a) The Official Maps for an event must either be nominated and fully identified in Event Documentation or be supplied by the organisers of the event. Where parts or excerpts of maps are supplied by the organisers then the origin, original date of issue, legend and scale for the map shall also be given.
- (b) For the purposes of an event each place, intersection, road and other feature named or described in Route Instructions is deemed to exist as shown



on the Official Maps. Where a road shown on a map is intercepted by any name or map symbol then it shall be deemed to join up as a mapped road.

(c) If a point appears on more than one Official Map or is named or described in Route Instructions then the relevant map must be expressly identified for each point or a priority of maps designated.

(d) The Organiser shall not be responsible for any inaccuracies or omissions on maps.

(e) Where Route Instructions specify any point on a map, then that point must be specific with respect to features which are identifiable on that map, e.g.:

(i) "Creek Crossing GR731028", not merely "GR731028"

(ii) "RD400 metres N of RJ GR675504", not "GR675504".

(f) If a road junction, re-alignment, unmapped road or similar is located less than 2mm apart on the map, or using the scale of the map an equivalent distance on the ground, identification or clarification of the direction intended to be taken must be given (e.g., 2mm for a 1:100,000 map equals 200 metres, 2mm for a 1:250,000 map equals 500 metres).

(g) Adequate identification or clarification of a road, road junction or location shall be deemed to be given where the angles and/or bends and/or number of roads and/or orientation and/or topographical features are similar to a road, road junction or location on the ground.

(h) Where mapped roads only are to be used then unmapped roads may only be used if deemed as 'mapped' for that Division or other segment of the event as specified.

### 3.6 SHORTEST MAPPED ROUTE

(a) The Shortest Mapped Route shall be the Shortest Mapped Route Point to Point unless Shortest Mapped Route Overall is specified.

(b) A Shortest Mapped Route of either type may be specified for an entire Section or for a portion/s of a Section.

(c) Where the Official Map for a Section shows a distance on every road to be traversed, the correct route shall be determined only by the sum of those distances.

(d) If measuring aids are necessary to determine the Shortest Mapped Route between any two points and the length of any alternative course is less than 1 km or 5% different from the correct course (whichever is the greater), then additional information shall be given to determine the correct course.

(e) Intermediate instructions between Major Controls and/or VIAs may be completed in any order, except when the words 'then' and/or 'followed by' are used between instructions. When the words 'consecutive' or 'consecutively' are used in an intermediate instruction that requires multiple tasks to be effected, then these tasks shall be completed one after the other without any other intermediate instruction being undertaken between them.

### 3.7 TULIP DIAGRAMS

(a) Where a tulip diagram is included in the Route Instructions, each shall appear in an area generally not less than 20mm x 26mm and which would normally show:

(i) the route to be followed, by arrows

(ii) the entry direction vertically upwards

(iii) the relative width of roads by the thickness of the lines in the diagram



- (iv) significant lesser quality roads or transfers from sealed to gravel roads (or vice versa) by use of dotted lines
- (v) the location of any hazard, signpost, course marker and control; and
- (vi) the degree of any hazard by the use of exclamation marks (Cautions).

### 3.8 OUT OF BOUNDS

(a) Where an Out of Bounds instruction is included in the Route Instructions:

- (i) Any point, road or area specified as Out of Bounds may not be entered, crossed or traversed, unless Route Instructions allow otherwise, however, if a road is specified as being Out of Bounds between two points, it may only be crossed or turned off at these end points.
- (ii) Unless the Supplementary Regulations specify otherwise then an Out of Bounds condition shall apply from the time the Instruction is issued for the remainder of the event.

## 4. CONTROL/COURSE PROCEDURES

### 4.1 CONTROL/COURSE MARKERS

(a) Types of Control markers are:

- (i) a board (or boards) which identifies the Control boundary placed in accordance with NTC 4.1(d)
- (ii) a green lamp, where a Control is open between sunset and sunrise, or a flag or a board which identifies the location of a Control; and
- (iii) a board which marks a start point.
- (b) Where Major Controls and Passage Controls are identified by boards, they shall be of sufficient size and be clearly visible. 450mm x 450mm is the minimum suggested size with major letters at least 300mm in height.
- (c) Where Controls are identified by boards:
  - (i) Major Controls will be identified by signs displaying a 'M' on a white board.
  - (ii) Passage Controls may be located anywhere along the correct or incorrect route. A manned Passage Control will be identified by a 'P' on a white board.
  - (iii) Unmanned Passage Controls may be either an Observation, Visual Route Check or Redirection Board (see new NTC 3.2(h), (i). To evidence visiting unmanned Controls the Crew should record the information required by observation or the alpha and/or numeric identifiers shown on Boards on the Road Card, in accordance with Event Supplementary Regulations and as advised at the Event Briefing.
- (d) Where manned Controls are identified by Boards, they shall be placed on all possible directions of entry to the Control.
- (e) All Boards to be used in an event shall be displayed at the Briefing, and their use and the recording of information thereon by Crews will be explained at this time.
- (f) A Crew which removes, alters, obstructs or interferes with a course marker may be disqualified from the event.

### 4.2 CONTROL OPENING AND CLOSING

- (a) A Control shall open not earlier than one hour before, nor later than, the scheduled time of arrival of the first car of the field.
- (b) A Control shall remain open until closed by the departure of the control official or by the removal of the Control identification boards.



#### 4.3 PROCEDURE AT CONTROLS (GENERAL)

- (a) The Control Official has authority over all activities within the control area.
- (b) Unless otherwise instructed in Event Documentation, each Crew must present their Road Card, to a Control Official upon arrival to a Control, regardless of whether or not they are participating on the Section to which the Control applies and regardless of from which direction they may have arrived.
- (c) The procedures to be followed when an unmanned Control is encountered shall be detailed in Event Regulations.
- (d) No Crew/vehicle may, within sight of a Control, deviate from a road to enter the Control from a different direction.

#### 4.4 PROCEDURE AT MAJOR CONTROLS

- (a) A Crew shall be deemed to have finished a Section when:
  - (i) their vehicle passes a control boundary; or
  - (ii) a member of the Crew presents the Road Card to the Control Official at that Control.
- (b) A Crew may elect to stop their vehicle outside a Control area provided that they do not obstruct traffic. At night, parking and tail lamps shall be left on. A Control Official may require a vehicle to enter Control promptly.
- (c) A Crew member may enter the Control on foot and may remain in the Control area until the vehicle enters.
- (d) Each vehicle must enter each Control under their own motive power.

#### 4.5 CONTROL AREA BOUNDARIES

- (a) The Control area boundary must be identified by an approved Control marker/s. If the location is specified as a junction, intersection or road, then the Control area shall be the whole area within the fence lines for a distance of approximately 50m from the specified location.
- (b) If any of the fence lines referred to above do not exist in fact, then they will be deemed to exist 20m from and parallel to the centreline of the road.
- (c) If Route Instructions for the next Section specify an exit direction from the Control, then the Control area may be further extended up to 20m along the exit road.

### 5. DRIVING IN A NAVIGATIONAL ROAD EVENT

#### 5.1 CIVIL ROAD TRAFFIC REGULATIONS

- (a) Each Driver/Crew must comply with all relevant traffic regulations at all times and respect the rights of other road users, paying particular attention to obstruction of other vehicles, noise and legal speed limits.
- (b) Traffic regulations at all times take precedence over Event Regulations. A crew may be instructed to drive slowly, or quietly, or with some other constraint within or throughout a Section.
- (c) Judges of Fact may be appointed to monitor compliance with the road traffic regulations.

#### 5.2 CIVIL VEHICLE REGULATIONS

Each vehicle must comply with all civil road vehicle regulations.

#### 5.3 PROPERTY DAMAGE



Any damage to public or private property must be reported to the next Major Control.

#### 5.4 "DETOUR" AND "ROAD CLOSED" SIGNS

"Detour", "Road Closed" and similar signs must be obeyed and the correct route re-joined at the first opportunity unless event documentation specifically advises that the sign is to be ignored.

#### 5.5 RETIREMENT

A crew/vehicle retiring from an event shall endeavour to notify a Control Official of that fact. Having retired, the crew/vehicle may not re-join the event.

#### 5.6 RE-JOINING AN EVENT

Unless precluded in the event regulations, any crew/vehicle which is temporarily unable to continue is permitted to re-join the event at a subsequent point, provided that:

- (a) the Crew requests permission from a Control Official to re-join an event and the request has been approved by the Clerk of the Course or his/her Deputy.; and
- (b) the vehicle re-joins prior to the passage of the Sweep Vehicle.

### 6. SCORING AND RESULTS

#### 6.1 RECORDS

- (a) The passage and compliance with instructions of each vehicle and Crew through and at the various Controls shall be recorded by a Control Official on the Road Card.
- (b) A duplicate record shall be kept by the Control Official on their Control Card.
- (c) The information recorded, as applicable, shall be:
  - (i) Direction of entry
  - (ii) Time of entry
  - (iii) Acknowledgement of observation
  - (iv) Speed of participating vehicles; and
  - (v) Other relevant performance of a vehicle/crew.
- (d) It is the responsibility of the Crew to ensure that:
  - (i) the appropriate entries are made completely and correctly on their Road Card at each manned Control and
  - (ii) they record the observations relating to any unmanned controls.
- (e) If a Road Card is lost or if there is a discrepancy between the Road Card and the Control Card, the Control Card may be taken as correct at the discretion of the Clerk of the Course.
- (f) An error of recording may be corrected by the Control Official and/or other judge of fact up to the time results are declared to be final.
- (g) An obvious error and/or omission on the Road Card and/or Control Card should be corrected by the Clerk of the Course after appropriate consultation.

#### 6.2 PENALTIES

- (a) Crew performance shall be reported to the Clerk of the Course by officials of the event. Where the performances incur penalties under the regulations applicable to the event, the Clerk of the Course shall apply the penalties specified.



- (b) A penalty of disqualification shall be imposed where a Crew is found to have committed any of the following offences:
  - (i) Observed wilful interference with public and/or private property
  - (ii) Dangerous driving
  - (iii) Falsification of an entry on road card
  - (iv) Failure to comply with any eligibility requirement
  - (v) Wilful interference with any course marker; and/or
  - (vi) Acting in a manner detrimental to the interests of the sport.
- (c) General scale of penalties (per infringement):
  - (i) A penalty of 30 points shall be imposed for:
    - (A) missing or failing to report to Passage Control
    - (B) Entering or departing any Control in the wrong direction
    - (C) Missing or incorrect information
    - (D) Non-compliance with Route instructions
    - (E) Proceeding through out-of-bounds location
    - (F) Any breach of any regulation not otherwise provided for.
  - (ii) Where a Crew records a Passage Control on an incorrect route on the Road Card and fails to record Passage Control on the correct route they will be penalised for whichever route incurs the greater penalty.
  - (iii) A penalty of 60 points shall be imposed for:
    - (A) A Loss of a Road Card by the Crew
    - (B) Failure to report to a Major Control
    - (C) Failure to report damage in contravention of Article 5.3 and/or
    - (D) Failure to obey any specific or reasonable instruction of an official.
  - (iv) The following penalty shall be imposed for exceeding a speed limit:
    - (A) A speeding offence detected by an official or civil authority shall incur a penalty of one (1) point per kilometre per hour over the applicable speed limit.
    - (B) A second speeding offence shall incur the penalty of disqualification from the event.

### 6.3 RESULTS

The results shall show each penalty on each Section including any deleted Section.

### 6.4 PLACINGS

- (a) The Crew with the fewest total penalty points shall be placed first and the others placed in order of total penalty points.
- (b) If two or more Crews accumulate equal total penalty points a tie shall be declared for the purpose of determining placings in the event. Event regulations may specify a method by which a tie may be broken to enable the awarding of trophies.

### 6.5 SUB-EVENTS

Event regulations may include special test/s and/or sub-event/s the results of which may be included in the results for the Navigational Road Event.

### 6.6 REVIEW REQUEST

- (a) A Crew may make a Review Request regarding the event in writing to the Clerk of Course detailing the reason/s for the request.
- (b) Review requests may be made:
  - (i) During the Event, up until 30 minutes after the final Control of the Day and/or



- (ii) Within 24 hours of the publication of Provisional Scores
- (c) When a Crew makes a Review Request after the provisional scores have been published, and the organisers believe that a re-score of part or parts of the event may be appropriate, they shall advise all Crews of the nature of the requested review and may accept submissions from other Crews.
- (d) Any re-scoring shall then be included in the revised provisional results which will then be eligible for protest before becoming final.

## 7. EVENT ORGANISATION

### 7.1 ODOMETER CHECK

The Supplementary Regulations shall provide details of the official odometer check for the event.

### 7.2 REFUELLING

The maximum distance between pump refuelling shall be 350km; notwithstanding, it is recommended that this distance not exceed 250km.

### 7.3 REST BREAKS

A rest break may be provided at the end of a Section or Division.

### 7.4 DIRECTION OF TRAVEL

Where event regulations permit the use of a road in opposing directions, those regulations and/or Route Instructions shall include a warning of that fact.

### 7.5 OTHER COURSE VEHICLES

- (a) An official vehicle should traverse each Section not more than three hours prior to the running of the event.
- (b) In all road events there should be a vehicle to sweep the course. A sweep car should traverse the course at the closing of each Section. The Crew of this vehicle should, apart from driving over the course to clear controls, ensure that gates are closed, all signs erected by the organisers are removed, and any property damage is noted. The sweep car should also make a check for any missing Crew.

### 7.6 CANCELLATION, ABANDONMENT, TERMINATION OF OR ALTERATION TO AN EVENT

- (a) The organisers reserve the right to abandon an event if, in their opinion, the number of entries is insufficient, or if conditions constitute force majeure.
- (b) In the event of an organisational mistake occurring (e.g. incorrectly located Control), the Section/s or part/s thereof affected should be deleted from the results by the Clerk of the Course.
- (c) If the event is terminated when only part run, the organisers shall determine placings among those Crews who have not retired or been excluded to that point.



## **2. PLANNING THE EVENT**

### **2.1 DETERMINING TO HOLD A NAVIGATIONAL ROAD EVENT**

Establish the broad period in which to conduct the event and hand decision to the Sporting Committee. Factors to be taken into consideration when selecting a period are other events on the club's calendar, other events (public or motor sport) that may affect attendance by competitors and officials, effect of wet weather on a non-sealed surface venue.

For any event utilizing public roads, these must be open for circulation at the time of the event in the context of running this type of event.

### **2.2 DECIDING ON A TYPE OF ADDITIONAL NON-SPEED TESTS (ASPHALT OR GRAVEL)**

Guideline: Seeking a Venue

Decision likely to be influenced by the type of cars to run in the event, the availability of venues with the desired surface, likely weather conditions (if dirt), venue hire cost and the Club's capacity to source and licence a new venue, if this is required.

### **2.3 LOOKING FOR A COURSE/VENUE**

Guideline: Seeking a venue

A list of established venues for the associated tests may be available from the ASN.

Generally, a course for a Navigational Road Event will not require any specific authority, but should incorporate venues where additional tests will be run as part of the overall event. A Navigational section is a competitive section where the route instructions may be fully route charted or may be in another form. The actual time taken, the actual distance travelled, or another form of measurement is used to calculate any penalty

For further Course Requirements see Navigational Road Event Sporting & Technical Framework: Article 4 'Control/Course Procedures'.

Additionally, the relevant area coordinators must be consulted if any closed road special test is to be conducted. Organisers must inform all relevant authorities of the event details and obtain any necessary approvals.

Organisers are encouraged to contact the relevant ASN office to obtain published guidelines for Road Event organisers.

### **2.4 SELECTING A DATE ACCORDING TO AVAILABILITY OF VENUE**

Guideline: Event Date

Selecting a date will be influenced by the availability of a suitable venue and the likely weather. A Navigational Road Event is best suited to the wetter months of the year.

Clubs usually plan a calendar of events 12 months in advance, higher level events being submitted to the ASN in September to November the previous year (the higher the status of the event, the earlier the submission). Usually when the national and state championship events are set, dates for other events are allocated. However, for club sport activities there is no reason why a club cannot determine at any time to conduct an event.

'Standard' venues used by clubs for events such as motorkhanas are unlikely to be suitable for a NAVIGATIONAL ASSEMBLIES due to potential damage to the ground surface. Therefore, clubs are encouraged to seek out new venues that are suitable.



## 2.5 BUDGET

### Guideline: Budget

Unless there is a specific ruling by the club's committee one of the prime objectives in running an event is to do so without making a financial loss. Therefore, a budget should be drawn up to determine its financial viability and then used to monitor expenditure and income against the budgeted figures to allow any adjustments to be made so that a loss is not incurred.

Main expenditure items to consider are:

- ASN permit fee.
- Hiring of a venue (if applicable).
- Hiring/purchase of any equipment (determine what equipment can be borrowed).
- Car numbers (if purchased; often water-based white shoe cleaner is used to mark numbers on glass – if it is wet weather put number on inside of car).
- Fuel/accommodation for officials, if required.
- Stationery including printing photocopy paper.
- Trophies/Awards.

Income will generally be based on entry fees; if sufficient entries are in doubt a club subsidy may be considered.

## 2.6 APPOINTING AN EVENT ORGANISING COMMITTEE

Appoint a Clerk of the Course, or Event Manager, to organise the event and to select the organising committee.

## 2.7 THE EVENT ORGANISING COMMITTEE

### Guideline: Event Organising Committee

An Organising Committee should consist at least two persons – the Clerk of the Course and the Secretary. A club may have an Event Organiser who may not necessarily be the Clerk of the Course and thus the committee would consist of three persons.

This committee is invested with all necessary powers for the organisation of the meeting and the enforcement of the Supplementary Regulations.

However, there is no limit to the number of positions that can be created. A suggestion for a club NAVIGATIONAL ROAD EVENT is:

- Clerk of the Course/Club Chief.
- Assistant Clerk of the Course (optional).
- Secretary/Treasurer.
- Chief Scrutineer.
- Chief Timekeeper
- Steward
- Sweep
- Scorer

Other officials - such as Timing Officials, Course Checker, Control Officials, Sweep, Scorer, Equipment Officer, Officials' Coordinator, Chief Spectator Marshal - will have specific roles and may need to attend some committee meetings so that they gain an understanding of the planning of the event and their exact roles in it.

Note: Some venues provide officials (even a Clerk of Course), equipment and timing, inclusive of the track hire. It is worthwhile investigating this, as it will make organising the event much easier.



The following is a listing of main responsibilities held by each of the key officials during the event's lifecycle. For your event to be as successful as you would like, these are best used as a starting point. As your club becomes more experienced in running events, the club will be able to obtain a better understanding of what is required from each official in order to run the event to a suitable standard.

#### Clerk of the Course or Event Director

The Clerk of the Course is responsible for the entire conduct of the event and all officials are responsible to this official, who must ensure the following takes place:

- Event planning.
- Documentation - to be conducted prior to the event, usually on the day.
- Scrutiny - to be conducted prior to the event, usually on the day.
- Officials recruitment - ongoing from when it is decided to conduct the event.
- Test/Course set up and operation - checking the courses setup, placement of officials, safety considerations.
- Scoring of courses.
- Results

If there is a single Clerk of the Course, he/she may not compete. The appointment of a Deputy or Assistant Clerk of the Course is necessary if the Clerk of the Course is competing in the event.

#### Deputy or Assistant Clerk/s of the Course

One or more Assistant Clerks of the Course may be appointed, and specific roles allocated to them, but the overall responsibility rests with the Clerk of the Course

#### Secretary of the Event (Meeting)

The role of the Secretary includes receiving and processing entries, collecting entry fees, organising documentation (on the day) and may include organising the issue of results. The Secretary may compete.

#### Chief Scrutineer

The Scrutineer is responsible for checking cars for safety prior to the event and re-inspecting any damaged vehicles that may occur during the event. The Scrutineer(s) may compete.

## 2.8 ESSENTIAL OFFICIALS

Guideline: ASN Requirements for Essential Officials Attending the Event

- Any Official appointed to the event as Clerk of the Course/Club Chief, Chief Scrutineer, Course Checker, Control Officials and (at least) a single Steward is an Essential Official and cannot compete.
- The Clerk of the Course must be clearly and readily identifiable as such (e.g. by wearing an armband or a tabard marked 'Clerk of the Course')
- Should the club not have an accredited Clerk of the Course (or Assistant) it should contact another club/s or the ASN and seek one for the day's activities



- If a Steward is not present any matter arising from the event which requires action by the Steward shall be referred to a stewards' hearing which shall be organised by the ASN (after the event).
- The duties of the Secretary of the Meeting and Timing Officials may be carried out by the Clerk of Course or by another suitably qualified official.

## 2.9 STEWARD/S

Guideline: Steward/s

The Club may appoint a Steward/s and the Chief Steward must hold at least a Club Chief Licence. Stewards cannot compete. The Steward/s may modify the program and the course in consultation with the Clerk of the Course or the Organiser in the interests of safety.

## 2.10 OFFICIALS ACCREDITATION

Guideline:

All officials must hold ASN Officials Accreditation; minimum requirements are:

Clerk of the Course	Club Chief
Deputy Clerk of the Course	Club Chief (if relieving Clerk of the Course while he/she competes)
Chief Steward (if appointed)	Club Chief
All other officials	Trainee Official, or General Official

Trainee Official

Officials with no current motor sport officiating experience can, on the day, take part on the event as Officials trainee in accordance with the status of the organizing club or ASN.

## 2.11 PREPARE AN EVENT TIMELINE

Guideline: Event Timeline:

A timeline is a way of displaying a list of events in chronological order and is used to help the organising committee to know what milestones need to be achieved, and within what time schedule.

Weeks To Go	Activity	Responsible
8	Decide to conduct event	
8	Select a course route including venue(s)	
8	Appoint an organising committee	
7	Visit venue(s) to determine approximate course layouts	
7	Consider safety issues (see Selection of Tests Guideline below)	
6	Prepare draft supplementary regulations and entry form (with ASN disclaimer); see sample documents attached	
6	Prepare equipment list and the source of provision of equipment (see Guideline list below)	
4	Call for officials to run the event (see Guideline below)	
4	Submit supplementary regulations and entry form to the ASN permit department with permit application form	
4	Complete a Medical Response/Emergency Services Information Sheet and forward to the ASN with Non-Speed Permit Application Form	
3	Prepare a Day Schedule	
2	Confirm availability of venue(s)	
2	Notify local police and neighbors of event if the venue is an area exposed to the public, particularly in built-up areas	



2	Issue supplementary regulations and entry form	
1	Organise collection of equipment; arrange for its transport	
1	Meet with officials to allocate and discuss roles on the day	
1	Finalise documents - Scoring / recording sheets, results sheet	
0	THE EVENT	

#### Guideline: Selection of Courses

Particular attention should be paid to the selection of courses which will allow the event to be conducted with an adequate margin of safety, especially if there is likely to be spectators (even if only friends and relatives of drivers), and must be taken into account early in the event planning, and even in the selection of a suitable venue.

Particular attention should be paid to the selection of a course which will allow the event to be conducted with an adequate margin of safety, especially if there is likely to be spectators (even if friends and relatives of drivers). If an established venue, these will already be in place.

When considering a location, you should think about the number of entries that you are expecting and how you would arrange parking, entry and exit paths etc. Think about where your control officials would be located, where you would locate your “M” board and how the competitors would queue up for the start.

If you are considering registration at the start, then think about a weatherproof location nearby for the registration desk. Good locations include pretty much anything with a decent car park and toilets. Talk to the owners beforehand to make sure they are happy to let you use their space.

Once you have determined your fixed points – start, lunch, overnight, finish etc., look on your map for things that look “interesting” that you might be able to incorporate. ‘Interesting’ things might include strange looking intersections, looping possibilities, intersections that can be approached in different directions etc. You will be looking for places you can use Via points where the approach need not be the obvious one.

If an intersection looks interesting, Google Map it to see how it compares to the map you are using. The satellite picture is obviously the more reliable as to the actual shape of an intersection. If an intersection or part of a route is ambiguous, never put a VRC etc on it: you are asking for trouble from competitors later. Similarly never, but never, put a ‘round-the-houses’ exercise! However, many times you check it, a competitor will always find a shorter route.

Then try and draw a line on your map that looks like about the right distance while visiting your “interesting” points and looks like it will flow. Avoid unsealed roads if you can. Minimise travel through “built up” areas if you can. Always think of how the instructions might go. When plotting a route, always think of the instruction that will guide entrants on that part of the route, or preferably not quite on it!

Selection for event courses run under a Navigational Road Event can be found under with the associated documents such as Organising an Auto-Slalom/Motorkhana, Organising a Khanacross.



### Guideline: Equipment and Documents List (Sample)

A check list of equipment and documents needed should be made well in advance. Markers and/or flags should be sufficient to cover breakages, Safety bunting or barriers must all be organised and checked to make sure they will do the job required. Sufficient replacement markers should be available, along with any equipment needed to secure them (hammers, etc).

#### Equipment

- Barricades if deemed required.
- Boards – control Boards, finish line boards, count down for slow down area if required,
- Poles with numbers on half of them from 1 to 25 to form the “gates”.

Need enough to make two courses plus spares.

- Maps, Course routes
- Car numbers if numbers are issued; or provision for marking numbers on vehicles (eg: use of liquid chalk or white shoe cleaner to write number on window).
- First aid kit (recommended).
- Hammer/s to replace poles
- Fire extinguishers (minimum 2 x 0.9kg) – recommended.
- Measuring tape or wheel.
- Pens, clipboards to hold documents for recording vehicle numbers and scores.
- Provision for marking numbers on vehicles (eg: use of white shoe cleaner to write number on window).
- Radios (two-way) if used
- Rope or bunting for controlling spectators, to mark ‘no go’ areas; or to mark competition area.
- Safety vests for all officials.
- Table and chairs where considered required.
- Weather protection (hot or wet).

#### Documents

- Activity Recording Sheets for officials to record progress of competitors.
- ASN Permit (for Navigational Assemblies on notice board).
- OH&S Policy documents (for Navigational Assemblies on notice board).
- ASN Trainee Officials Licence forms.
- Entry Forms for entries on the day.
- Medical Response/Emergency Services Form (copy from Permit Application Form).

- Officials Sign On Sheet (ASN);
- Passenger Indemnity Sheets (ASN).
- Results sheets (to fill in on the day); or these can be by computer and printer.
- Supplementary Regulations and Further Regulations (if any) for entries on the day.
- Course Diagrams for competitors.
- Course diagrams with layout dimensions for officials.

### Guideline: Officials

The number of officials required to run the event will vary according to whether spectators are likely to be present, and the number and type of



courses planned for the day and the number to be run at the one time. Other than the Clerks of Course, officials must be accredited General Officials, or Trainee Officials. If need be, contact the ASN for assistance with appropriately accredited officials.

### 3. ON THE DAY – BEFORE THE EVENT

#### 3.1 DAY SCHEDULE

Guideline: Day Schedule (Sample)

Conducting an event on the day successfully depends very much on the day schedule being prepared with care, and its issue to relevant officials. Once the number of entries is known (or anticipated) and the number of courses to be conducted determined, the day schedule can be prepared in detail. Some issues that need to be considered are:

- time for setting up courses.
- time for any competitor reconnaissance (on foot, walking around courses).
- time on program for competitors to carry out course.
- time for a competitor to complete a timed run.
- on some events, time for competitors to turn around and return to the holding area.
- buffer time:
  - o delays in recovering vehicles (bogged, stalled, broken down).
  - o planned breaks (e.g. lunch).

The following activities will take place between the designated starting and end points of a Navigational Road Event.

Time	Activity	Who Is Responsible
0800	Open entry gates (if applicable)	Clerk of Course
0800	Officials arrive	
0815 – 0900	Set up course	Officials available
0815	Set up an official notice board and place on it the ASN Permit and OH&S Policy; sketch of course	Secretary
0815	Set up documentation	Secretary
0820	On a road card, get each control to mark a sample of their signature and also fill in any unmanned controls so the scorer will know what boards are where.	
0830	Competitors arrive	
0830 – 0930	Receipt of entries; documentation	Secretary
0830 – 0930	Scrutiny of cars	Scrutineers
0930 – 0945	Officials allocation and briefing	Clerk of Course
0930	Steward/s check of the course (Steward/s must give approval to start competition)	Steward/s
0945 – 0955	Drivers briefing	Clerk of Course
1000	Competition commences	Clerk of Course
End of Day	Collect boards from the sweep.	Clerk of Course

#### 3.2 DOCUMENTATION

Guideline: Documentation

An official (usually the event secretary) receives entries and conducts documentation checks. This can be carried out at a suitable location at the event venue, or at scrutiny (or even over a car bonnet!!). Checks are to cover:

- competitor's competition licence and club membership – checking expiry dates.
- entry form is correctly completed, and disclaimer/s signed.



- under-age indemnity form completed by a parent or guardian.
- passenger indemnity form completed (if applicable).

The following can be issued to competitors:

- car number for affixing to the vehicle (if applicable – using white shoe cleaner is satisfactory).
- (spare) supplementary regulations.
- further instructions (if any).
- course diagrams and instructions (if used).

### 3.3 SCRUTINY

Guideline: Scrutiny

Scrutiny of vehicles is carried out to ensure they meet safety requirements for the event and should be checked by scrutineers using a prepared scrutiny check sheet. Vehicles should be presented in a “ready-to-go” condition.

Selection of the scrutiny location needs to take into consideration:

- sufficient space for more than one vehicle to be checked at any one time.
- ample parking nearby for Road Event of vehicles waiting to be checked.
- area is not accessed directly from a main road (to avoiding vehicles banking back onto the road).
- if documentation is carried out in the scrutiny area make sure that it does not congest the actual scrutiny area.

It is best to rope off the actual scrutiny area to allow for a clear flow of vehicles and to avoid congestion with spectators and non-scrutiny officials.

### 3.4 OFFICIALS’ BRIEFING

Guideline: Officials Briefing

- Welcome and thank you for participating.
- Ensure all officials have ‘signed-on’ for ASN insurance cover.
- Schedule for the day.
- If unaware of a situation, ask do not assume.
- Never turn back to competing cars and keep an eye on the competing car at all times to ensure the correct route has been used – and for safety reasons.
- Reminder of:
  - o no litter to be left behind – use bins or take rubbish.
  - o no smoking (where this applicable).
  - o no consumption of alcohol under any circumstances.

### 3.5 COMPETITORS’ BRIEFING

Guideline: Competitors Briefing

A competitor briefing should be held prior to the start of competition and preferably be conducted by the Clerk of the Course. A written briefing is an alternative and can be issued at documentation.

The briefing should include:

- A welcome to the event.
- Introduce key officials and special guests.
- Comment on fact that motorsport is dangerous and can result in damage to vehicles and equipment and injury to persons.
- Introduction of senior officials (assistant clerk of the course, steward/s – if appointed).



- Brief outline of day's activities.
- Show sample of boards, flags, signs to be used.
- Number of maps, courses, starting & finishing procedure.
- Regulations under which scoring is applied.
- Vehicle recovery (if relevant).
- How to drive the event (if there are novice drivers – or could ask them to stay back after briefing for their own special briefing).
- Any safety issues/procedures.
- Medical/first aid available and procedures.
- Any special requirements of the event.
- Reminder of:
  - o apparel requirements.
  - o no speeding in area (drive at walking pace at all times when not competing).
  - o no litter to be left behind – use bins or take rubbish.
  - o no smoking (where this applicable).
  - o no consumption of alcohol under any circumstances.

#### 4. ON THE DAY – THE COURSES/TESTS

The following is a simplified version of conducting an Observed Section Trial.

##### 4.1 SETTING UP THE EVENT(S) COURSE

Guideline: Setting Up Courses

Refer to the associated documents such as Organising an Auto-Slalom/Motorkhana, Organising a Khanacross.

##### 4.2 COMPETITION PROCEDURE

Guideline: Course Routine

- Refer to Touring Code – Navigational Road Event Sporting & Technical Framework
- Refer to associated documents such as Organising an Auto-Slalom/Motorkhana, Organising a Khanacross.

##### 4.3 TIMING

Guideline Timing:

- Timing needs to be to 0.01 second.
- For further details refer to the associated documents such as Organising an Auto-Slalom/Motorkhana, Organising a Khanacross,
- Refer to Touring Code – Navigational Road Event Sporting & Technical Framework

##### 4.4 PENALTIES

Guideline:

- For further details refer to the associated documents such as Organising an Auto-Slalom/Motorkhana, Organising a Khanacross,
- Refer to Touring Code – Navigational Road Event Sporting & Technical Framework

##### 4.5 SCORING RESULTS

Guideline: Results

- For further details refer to the associated documents such as Organising an Auto-Slalom/Motorkhana, Organising a Khanacross,



- Refer to Touring Code – Navigational Road Event Sporting & Technical Framework

## 5. POST EVENT

### 5.1 DOCUMENTS TO THE ASN

- Clerk of the Course Report.
- Stewards Report – Race, Speed and Non-Speed Events (sent in by Steward/s).
- Incident Report – if an incident occurred, together with either one or both of:
  - o Vehicle Damage Report (if substantial damage to a vehicle/s).
  - o Personal Injury Report (if an injury has been sustained).
- Venue and Personnel Report.
- Any Trainee Officials Licence Application Forms.
- A set of results.

These documents are to be completed & forwarded to the ASN within 7 days.

### 5.2 RESULTS

Guideline: Results

Compile results and distributed to competitors within 72 hours of the event (or place on website).

### 5.3 PRESENTATION

Guideline: Presentation

Purchase of trophies for presentation to award winners

### 5.4 BUDGET SUMMARY

Guideline: Budget Summary

Prepare a summary of the expenditure and income and present it to the Committee.





# TRIAL - OBSERVED SECTION TRIAL



### 3. TRIAL – OBSERVED SECTION TRIAL

#### Part 1 – General overview

##### Definition

##### OBSERVED SECTION TRIAL

An Observed Section Trial (OST) is a competition designed to test the traction and manoeuvrability of generally road going vehicles and the skill and judgment of the driver.

##### Type of activity – Non-Speed

A Observed Section Trial is a **NON-SPEED** competition.

A competition comprising a number of specified sections, each of no more than 200 metres, and over difficult terrain (e.g., of wet, muddy, rough, tortuous and/or steep nature).

Such sections shall be designated or shown adequately to the participating crews in advance and shall be marked by signs or flags and, if necessary, guidelines.

The competition shall be untimed and shall be determined solely by the ability of each competing automobile to maintain forward movement within the confines of the designated course.

The aim is for the driver to drive the set course in a manner to proceed as far as possible before the vehicle either ceases to move forward or strikes a marker pole. There is no timing, and the scoring is simply by the total number of “gates” that the vehicle passes through

##### Facilities

Competitors require the space for the discipline to take place, such as a car park, industrial area or grass field organised for the activity, and an area for parking their tow-cars and trailer if necessary.

The organisers require somewhere to carry out documentation checks, competitor registration, driver briefings, scrutineering as well as an area for storing the equipment needed for the day's sport.

Safety for the competitor, the marshals, spectators and the general public who may be passing the area must always take precedence.

##### Drivers Safety

- Helmet

A safety helmet is not compulsory.

Drivers in open cars must wear a full-face helmet either with a visor or goggles. The helmet shall be either FIA-approved, Snell-approved or complying with motorbike road legal certification. Glass lenses are not permitted.

- Clothing

Short sleeve shirt and short pants are acceptable. Clothing of flammable synthetic material, such as nylon, is not acceptable. Flame-retardant overalls and underwear complying with one of the FIA standards are recommended.

- Shoes

Enclosed shoes compulsory (bare feet, thongs (flip flops) or sandals not permitted). Shoes with leather uppers that cover the foot or shoes which have a leather upper but which includes elasticized ankle regions (e.g. elastic-sided work boots) are compulsory.

Shoes complying with one of the FIA standards are recommended.

##### Sporting framework

- Licence

All crew members require the appropriate ASN licence for the event.

- Passenger



A passenger is usually carried to aid the traction of the vehicle by “bouncing” within certain confines.

- **Competition framework**

Sporting Regulations, must be draw up by the ASN accordingly to the sporting activity or special tests, together with the appropriate Supplementary Regulation for the specific event.

Observed Section Trials are intended to be strictly of amateur status and involve the vehicles traversing marked sections (the number depending only on the time available) of muddy or slippery surfaces or tortuous, steep, or otherwise difficult terrain.

The purpose of each Competitor is to traverse the whole of each section non-stop from a standing start, without departing from the marked course or hitting any of the markers en route.

Sections, which may vary in length from 25m to 100m or more, are each divided into 10 parts, each marked by opposite pairs of pegs or markers.

For a car to successfully clear a “gate” for scoring purposes, any part of the vehicle must pass though the imaginary line between the two poles marking the “gate” before the vehicle’s non-driven wheels cease forward motion, any part of the vehicle strikes a pole, or the vehicle leaves the designated course.

The competitor with the greatest number of “gates” successfully completed over several courses during the event is the winner. Generally, up to five or six courses are used to complete an event.

Points are awarded for the number of such pairs passed by the leading edge of a front wheel before the non-driven wheels both cease rotating.

Pegs need not be at uniform intervals along the section – the distance apart is determined solely by the estimated degree of difficulty; however they must always be widely enough spaced in each pair for it to be possible for vehicles to pass between without touching them.

The competition must not be a speed event and must not be timed, nor will the highest speed attained be in any way a determinant of the competition; in fact, high speed is usually penalised by hitting markers, colliding with obstacles or leaving the course.

The purpose is to maintain traction and manoeuvrability under difficult conditions.

#### Technical framework

- **Scrutiny**

Scrutiny of vehicles is carried out to ensure they meet safety requirements for the event and should be checked by scrutineers using a prepared scrutiny check sheet. Vehicles should be presented in a “ready-to-go” condition.

It must be subject to scrutiny prior to the event with particular attention given to brakes, steering and tyre condition, seat belts, seats, secure wheels, no loose objects in the cabin and no extra ballast.

#### Eligible cars

Any basic road going vehicle is eligible, subject all safety aspects are accomplished. Tyres are restricted to treaded tyres suitable for road use (no winter tread or bar tread tyres).

#### Cars Safety

Each vehicle must comply with all civil road vehicle regulations.

- **SAFETY HARNESS:**

Minimum civil requirements concerning seat belts must be adhered to – in the case where a seat belt is not legally required under civil law, at least a 3-point type seat belt, properly adjusted, must be worn.



## Part 2 - Document examples: ASN

The following document examples, should be considered as guidelines or reference which could help ASN to draw up its own regulations.



## **Sporting & Technical Framework**

THIS SECTION DESCRIBES THE CONSTRUCTIONAL REQUIREMENTS FOR VEHICLES TAKING PART IN WHAT ARE DESCRIBED AS OBSERVED SECTION TRIALS.

Observed Section Trials are intended to be strictly of amateur status and involve the vehicles traversing marked sections (the number depending only on the time available) of muddy or slippery surfaces or tortuous, steep, or otherwise difficult terrain. The purpose of each Competitor is to traverse the whole of each section non-stop from a standing start, without departing from the marked course or hitting any of the markers en route. Sections, which may vary in length from 25m to 100m or more, are each divided into 10 parts, each marked by opposite pairs of pegs or markers.

Points are awarded for the number of such pairs passed by the leading edge of a front wheel before the non-driven wheels both cease rotating. Pegs need not be at uniform intervals along the section – the distance apart is determined solely by the estimated degree of difficulty; however they must always be widely enough spaced in each pair for it to be possible for vehicles to pass between without touching them. The competition must not be a speed event and must not be timed, nor will the highest speed attained be in any way a determinant of the competition; in fact, high speed is usually penalised by hitting markers, colliding with obstacles or leaving the course. The purpose is to maintain traction and manoeuvrability under difficult conditions.

### **OST FORMULA**

#### **1. GENERAL**

Any basic road going vehicle is eligible to compete in OST events, however for 'specialist OST events, vehicles must comply with the Observed Section Trials Technical Regulations or 'OST Formula'.

The OST Formula describes the constructional requirements for vehicles taking part in Observed Section Trials. Supplementary Regulations for individual events may add to or subtract from these requirements to meet special cases, but such alterations shall be kept to an absolute minimum. This Formula shall remain in force for the duration of the year of issue without alteration and will be reviewed annually in the final quarter of each year. Any amendments will be announced by 1 January of that year, and the Formula as amended shall then remain in force for the ensuing calendar year.

Any car constructed to this Formula shall be deemed to comply for three years after a change has been made to this Formula, except where change has been made for reasons of safety.

#### **2. ENTRIES**

##### **2.1 LICENCES:**

(a) The entrant and the driver shall hold a current ASN Licence appropriate for non-speed events.

#### **3. ELIGIBLE VEHICLES**

##### **3.1 ELIGIBILITY (ROAD VEHICLES):**

(a) Any basic and registered road going vehicle is eligible, subject to acceptability of the Clerk of the Course. It must be subject to scrutiny prior to the event with particular attention given to brakes, steering and tyre condition, seat



belts, seats, secure wheels, no loose objects in the cabin and no extra ballast. Tyres are restricted to treaded tyres suitable for road use (no winter tread or bar tread tyres).

### 3.2 ELIGIBILITY (OST FORMULA):

Only vehicles complying with the following description will be eligible to compete in 'OST Formula Events':

- (a) A four-stroke reciprocating engine with a maximum engine capacity of 1600cc running on commercial fuel. Turbocharging or super-charging is not permitted. Rotary engines are not permitted.
- (b) A wheelbase not less than 1900mm for vehicles with an engine capacity of up to 850cc and 2030mm for vehicles with an engine capacity between 851 and 1600cc (refer Figure 1).
- (c) Two-wheel drive only.
- (d) An operable reverse gear.
- (e) An open body which must be fitted with seats for at least the driver and passenger. Hard tops are not permitted.
- (f) Minimum width front 1145mm, minimum width rear 1270mm, each measured outside of tyre to outside of tyre at axle centre height (refer Figure 2).

## 4. TYPES OF VEHICLES

### 4.1 COMPETING VEHICLES:

Competing vehicles shall be one of only two types:

- (a) Front-engined vehicles: The engine must be located so that the centre of the foremost spark plug orifice is not more than one fifth of the actual wheelbase to the rear of a line connecting the centres of the front wheel hubs (refer Figure 3).
- (b) Rear-engined vehicles: Free engine placement provided the cockpit is located entirely between the axle centre lines and forward of the foremost point of the engine.

## 5. CONSTRUCTION OF VEHICLES

### 5.1 GENERAL CONSTRUCTION:

Each vehicle must be:

- (a) of sound construction and mechanical condition, have no temporary parts, and be maintained in good condition;
- (b) fitted with four wheels only. Duplication of wheels is not permitted. Two driven wheels only are allowed and a differential gear in full and free operation must be fitted between them. Limited slip differentials are not permitted. Steering shall be by the front wheels only, controlled by a steering wheel;
- (c) fitted with a body of adequate strength and workmanship, providing a compartment for the driver and passenger effectively isolated from the engine by a bulkhead suitable and sufficient, in the case of fire, to inhibit the passage of flame. This compartment must be fitted with a rigidly supported floor, cases or covers of solid material separating it from transmission shafts and joints, brakes, road wheels and their attachments and linkages to protect the occupants;
- (d) on both front- and rear-engined vehicles, be fitted with a cover of metal or solid non-flammable material, covering and surrounding the engine and fixed by a strap or other fastenings of adequate strength and efficiency (refer Figure 6);
- (e) on front-engined vehicles the bodywork, together with all external equipment, shall not overhang the rear axle centre line by more than one third of



the wheelbase measured horizontally from a line connecting the centres of the rear hubs, and

(f) on rear-engined vehicles the bodywork shall not extend rearwards more than 75mm behind the rearmost part of the actual engine or gearbox or gear change mechanism (refer Figure 4).

## 5.2 COOLANT PIPES:

All coolant pipes passing from the front to the rear of the car or vice versa, whether inside the cockpit or outside the car, must be protected from accidental contact by the driver, passenger and any person outside the car.

## 5.3 SEATS:

Vehicles must be equipped with securely attached fixed seats within the cockpit, capable of seating the driver and one adult passenger, and adequate for the purpose of retaining them within the vehicle. The rearmost portion of these seats shall not extend to the rear beyond a line connecting the centre of the rear hubs. The seat cushion (that part on which the occupant sits) shall, when uncompressed, be not less than 150mm below the top edge of the body side or door, adjacent to that seat. Other seats of any kind may be fitted, but only the passenger's seat, beside the driver, shall be occupied during competition. A hand hold for each passenger's hands shall be provided within the confines of the car.

## 5.4 SAFETY HARNESS:

A lap-type safety harness shall be fitted for each occupant as a minimum. Safety harnesses if fitted must be properly mounted in accordance with the manufactures specifications and are subject to scrutineers' approval.

## 5.5 BRAKES:

Each car must be fitted with effective brakes on at least two wheels. Brakes must remain operative throughout the event. Independent braking systems are permitted on the driven wheels. The operating handles for the braking system must be totally within the confines of the cockpit. (The intention of the above is to prevent contact between the driver's hands and obstacles outside the vehicle).

## 5.6 MUDGUARDS:

Each car must be fitted at the rear with effective mudguards of solid material which must be securely attached and completely cover the tyre width and one third of the circumference of the wheel. The rear extremities must not be higher from the ground than a horizontal line passing through the centres of the wheel hubs (refer Figure 5). Front mudguards are optional.

## 5.7 EXHAUST SYSTEM:

Each car must be fitted with an exhaust system and effective mufflers, so that hot parts are protected from accidental contact (refer Figure 7). Exhaust systems must be arranged so that exhaust gases will exit vertically up or down. Noise emission should not exceed 92 dB(A) at 3,500 rpm when measured 500mm from and at an angle of 45° to the exhaust outlet.

## 5.8 STARTING ENGINE:



Each car must be fitted with an effective means of starting, other than via the transmission, eg, a starter motor or crank handle (which shall remain operable during the event).

#### 5.9 BALLAST:

Each vehicle must be free of ballast in any form.

#### 5.10 TOW ROPE:

Each car must be equipped with an adequate non-metallic tow rope of at least 7m in length with a minimum diameter of 17mm. Whilst competing it shall be attached to the front of the vehicle, using a hook. A towing eye shall be provided front and rear marked in a contrasting colour and mounted no higher than the tops of the adjacent wheels.

#### 5.11 COMPETITION NUMBER CLIP:

Each car must be fitted with an effective spring clip fixed to the roll bar so that the competition number is visible above the roll bar from the front and rear.

#### 5.12 IGNITION SWITCH:

Each car must be fitted with an easily accessible ignition switch marked to show "Off" and "On" positions.

#### 5.13 BATTERY:

Each car's battery must be securely fixed and covered to prevent spillage of the contents.

#### 5.14 ROLL OVER PROTECTION:

Each vehicle must be fitted with a roll over protection structure (ROPS), the main hoop of which shall consist of mild steel tubing of circular cross section, with minimum dimensions 44.45mm OD x 2.5mm wall thickness (1.75" x 12 gauge), with longitudinal bracing of minimum 25mm OD x 1.6mm (1" x 16 gauge). Other material may be used provided it and its dimensions conform Appendix 253 of the International Sporting Code.

The ROPS, when viewed in rear elevation, must cover the full width of the shoulders and be at least level with the tops of the heads of both occupants when normally seated.

#### 5.15 FUEL TANKS AND LINES:

Fuel vent pipe must exit to the atmosphere at a level lower than the bottom of the fuel tank. The fuel cap must seal the tank. All fuel lines must be securely clipped with worm drive type clamps on all joints or connections. Pressure spring clips are not permitted.

#### 5.16 TYRES AND RIMS:

Each car must be fitted with pneumatic tyres on all wheels conforming with the following:

- (a) the maximum rim section shall be 5";
- (b) tyres must be in good serviceable condition and have no modification of the manufacturer's tread pattern or any other part of the tyre;
- (c) except as provided in sub-paragraph (f) below, each front and rear wheel must be fitted with one tyre only, inflated to not less than 84 kPa (12 psi);



- (d) tyres must not be fitted with any form of non-skid attachments, studs or chains etc;
- (e) the maximum overall width of tyres when the above conditions are fulfilled shall be 165mm unladen;
- (f) tyres of maximum 175 section, on front engine vehicles as defined by this Formula, may be inflated to less than 84kPa (12 psi);
- (g) tyres may be secured to rims provided that no extra traction is provided by such devices;
- (h) on front-engined vehicles only, the fitment of one supplementary tyre is permitted within each road tyre, provided any such supplementary tyre has a conventional road pattern tread and does not act as an aid to traction;
- (i) tyres fitted to driven wheels must be of standard bitumen road type tread pattern and be available locally;
- (j) undriven wheels may be fitted with road tyres of Wintertread, Mud and Snow and similar tread patterns. Off-road tyres for vehicles and motorcycles and agricultural tread patterns are prohibited; and
- (k) All tyres must be approved in writing by a Observed Section Trials Sub-Committee. This approval should be obtained in writing before tyres are purchased. Tyres approved by the OST Sub-Committee shall remain approved for a period of three years from the date of initial approval, or of annual re-approval.

#### 5.17 SIGNS ON VEHICLES:

The following applies to signs on vehicles:

- (a) each car may carry the name, occupation and telephone number of the driver and the name of the passenger, displayed on the sides of the car in characters no more than 100mm high.
- (b) each car may carry a name, provided that it does not advertise a sponsor, product or service.
- (c) each car may carry signs or stickers of a motoring nature.

#### 5.18 FIRE EXTINGUISHER:

Each vehicle must be fitted with a securely-mounted fire extinguisher compliant with the requirements of a Hand-Held Extinguisher FIA STANDARD 8865-2015

### Observed Section Trials DIAGRAMS

Figure 1: Minimum wheelbase

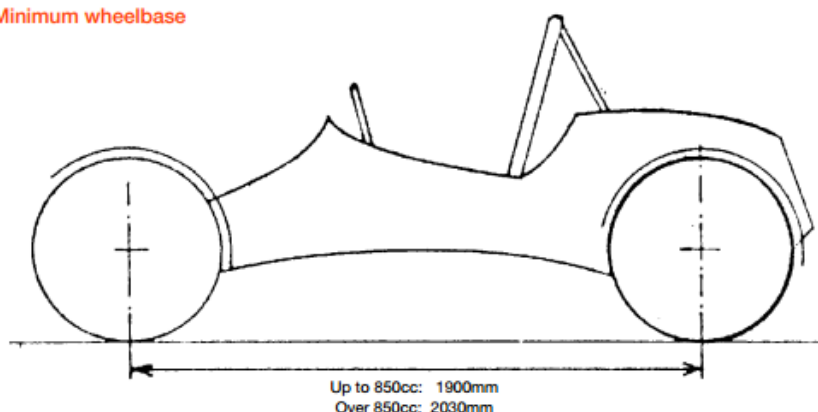




Figure 2: Minimum width

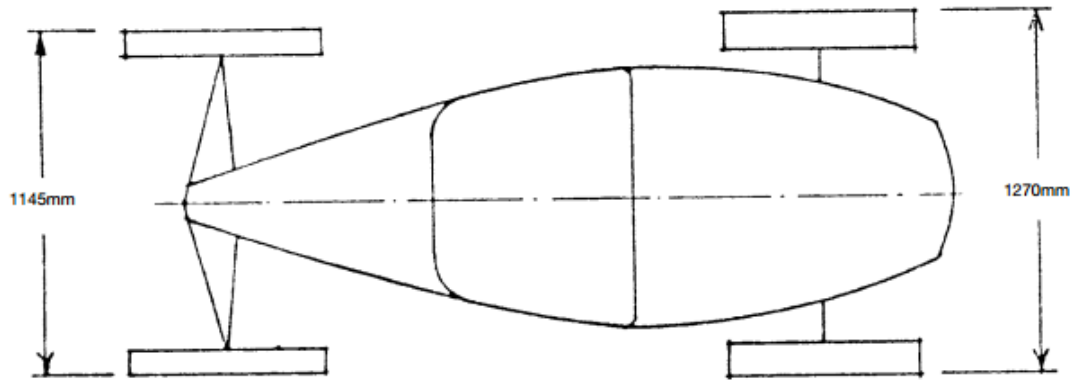
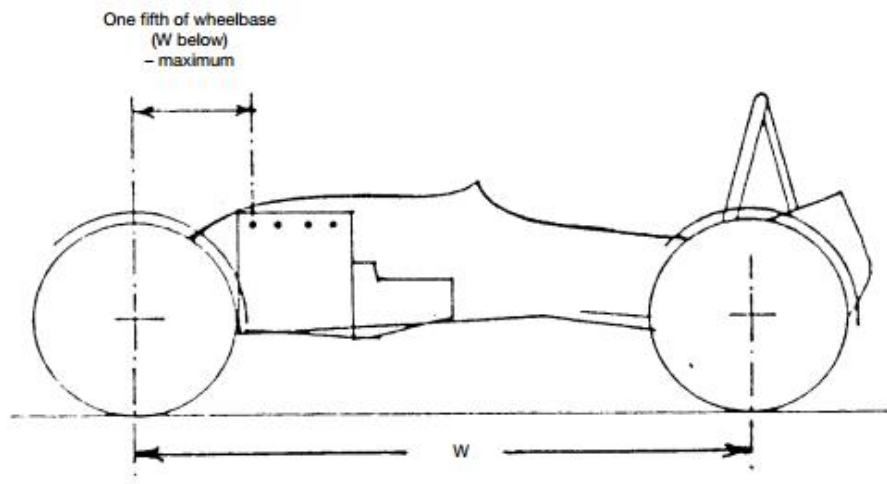


Figure 3: Engine location (front-engined cars)



Figures 4a and 4b: Maximum overhang (rear-engined cars)

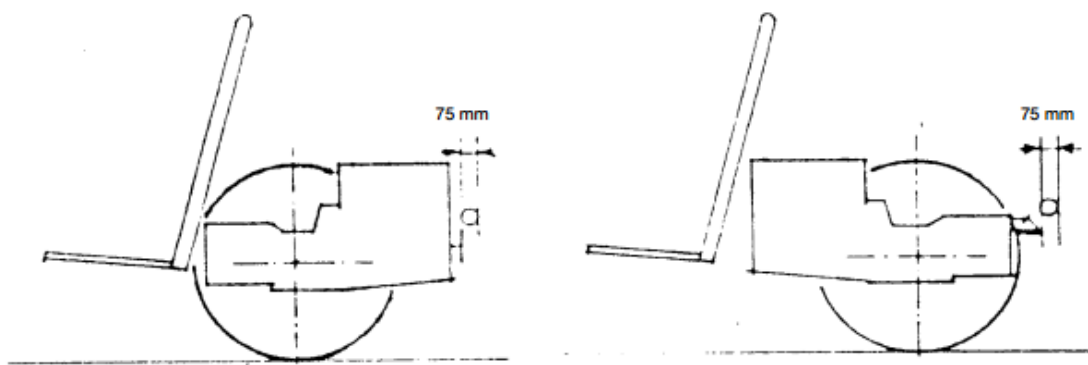




Figure 5: Rear mudguard

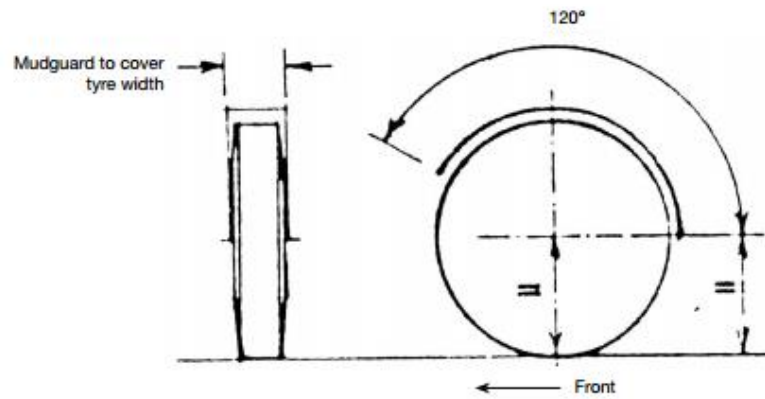


Figure 6: Engine cover

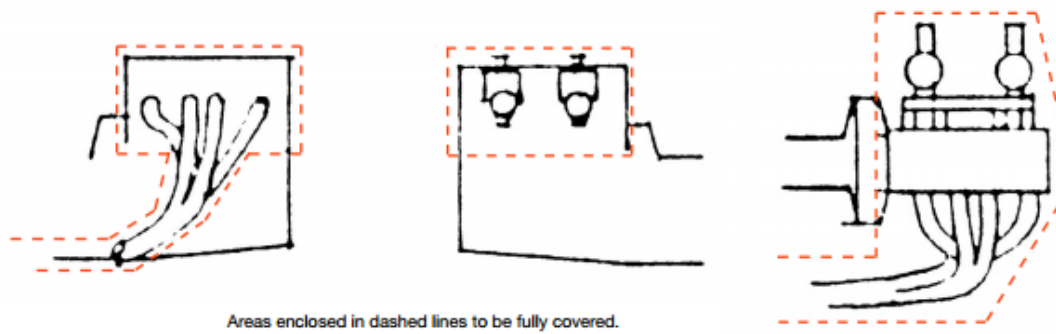
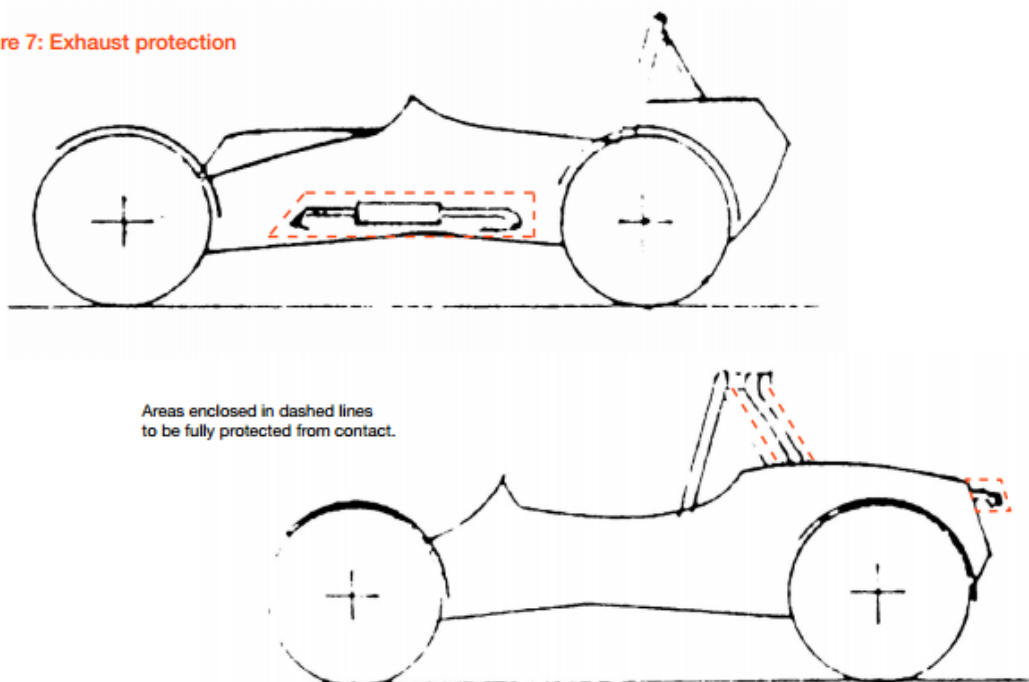


Figure 7: Exhaust protection





## **2. PLANNING THE EVENT**

### **2.1 DETERMINING TO HOLD AN OBSERVED SECTION TRIAL**

Establish the broad period in which to conduct the event and hand decision to the Sporting Committee. Factors to be taken into consideration when selecting a period are other events on the club's calendar, other events (public or motor sport) that may affect attendance by competitors and officials, effect of wet weather on a non-sealed surface venue.

### **2.2 LOOKING FOR A VENUE**

Guideline: Seeking a Venue

OST's ideally require an unsealed, undulating surface, with hills and banks, preferably wet and slippery. These types of events are better held in the winter months, although a dry surface can be used if water is available to wet the surface and make it slippery. The best venues are usually farmland or open locations.

If there are obstacles such as trees or gully's set the courses to suit the layout. If spectators will be in attendance, make sure a viewing area is set aside in a safe location.

Once a suitable site has been located, permission to hold the event must be obtained from the landowners and any other relevant bodies.

If approval is required from Local Council, Police, Environment Authorities, etc. permission should be sought some six months before the event, to allow ample time to complete all necessary approvals, particularly if the site has not previously been used for motorsport.

### **2.3 SELECTING A DATE ACCORDING TO AVAILABILITY OF VENUE**

Guideline: Event Date

Selecting a date will be influenced by the availability of a suitable venue and the likely weather. An OST event is best suited to the wetter months of the year.

Clubs usually plan a calendar of events 12 months in advance, higher level events being submitted to the ASN in September to November the previous year (the higher the status of the event, the earlier the submission). Usually when the national and state championship events are set, dates for other events are allocated. However, for club sport activities there is no reason why a club cannot determine at any time to conduct an event.

'Standard' venues used by clubs for events such as motorkhanas are unlikely to be suitable for an OST due to potential damage to the ground surface.

Therefore, clubs are encouraged to seek out new venues that are suitable.

### **2.4 BUDGET**

Guideline: Budget

Unless there is a specific ruling by the club's committee one of the prime objectives in running an event is to do so without making a financial loss.

Therefore, a budget should be drawn up to determine its financial viability and then used to monitor expenditure and income against the budgeted figures to allow any adjustments to be made so that a loss is not incurred.

Main expenditure items to consider are:

- ASN permit fee.
- Hiring of a venue.
- Hiring/purchase of any equipment (determine what equipment can be borrowed).



- Car numbers (if purchased; often water-based white shoe cleaner is used to mark numbers on glass – if it is wet weather put number on inside of car).
- Fuel/accommodation for officials, if required.
- Stationery including printing photocopy paper.
- Trophies/Awards.

Income will generally be based on entry fees; if sufficient entries are in doubt a club subsidy may be considered.

## 2.5 APPOINTING AN EVENT ORGANISING COMMITTEE

Appoint a Clerk of the Course, or Event Manager, to organise the event and to select the organising committee.

## 2.6 THE EVENT ORGANISING COMMITTEE

Guideline: Event Organising Committee

An Organising Committee should consist at least two persons – the Clerk of the Course and the Secretary. A club may have an Event Organiser who may not necessarily be the Clerk of the Course and thus the committee would consist of three persons.

This committee is invested with all necessary powers for the organisation of the meeting and the enforcement of the Supplementary Regulations.

However, there is no limit to the number of positions that can be created. A suggestion for a club OST is:

- Clerk of the Course.
- Assistant Clerk of the Course (optional).
- Secretary/Treasurer.
- Chief Scrutineer.
- Chief Scorer.

Other officials - such as Equipment Officer, Officials' Coordinator, Chief Spectator Marshal - will have specific roles and may need to attend some committee meetings so that they gain an understanding of the planning of the event and their exact roles in it.

Clerk of the Course or Event Director

The Clerk of the Course is responsible for the entire conduct of the event and all officials are responsible to this official, who must ensure the following takes place:

- Event planning.
- Documentation - to be conducted prior to the event, usually on the day.
- Scrutiny - to be conducted prior to the event, usually on the day.
- Officials recruitment - ongoing from when it is decided to conduct the event.
- Test set up and operation - checking the courses setup, placement of officials, safety considerations.
- Scoring of courses.
- Results for the end of the day announcement, and detailed results to be issued after the event.

For an OST where there is no Steward, the Clerk of the Course has the responsibility of investigating an incident that may give rise to an insurance claim. A written report must be submitted to the ASN as early as possible.



If there is a single Clerk of the Course, he/she may not compete. The appointment of a Deputy or Assistant Clerk of the Course is necessary if the Clerk of the Course is competing in the event.

#### Deputy or Assistant Clerk/s of the Course

One or more Assistant Clerks of the Course may be appointed and specific roles allocated to them, but the overall responsibility rests with the Clerk of the Course.

#### Secretary of the Event (Meeting)

The role of the Secretary includes receiving and processing entries, collecting entry fees, organising documentation (on the day) and may include organising the issue of results. The Secretary may compete.

#### Scrutineer

The Scrutineer is responsible for checking cars for safety prior to the event and re-inspecting any damaged vehicles that may occur during the event. The Scrutineer(s) may compete.

## 2.7 ESSENTIAL OFFICIALS

Guideline: ASN Requirements For Essential Officials Attending The Event

- The Clerk of the Course is an Essential Official and cannot compete unless an Assistant Clerk of the Course has been appointed. Both must be ASN accredited at least as a Club Chief. Either the Clerk of the Course or the Assistant Clerk of the Course must of necessity always be on duty while one or the other is competing and during such time the acting Clerk of the Course must be clearly and readily identifiable as such (e.g. by wearing an armband or a tabard marked 'Clerk of the Course');
- Should the club not have an accredited Clerk of the Course (or Assistant) it should contact another club/s or the ASN and seek one for the day's activities;
- If a Steward is not present any matter arising from the event which requires action by the Stewards shall be referred to a stewards' hearing which shall be organised by the ASN (after the event).

## 2.8 OFFICIALS ACCREDITATION

Guideline:

All officials must hold ASN Officials Accreditation; minimum requirements are:

Clerk of the Course	Club Chief
Deputy Clerk of the Course	Club Chief (if relieving Clerk of the Course while he/she competes)
Chief Steward (if appointed)	Club Chief
All other officials	Trainee Official, or General Official

#### Trainee Official

Officials with no current motor sport officiating experience can, on the day, complete an Officials' Trainee Licence form (available from the ASN) and after the event forward it to the ASN for processing.

## 2.9 STEWARD/S

Guideline: Steward/s



The Club may appoint a Steward/s and the Chief Steward must hold at least a Bronze or Club Chief Licence. Stewards cannot compete.

## 2.10 PREPARE AN EVENT TIMELINE

### Guideline: Event Timeline

A timeline is a way of displaying a list of events in chronological order and is used to help the organising committee to know what milestones need to be achieved, and within what time schedule.

Weeks To Go	Activity	Responsible
8	Decide to conduct event	
8	Select a venue (some venues will require a longer timeline)	
8	Appoint an organising committee	
7	Visit venue to determine approximate course layouts (Final layouts to be chosen on the day). Aim for a minimum of 4 courses.	
7	Consider safety issues (see Selection of Tests Guideline below)	
6	Prepare draft supplementary regulations and entry form (with ASN disclaimer); see sample documents attached	
6	Prepare equipment list and the source of provision of equipment (see Guideline list below)	
4	Call for officials to run the event (see Guideline below)	
4	Submit supplementary regulations and entry form to the ASN permit department with permit application form	
4	Complete a Medical Response/Emergency Services Information Sheet and forward to the ASN with Non-Speed Permit Application Form	
3	Prepare a Day Schedule (see C1 Guideline below)	
2	Confirm availability of venue	
2	Notify local police and neighbors of event if the venue is an area exposed to the public, particularly in built-up areas	
2	Issue supplementary regulations and entry form	
1	Organise collection of equipment; arrange for its transport	
1	Meet with officials to allocate and discuss roles on the day	
1	Finalise documents - Scoring / recording sheets, results sheet	
0	THE EVENT	

### Guideline: Selection of Courses

Particular attention should be paid to the selection of courses which will allow the event to be conducted with an adequate margin of safety, especially if there is likely to be spectators (even if only friends and relatives of drivers), and must be taken into account early in the event planning, and even in the selection of a suitable venue.

### Guideline: Equipment and Documents List (Sample)

A check list of equipment and documents needed should be made well in advance. Markers and/or flags should be sufficient to cover breakages, Safety bunting or barriers must all be organised and checked to make sure they will do the job required. Sufficient replacement markers should be available, along with any equipment needed to secure them (hammers, etc.).

#### Equipment

- Barricades if deemed required.
- Poles with numbers on half of them from 1 to 25 to form the “gates”.

Need enough to make two courses plus spares.



- Car numbers if numbers are issued; or provision for marking numbers on vehicles (e.g. use of liquid chalk or white shoe cleaner to write number on window).
- First aid kit (recommended).
- Hammer/s to replace poles
- Fire extinguishers (minimum 2 x 0.9kg) – recommended.
- Measuring tape or wheel.
- Pens, clipboards to hold documents for recording vehicle numbers and scores.
- Provision for marking numbers on vehicles (eg: use of white shoe cleaner to write number on window).
- Radios (two-way) if used
- Rope or bunting for controlling spectators, to mark 'no go' areas; or to mark competition area.
- Safety vests for all officials.
- Table and chairs where considered required.
- Weather protection (hot or wet).

#### Documents

- Activity Recording Sheets for officials to record progress of competitors.
- ASN Permit (for posting on notice board).
- OH&S Policy documents (for posting on notice board).
- ASN Trainee Officials Licence forms.
- Entry Forms for entries on the day.
- Medical Response/Emergency Services Form (copy from Permit Application Form).
- Officials Sign On Sheet (ASN);
- Passenger Indemnity Sheets (ASN).
- Results sheets (to fill in on the day); or these can be by computer and printer.
- Supplementary Regulations and Further Regulations (if any) for entries on the day.
- Course Diagrams for competitors.
- Course diagrams with layout dimensions for officials.

#### Guideline: Officials

The number of officials required to run the event will vary according to whether spectators are likely to be present, and the number and type of courses planned for the day and the number to be run at the one time.

### 3. ON THE DAY – BEFORE THE TRIALS

#### 3.1 DAY SCHEDULE

##### Guideline: Day Schedule (Sample)

Conducting an event on the day successfully depends very much on the day schedule being prepared with care, and its issue to relevant officials. Once the number of entries is known (or anticipated) and the number of courses to be conducted determined, the day schedule can be prepared in detail. Some issues that need to be considered are:

- time for setting up courses.
- time for any competitor reconnaissance (on foot, walking around courses).
- time on program for competitors to carry out course.



- on some events, time for competitors to turn around and return to the holding area.
- buffer time:
  - o delays in recovering vehicles (bogged, stalled, broken down).
  - o planned breaks (e.g. lunch).

DAY SCHEDULE PRIOR TO TRIALS		
Time	Activity	Who Is Responsible
0800	Open entry gates (if applicable)	Clerk of Course
0800	Officials arrive and sign on ASN Sign On Sheet	Secretary
0815	Set up an official notice board and place on it the ASN Permit and OH&S Policy; sketch of courses	Secretary
0815 – 0900	Set up courses	Available officials
0815	Set up documentation	Secretary
0830	Competitors arrive	
0830 – 0930	Receipt of entries; documentation	Secretary
0830 – 0930	Scrutiny of cars	Scrutineers
0900	Place first aid kit and fire extinguisher/s in strategic location/s	Clerk of Course
0930 – 0945	Officials allocation and briefing	Clerk of Course
0945 – 0955	Drivers briefing	Clerk of Course
1000	Start event (after Clerk of Course test)	

### 3.2 DOCUMENTATION

#### Guideline: Documentation

An official (usually the event secretary) receives entries and conducts documentation checks. This can be carried out at a suitable location at the event venue, or at scrutiny (or even over a car bonnet!!). Checks are to cover:

- competitor's competition licence and club membership – checking expiry dates.
- entry form is correctly completed, and disclaimer/s signed.
- under-age indemnity form completed by a parent or guardian.
- passenger indemnity form completed (if applicable).

The following can be issued to competitors:

- car number for affixing to the vehicle (if applicable – using white shoe cleaner is satisfactory).
- (spare) supplementary regulations.
- further instructions (if any).
- course instructions.

### 3.3 SCRUTINY

#### Guideline: Scrutiny

Scrutiny of vehicles is carried out to ensure they meet safety requirements for the event and should be checked by scrutineers using a prepared scrutiny check sheet. Vehicles should be presented in a "ready-to-go" condition.

Selection of the scrutiny location needs to take into consideration:

- sufficient space for more than one vehicle to be checked at any one time.
- a suitable area for unloading vehicles off trailers.
- ample parking nearby for assembly of vehicles waiting to be checked.



- area is not accessed directly from a main road (to avoiding vehicles banking back onto the road).
  - if documentation is carried out in the scrutiny area make sure that it does not congest the actual scrutiny area.
- It is best to rope off the actual scrutiny area to allow for a clear flow of vehicles and to avoid congestion with spectators and non-scrutiny officials.

### 3.4 OFFICIALS' BRIEFING

#### Guideline: Officials Briefing

- Welcome and thank you for participating.
- Ensure all officials have 'signed-on' for ASN insurance cover.
- Schedule for the day.
- If unaware of a situation, ask do not assume.
- Never turn back to competing cars and keep an eye on the competing car at all times to ensure the correct route has been used – and for safety reasons.
- Reminder of:
  - o no litter to be left behind – use bins or take rubbish.
  - o no smoking (where this applicable).
  - o no consumption of alcohol under any circumstances.

#### The Courses

- Guide the competitor up to the start line.
- Course attempt starts when vehicle starts to move forward and finishes when the vehicle's non driven wheels cease forward motion, the vehicle hits a course marker, leaves the course, or completes the entire course successfully.
- Scoring of "gates" passed occurs when any part of the vehicle passes between the imaginary line between the two markers designating the "gate", even though another part of the vehicle subsequently hits a marker, or the vehicle ceases forward motion.
- To score full points on a course, the whole vehicle must pass through the final "gate".
- Only one attempt at each course is permitted.
- Spectator marshalling instructions (where applicable).

### 3.5 COMPETITORS' BRIEFING

#### Guideline: Competitors Briefing

A competitor briefing should be held prior to the start of competition and preferably be conducted by the Clerk of the Course. A written briefing is an alternative and can be issued at documentation.

The briefing should include:

- A welcome to the event.
- Introduce key officials and special guests.
- Comment on fact that motorsport is dangerous and can results in damage to vehicles and equipment and injury to persons.
- Introduction of senior officials (assistant clerk of the course, steward/s – if appointed).
- Brief outline of day's activities.
- Show sample of boards, flags, signs to be used.
- Number of courses, starting & finishing procedure.
- Regulations under which scoring is applied.
- Vehicle recovery (if relevant).



- How to drive the event (if there are novice drivers – or could ask them to stay back after briefing for their own special briefing).
- Any safety issues/procedures.
- Medical/first aid available and procedures.
- Any special requirements of the event.
- Reminder of:
  - o apparel requirements.
  - o no speeding in area (drive at walking pace at all times when not competing).
  - o no litter to be left behind – use bins or take rubbish.
  - o no smoking (where this applicable).
  - o no consumption of alcohol under any circumstances.

#### 4. ON THE DAY – THE COURSE

The following is a simplified version of conducting an Observed Section Trial.

##### 4.1 NUMBER OF COURSES

Guideline: Setting Up Courses

- Ensure that the markers for the “gates” are laid out according to the event guidelines, with the numbered markers on the right side of each “gate”.
- No practice is permitted, although “walking the course” is encouraged.
- The number of courses is at the discretion of the Clerk of the Course.

Only one attempt at each course is permitted.

- Before each test begins, a final check should be made by the Clerk of the Course to ensure the course layout is complete. Check that test officials are in a safe position.

##### 4.2 RERUNS

Guideline: Reruns

Re-runs should only be allowed if the Clerk of the Course decides that the competitor’s attempt at the course was impeded by outside factors.

##### 4.3 COURSE ROUTINE

Guideline: Course Routine

- The start is by indicating to the driver that that he/she can start in his/her own time.
- Finish is when the vehicle fails to proceed any further, hits a marker, leaves the course or completes the course successfully.
- If a test marker/cone has been displaced from its original position by a driver during an attempt at the test, and if the driver is required to negotiate that marker again during the test, the driver must proceed according to the original position of the marker.
- If a driver covers all of the required course without penalty, and the vehicle passes completely through the final “gate”, they will receive full points for that course.
- A vehicle must complete the full distance of the course under its own power.

##### 4.4 SCORING

Guideline Scoring:

- A driver is scored by how many “gates” he/she successfully passes through without stopping, hitting a marker, or leaving the course.



#### 4.5 PENALTIES

Guideline: Penalties Exclusion

- 'Hooning' or irresponsible driving, as deemed by the Clerk of Course.

No score

- Failure to attempt a test

#### 4.6 RESULTS

Guideline: Results

Placings are decided on the total of scores for each course used for the event added together. The winner/s are the driver/s having the highest score at the completion of the event. In the case of equal scores, the tied drivers are declared joint winners.

### 5. POST EVENT

#### 5.1 DOCUMENTS TO THE ASN

- Clerk of the Course Report.
- Stewards Report – Race, Speed and Non-Speed Events (sent in by Steward/s).
- Incident Report – if an incident occurred, together with either one or both of:
  - o Vehicle Damage Report (if substantial damage to a vehicle/s).
  - o Personal Injury Report (if an injury has been sustained).
- Venue and Personnel Report.
- Any Trainee Officials Licence Application Forms.
- A set of results.

These documents are to be completed & forwarded to the ASN within 7 days.

#### 5.2 RESULTS

Guideline: Results

Compile results and distributed to competitors within 72 hours of the event (or place on website).

#### 5.3 PRESENTATION

Guideline: Presentation

#### 5.4 BUDGET SUMMARY

Guideline: Budget Summary

Prepare a summary of the expenditure and income and present it to the Committee.

Purchase of trophies for presentation to award winners





# AUTOCROSS SLALOM KHANACROSS



## 4. AUTOCROSS SLALOM – KHANACROSS

### Part 1 – General overview

#### Definition

##### AUTOCROSS SLALOM -KHANACROSS

A single-car competition conducted on sealed or unsealed surfaces or a combination of both and involving a series of timed tests on various layouts.

Each shall be designed to test the acceleration, braking and general manoeuvrability of the vehicle and the skill and judgement of the driver.

#### Type of activity – Non-Speed

An Autocross Slalom or Khanacross is a **NON-SPEED** competition

An introductory level of motorsport.

They offer competitors the opportunity to conduct and take part in competitions, in which the essential skills of car control and judgement may be practised under controlled conditions.

The object of the competition is for each driver to complete the course/s weaving around natural or man-made obstacles in the shortest possible time, without incurring penalties.

Up to two competing cars may be permitted on each test at the same time, subject to approval of the ASN.

#### Facilities

Competitors require the space for the discipline to take place, such as a car park, industrial area or grass field organised for the activity, and an area for parking their tow-cars and trailer.

The organisers require somewhere to carry out documentation checks, competitor registration, driver briefings, scrutineering as well as an area for storing the equipment needed for the day's sport.

Safety for the competitor, the marshals, spectators and the general public who may be passing the area must always take precedence.

#### Drivers Safety

- Helmet

A safety helmet is not compulsory.

Drivers in open cars must wear a full-face helmet either with a visor or goggles. The helmet shall be either FIA-approved, Snell-approved or complying with motorbike road legal certification. Glass lenses are not permitted.

- Clothing

Short sleeve shirt and short pants are acceptable. Clothing of flammable synthetic material, such as nylon, is not acceptable. Flame-retardant overalls and underwear complying with one of the FIA standards are recommended.

- Shoes

Enclosed shoes compulsory (bare feet, thongs (flip flops) or sandals not permitted). Shoes with leather uppers that cover the foot or shoes which have a leather upper but which includes elasticized ankle regions (e.g. elastic-sided work boots) are compulsory.

Shoes complying with one of the FIA standards are recommended.

#### Sporting framework

- Licence:

All crew members require the appropriate ASN licence for the event.

- Passenger:

Passengers are not permitted.



An inexperienced driver may carry an experienced passenger (or an experienced driver may carry a inexperienced passenger) for the purpose of instruction and guidance.

- Competition framework

Sporting Regulations, must be draw up by the ASN accordingly to the sporting activity or special tests, together with the appropriate Supplementary Regulation for the specific event.

A convoy run may be held before the start of competition on that course to permit each Competitor to familiarise themselves with the course. If a convoy run is held it will be led by the Clerk of the Course or their nominee and will not exceed 20 km/h. Competitors will follow the lead car. Other Competitors may be carried as passengers during the convoy run, provided the vehicle provides proper accommodation for such passengers.

- Course/Test Completion

A vehicle must complete the full distance of each course/test and must do so under its own power.

A vehicle may retrace an incorrect path taken in completing the required course/in which case the attempt shall be accepted as valid.

- Scoring

Placings must be decided on the aggregate of elapsed times on the tests completed, plus any penalties.

The winner/s must be the driver/s having the lowest aggregate, including any penalties, at the completion of the event.

In the case of equal scores, the tied Competitors must be declared joint winners.

### Technical framework

- Scrutiny

Scrutiny of vehicles is carried out to ensure they meet safety requirements for the event and should be checked by scrutineers using a prepared scrutiny check sheet. Vehicles should be presented in a "ready-to-go" condition.

Vehicle scrutiny checks shall include the following as a minimum:

- (i) general occupant safety;
- (ii) steering;
- (iii) brake system;
- (iv) seat belt/safety harness;
- (v) seat/s;
- (vi) condition of wheels/tyres; and
- (vii) security of objects in the cabin.

### Eligible cars

Any basic road going vehicle and complying with the definition of an automobile is eligible, subject all safety aspects are accomplished.

Classes or Divisions

According to ASN criteria, cars should be divided in classes: e.g. Production or Specials.

Also, according to the level of trial performance: e.g. 2WD or 4WD, and subdivided according to engine performance or capacity, or even according to tyres performances: e.g. All.Terrain, Mud or Snow tyres.

### Cars Safety

Each vehicle must comply with all civil road vehicle regulations.

- SAFETY HARNESS:



Minimum civil requirements concerning seat belts must be adhered to – in the case where a seat belt is not legally required under civil law, at least a 3-point type seat belt, properly adjusted, must be worn.

- Hand held fire extinguisher:

Be fitted with a hand held fire extinguisher, compliant with the requirements of a Hand-Held Extinguisher FIA STANDARD 8865-2015 or with Article 253.7.3 of Appendix J to the International Sporting Code.



## Part 2 - Document examples: ASN

The following document examples, should be considered as guidelines or reference which could help ASN to draw up its own regulations.



## **Sporting Framework**

A Khanacross event is an introductory level autotest event. They offer clubs and competitors the opportunity to conduct and take part in autotest level events in which the essential skills of car control and judgement may be practised under controlled conditions.

### **1. GENERAL**

- (a) The Khanacross Framework shall apply to each Khanacross event.
- (b) Appendix A of the NKR shall apply to the Khanacross Technical Framework
- (c) The Supplementary Regulations for a Khanacross event must refer to the National Khanacross Framework.

### **2. DEFINITIONS – KHANACROSS**

#### **2.1 KHANACROSS**

Khanacross is a single-car Competition, complying with the Khanacross Framework, conducted on sealed or unsealed surfaces or a combination of both and involving a series of timed tests on various layouts.

#### **2.2 KHANACROSS CHAMPIONSHIP**

The competition to determine the National Khanacross Champion, may be conducted over single or multiple events each year.

#### **2.3 COURSE**

An individual path, as set by the organisers, which a driver is required to complete, as a test, in the prescribed manner.

#### **2.4 JUNIOR**

A Competitor who is not less than 12 years of age and who is less than 18 years of age on the day of the event.

### **3. THE COMPETITION**

The object of a Khanacross competition is for each driver to complete each test, of the program of the event, in the prescribed manner, in the shortest possible time, without incurring penalties.

### **4. EVENT PROGRAM**

- (a) Not fewer than four tests must be completed for the event to be valid.
- (b) The running order of all Competitors through all tests must be rotated on a system defined in the event regulations based on the number of Competitors and the number of courses, however no split is to be made within a class. Classes are recommended as an appropriate group for such rotation.
- (c) The ballot for competition numbers must be conducted within each class and those classes must be based on the vehicles, not on the drivers.

### **5. VEHICLE REQUIREMENTS**

#### **5.1 GENERAL REQUIREMENTS**

- (a) Each vehicle must comply with the Khanacross Technical Framework
- (b) Be fitted with a fire extinguisher, compliant with the requirements of a Hand-Held Extinguisher FIA STANDARD 8865-2015
- (c) The Clerk of the Course must rule on the acceptability of any vehicle to compete in the event and on the class in which it shall compete.



## 5.2 REPLACEMENT VEHICLE

- (a) A driver whose vehicle has broken down may use a replacement vehicle, provided the consent of the Clerk of the Course has first been obtained. The replacement vehicle must undergo scrutiny and should be in the same class as the original vehicle.
- (b) If a vehicle breaks down and can be repaired, the Clerk of the Course may give consent to the competitor to compete the remaining courses out of running order to the rest of the field. In making that decision, the Clerk of the Course must consider maintaining the fairness of the competition. Factors such as changing weather conditions and the event program should be considered. Generally, courses should not be held open after the other competitors have completed that course. Depending on the nature of the repairs, the vehicle may have to be represented for scrutiny. No protest shall be accepted against a decision of the Clerk of the Course in this matter.

## 5.3 SCRUTINY

- (a) Each competing vehicle must be presented for scrutiny, in an acceptable standard of presentation and condition, before the start of an event.
- (b) Vehicle scrutiny checks shall include the following as a minimum:
  - (i) general occupant safety;
  - (ii) steering;
  - (iii) brake system;
  - (iv) seat belt/safety harness;
  - (v) seat/s;
  - (vi) condition of wheels/tyres; and
  - (vii) security of objects in the cabin.

## 6. CLASSES

### 6.1 CLASSES

- (a) For Club, Multi-Club and non - Championship or Series events competing vehicles may be divided into 'production' and 'specials' classes and may be further subdivided by such criteria as the engine capacity of the vehicle, drive arrangement or tyre type such as the use of rally, All-Terrain, Mud and Snow or radial road tyres. Classes for each Khanacross event must be detailed in the event regulations. Alternatively, the classes established for the AKC may be used at any Khanacross event.
- (b) Classes for production two-wheel drive vehicles must be subdivided on the basis of the engine specification and/or capacity.
- (c) A class may be provided for production four-wheel drive vehicles, which must be driven in the four-wheel drive mode throughout the competition. This class may be further divided.
- (d) A class for Specials must only contain two-wheel drive vehicles. 4 Wheel Drive Specials are prohibited.
- (e) The multiplication factors for supercharged and rotary engines are as follows
  - (i) ROTARY COMBUSTION (WANKEL-TYPE) ENGINES
    - (A) The nominal engine capacity will be calculated by the following formula: 1.8 times the volume determined by subtracting the minimum capacity of the working chamber/s from its/their maximum capacity unless modified by specific category regulations.



(ii) SUPERCHARGING

A) The nominal cylinder capacity for a supercharged engine shall be multiplied by a factor of:

(I) for spark ignition engines = 1.7

(II) for Diesel engines = 1.5

and the automobile will be classified in all respects corresponding to the effective capacity thus obtained, unless modified by specific category regulations.

7. ENTRIES

7.1 ENTRY CONDITIONS

(a) Each driver in a Khanacross event must hold at least a current Non Speed licence. For Competitor licence requirements refer to your ASN requirements.

(b) Each driver is allowed only one entry.

(c) Entries must be accepted in accordance with ASN requirements.

(d) The standard entry form must be used whenever practicable.

8. DRIVERS

8.1 CONDITIONS

(a) Each driver must, while competing, wear at least a lap sash seat belt, in compliance with the ASN's domestic civil motoring requirements.

(b) Each driver must wear a helmet in compliance with the following requirements;

(i) Snell SA2005 If used with FHR only fitted with compliant FHR tether anchors – FIA 8858-2002 or FIA 8858-2010.

(ii) BS 6658-85 A/FR If used with FHR only fitted with FHR tether anchors from the manufacturer.

(iii) SFI 31.1, SFI 31.1A, SFI 31.2A, SFI 24.1 (youth helmet standard).

NOTE: Drivers and passengers in open automobiles are required to wear Clothing from ankles to neck to wrists. Clothing of flammable synthetic material, such as nylon, is not acceptable.

(c) Each driver of a vehicle to which no windscreen is fitted must wear adequate eye protection in accordance with the following requirements;

(i) Those with glass lenses of any kind are not acceptable. Lenses shall be of a plastic material, with high-impact resistance, satisfactory optical qualities and complying with ASN's domestic standard or equivalent international standard (i.e. ECE 22-05, VESC-8

(ii) Goggles must be configured so as to minimise the entry of dust into the eye from any angle and be positively retained by an elastic strap behind the head or helmet. Conventional-style glasses are not acceptable.

(d) The minimum age for a driver in a Khanacross competition is 12 years.

(e) The Clerk of the Course must ensure that each Driver maintains control of their vehicle. The Clerk of the Course may cease the competition of a competitor who is not driving in a controlled manner.

9. EVENT PROCEDURE

9.1 COURSE DIAGRAM

Event organisers may provide a diagram of each course for inspection by drivers prior to each run.

9.2 CONVOY RUN



A convoy run may be held before the start of competition on that course to permit each Competitor to familiarise themselves with the course. If a convoy run is held it will be led by the Clerk of the Course or their nominee and will not exceed 20 km/h. Competitors will follow the lead car. Other Competitors may be carried as passengers during the convoy run, provided the vehicle provides proper accommodation for such passengers.

NOTE: It is each Competitor's responsibility to participate in the convoy run. Missing the convoy run is not justification for the granting of a re-run.

### 9.3 COURSE/TEST COMPLETION

(a) A vehicle must complete the full distance of each course/test and must do so under its own power.

(b) A vehicle may retrace an incorrect path taken in completing the required course/in which case the attempt shall be accepted as valid.

### 9.4 MOVEMENT OF VEHICLES BETWEEN EACH COURSE/TEST AND PIT AREA

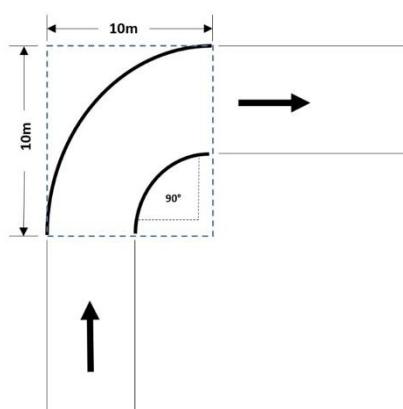
A speed limit of 10 km/h must apply in the pit area and when proceeding between each course/test. Failure of a driver to respect this limit may lead to exclusion from any further competition on the day. The imposition of this penalty will be at the discretion of the Clerk of the Course.

## 10. EVENT LAYOUT

### 10.1 COURSE

Each Course must not exceed 2km in length. No straight section of the course may exceed 100 metres in length without a turn of 90° or more, otherwise there must be a course garage, in which each competing vehicle must stop, before continuing the course. The 90° turn must pass through an established area of a maximum of 10m x 10m (refer diagram 1). The Competitor should not normally be required to reverse while competing, at the Clerk of the Course's discretion. Markers shall clearly define the correct course to be taken.

DIAGRAM 1



(a) Courses must be designed to ensure that competing vehicles do not exceed 100km/h at any time during the tests and that the risk generated by vehicle speed is acceptable given the circumstances of the event.

(b) The course shall be denoted by suitable markers or arrows. These should be placed so that they are easily seen by Competitors, especially if the event is to be run at night. All arrows should be placed approximately 1.2 metres above the ground.



- (c) Each course may be used as a test more than once and in each direction during an event.
- (d) Bunting, if used, should not be affixed to course markers.

## 11. GARAGES

### 11.1 START/FINISH GARAGES

- (a) The Start/Finish garages may be the same garage or two separate garages. In either case each garage shall be four metres wide and 10 metres long. All starts will be standing starts and all finishes shall be within the finish garage.
- (b) All garages will have a minimum of eight flags or other suitable markers.
- (c) The finish line shall extend across the front of the finish garage of each course and shall extend four metres either side.

### 11.2 COURSE GARAGE

- (a) Course garage/s of four metres wide and 10 metres long may be placed in the course and each Competitor is required to stop in each garage.
- (b) A penalty, as per Article 15.2, will be applied if the Competitor does not stop.

## 12. METHOD OF SCORING

### 12.1 PLACINGS AND PENALTIES

- (a) Placings must be decided on the aggregate of elapsed times on the tests completed, plus any penalties. The winner/s must be the driver/s having the lowest aggregate, including any penalties, at the completion of the event. In the case of equal scores, the tied Competitors must be declared joint winners.
- (b) If any error is detected in timing equipment or timing method, which gives reason to doubt the validity of Competitors' times in a test, the requirements of Article 14 will apply.
- (c) If the primary system of timing should fail to record a Competitor's time, then the Competitor must be offered the choice of a re-run or the average of the manual back-up times used. If any penalty was incurred on the initial run, then only the manual back-up times can be offered.

## 13. METHOD OF TIMING

### 13.1 TIMING

- (a) Timing must be to .01 of a second and recorded in writing.
- (b) If manual timing is used, it must be conducted using two manually operated stopwatches each operated by a different official. The two times must be recorded, and the average of those times shall be the Competitor's elapsed time for the test. Should one of the manual times be judged inaccurate then the Clerk of the Course shall consider whether a re-run is justified or whether the other time alone should be offered or enforced in order to obtain a fair result in the competition. In this regard the Clerk of the Course is entitled to consider the one accurate time recorded as the manual back-up time when enforcing Article 14.1(c).
- (c) When automatic timing is used at least two manually-operated stopwatches must be used as back-up. All the times so determined must be recorded separately and must be used if failure of the automatic equipment occurs, so that the event can continue.



- (i) Should it be necessary to use back-up timing then the average of the two recorded back-up times shall be used.
- (d) The elapsed time for each driver who completes the test must be recorded. Any penalty/ies incurred must be recorded separately. A driver's time card must be issued to each driver and have the time and penalties recorded on it at each test.
- (e) Timing must commence when the leading point of the car crosses the designated start line and must cease when the leading point of the car crosses the designated finish line. The designated finish line must be not less than 500mm and not more than one metre behind the front of the finish garage.

## 14. RE-RUNS

### 14.1 PROCEDURE FOR RE-RUNS

- (a) Re-runs of a test, whether for an individual or for the whole field, are to be avoided unless that re-run is the only means of ensuring a fair result for all concerned.
- (b) Individual re-runs may be authorised only by the Clerk of the Course whose decision shall be based on the degree of control the driver could reasonably be expected to have over the circumstances which support the Competitor's claim for a re-run (e.g. a dog on the test area). The Clerk of the Course must ensure that the time-keeper and other officials of the test concerned are notified of any authorised re-run.
- (c) Should a timing equipment malfunction be discovered during a driver's attempt at a test the driver should be allowed to complete the test, then action taken as provided for in Article 13.1(c).
- (d) Should difficulty be encountered with either automatic or manual timing equipment, correct operation should be verified without repeated attempts being made by the competing driver/s. If necessary, a non-competing driver shall be used to check the operation of equipment.
- (e) Each driver must be advised as soon as possible if any error is detected in timing equipment or timing method which gives reason to doubt the validity of the field's times in a test. In such a case, the Clerk of the Course will decide whether:
  - (i) the test concerned will be abandoned, providing that the program will still then contain at least the requisite minimum number of tests; or
  - (ii) the original test will be re-run with restored or alternative equipment; or
  - (iii) the test will revert to manual timing for all Competitors as provided for in Article 13.1.

## 15. PENALTIES

### 15.1 PENALTIES

There base penalties applicable to each test, which then become the time recorded for the penalised driver in lieu of that which was recorded, are:

- (a) Plus five (5) seconds which means that five seconds must be added to the time recorded by that driver on that test for each infringement.
- (b) Slowest time plus five (5) seconds which must be calculated in accordance with the following:
  - (i) Adding five seconds to the slowest time recorded by a driver who completed that test correctly and without a penalty being applied; or
  - (ii) Where the slowest time plus five seconds exceeds double the fastest time recorded by a driver who completed that test correctly and without a



penalty being applied, the penalty time to be applied will be double the fastest time.

(c) Slowest time plus ten (10) seconds which must be calculated in accordance with the following:

## 15.2 APPLICATION OF PENALTIES

The application of penalties must be as follows for each infringement:

	Penalty Condition	Penalty Applied
(i)	Wrong direction	Slowest time plus five (5) seconds
(ii)	Any other action that can be deemed as incorrectly completing that course (such as reversing after exceed the limits of a garage)	Slowest time plus five (5) seconds
(iii)	Failure to complete a test	Slowest time plus five (5) seconds
(iv)	Running out of order (without the prior approval of the Clerk of the Course)	Slowest time plus five (5) seconds
(v)	Failing to stop completely within a mid-course garage	Slowest time plus five (5) seconds
(vi)	Failing to stop completely at the finish of a test	Slowest time plus five (5) seconds
(vii)	Finish a test with the car stopped but completely outside the garage	Slowest time plus five (5) seconds
(viii)	Finishing a test with part of the car outside the garage boundaries (plus the penalty for striking any flag/marker)	Plus five (5) seconds plus any flag/marker strike
(ix)	Striking a course flag/marker (including garage boundary flag/marker )	Plus five (5) seconds per flag/marker
(x)	Failure to attempt a test	Slowest time plus ten (10) seconds

### NOTES:

(a) In the situation referred to in Article 15.2 (d) (ix) – Striking a course flag/marker, the Judge of Fact for that test must rule whether penalty 15.2(d)

(i) – Striking a course flag/marker, or penalty 15.2(d) (ii) – incorrect completing that course, is the appropriate penalty.

(b) Prior to a driver being issued a penalty under Article 15.2 (x) – Failure to attempt a course, the event officials must make full effort to call them to the starting line. The officials may discharge this responsibility by calling the driver twice by competition number and name throughout the pit area/s. A driver who, having presented themselves at a course fails to start his competition run at that course within one minute of being requested to do so by the timekeeper or their assistant, shall be deemed to have failed to attempt the course.

(iii) A penalty of exclusion may also be imposed for infringements of the NKC and for other offences prescribed by the ASN.

## 16. DUTIES OF OFFICIALS

### 16.1 CLERK OF THE COURSE



There must be one Clerk of the Course of the event, who will be held ultimately responsible for the conduct of the event. They may have Deputy Clerk/s of the Course for the discharge of their duties. In particular the Clerk of the Course;

- (a) must act as controller of the functions of all officials of the event and shall co-ordinate their activities;
- (b) shall be responsible for decisions concerning the running of the competition, particularly those relating to safety, eligibility, timing and interpretation of the Code;
- (c) shall give rulings on re-runs and on changes of vehicles;
- (d) shall complete and provide to the ASN, a report dealing with any reportable matters arising from the Event;
- (e) must prepare a written report containing the information necessary for the Stewards of the Event to prepare their reports;
- (f) must ensure that all officials are fully briefed on their duties and on the use of equipment in their charge and on all the regulations relevant to the tests over which they have control; and
- (g) must also ensure that all tests are laid out in the correct manner and to the requisite dimensions, and that no natural or artificial features create a hazard to Competitors, officials or spectators.

## 16.2 TEST OFFICIALS

- (a) In Championship events, for each test there shall be at least one principal timekeeper (two when manual timing is being used), and two back-up timekeepers.
- (b) These officials may also act as starters, recorder and Judges of Fact for that test. Their duties shall include being conversant with the Code particularly those regulations dealing with the method of timing.

## 16.3 OBSERVERS

- (a) In each test which requires the entry into a garage by a vehicle, observers must ensure that the vehicle is fully garaged, and that any penalty is applied fairly.
- (b) A garage observer must be placed on the projection of a line drawn across the front of each such garage, to enable observation of any incomplete garage entry.
- (c) Other observers may be appointed by the Clerk of the Course. All observers shall be a Judge of Fact. Each Judge of Fact shall report to the Clerk of the Course. Where a decision is to be given whether an automobile or participant has touched or crossed a given line, or upon any other fact of the same type and which has been specified in the Supplementary Regulations, one or several Judges of Fact shall be nominated.

## 16.4 SAFETY

- (a) Each Official must ensure that they are in safe positions while the event is in progress, especially near the finish garage.
- (b) For each venue, layout and surface, consideration shall be given to the risk presented by the proximity to the course of areas/enclosures for paddock, pit/s and/or spectators and controls and/or protection systems must be introduced to reduce the risk to these areas and persons to an acceptable level.



- (c) Other safety requirements, such as an area for refuelling, are also to be considered.

## 16.5 CLUB & MULTI-CLUB EVENTS

- (a) For Club and Multi-Club Khanacross, the Clerk of the Course is an Essential Official. In addition, an Assistant Clerk of the Course may be appointed to a Club or Multi-Club Khanacross. Either the Clerk of the Course or the Assistant Clerk of the Course must of necessity always be on duty or during such time the acting Clerk of the Course must be clearly and readily identifiable.
- (b) The duties of the Secretary of the Event, Chief Timekeeper and Chief Scrutineer may be discharged by the Clerk of the Course or by another suitably qualified Official. While these duties are being discharged by such alternate Official, a Clerk of the Course and his Assistant (where an Assistant Clerk of the Course has been appointed), the Secretary of the Event, the Chief Timekeeper and the Chief Scrutineer may compete at the Event.
- (c) Any matter arising from the Event which requires action by the Stewards shall be referred to a stewards' hearing which shall be organised by Motorsport Australia which shall have the standing of a hearing by Stewards of the Event.

## 16.6 STATE AND NATIONAL EVENTS

At Club / Regional or National Khanacross events, Essential Officials shall be appointed in full accord with ASN requirements.

## 17. PASSENGERS

### 17.1 PASSENGERS IN VEHICLES

- (a) A passenger may be carried in a vehicle while competing in a Khanacross except:
  - (i) In the Khanacross Championship; and
  - (ii) Where prohibited in the Supplementary Regulations.
- (b) An inexperienced driver (either junior or an adult), may carry an experienced passenger, or an experienced driver may carry a junior or inexperienced adult passenger for the purpose of instruction and guidance in State, Multi-Club or Club level events under the following conditions:
  - (i) A request is lodged with and approved by the Clerk of the Course;
  - (ii) The suitability of the passenger or the experienced driver is at the discretion of the Clerk of the Course;
  - (iii) Each passenger shall complete an ASN "Passenger Entry Form" before any test;
  - (iv) Any driver carrying a passenger during competition is not eligible to score points in a State Khanacross Championship event;
  - (v) Only one passenger is permitted in the vehicle with the driver at any time during a test; and
  - (vi) Times achieved by a driver with a passenger shall not be used as a basis for the application of penalties to other drivers.
  - (vii) Each passenger shall comply with the apparel and safety requirements for the competition during any attempt at a test.

## 18. SPECTATORS

### 18.1 SPECTATOR SAFETY



- (a) It is the responsibility of the Clerk of the Course to ensure that all spectators and Competitors are restricted to safe areas. To this objective, marshals should be appointed.
- (b) Only appointed officials, persons authorised by the Clerk of the Course and Competitors shall be allowed in the competition area.
- (c) Unless otherwise approved by the Clerk of the Course, spectators should be excluded from the pit area and, if possible, the area should be supervised by a permanently appointed pit area marshal and assistant/s.
- (d) Animals must not be admitted to the competition or pit areas.

## 19. SAFETY EQUIPMENT

- (a) The Clerk of the Course must ensure that each event is prepared, organised and staffed to ensure the safety of the event. Consideration should be given to the access to the event venue by emergency services and any heightened fire risk (i.e. dry grass).
- (b) For each Khanacross event there shall be:
  - (i) A minimum of a basic first aid kit;
  - (ii) A minimum of a 9kg (or two 4.5kg) ABE powder fire extinguisher compliant with FIA STANDARD 8865-2015.

## 20. RESULTS

### 20.1 PROTOCOL

- (a) Within 120 hours of the completion of the event a dated list of the provisional results must be supplied to:
  - (i) The ASN
  - (ii) the Stewards
  - (iii) each Competitor
- (b) The results sheet should be in a format which shows the following details:
  - (i) driver and driver's home state and, if possible, club
  - (ii) Competitor number
  - (iii) make and/or model of vehicle
  - (iv) class
  - (v) name of each test
  - (vi) performance of each Competitor in each test by time, including any penalty; and
  - (vii) placings - general classification.
- (c) Uniform markings should be used to indicate and identify penalties, e.g.: 1F, 2F etc. Hit Marker, WD, Incorrect Method, DNS (Did Not Start), DNF (Did Not Finish), NFG (Not Fully Garaged).
- (d) In a State Championship event, a list of all championship point scores should be shown separately.
- (e) To be classified as a finisher in an event, a Competitor must attempt at least 50% of the courses conducted in that event.

## 21. PROTESTS

Any protest must be in accordance ASN requirements.

## 22. PRIZES

The event awards shall be presented as specified in the supplementary regulations for each event.



## Technical Framework

APPLICATION: This Khanacross Technical Framework has been published to provide event organisers and those participating in Khanacross events the Technical Framework which is to apply to all Khanacross vehicles.

### 1. VEHICLES

#### 1.1 VEHICLE REQUIREMENTS:

Each vehicle must:

- (a) have not more than two steered wheels, save for a production vehicle originally equipped with four-wheel steering;
- (b) have road wheels of not less than 10" nominal diameter;
- (c) carry competition numbers;
- (d) be fitted with an exhaust outlet/s adequately muffled so as to limit noise emission to a maximum of 95 dB(A).
- (e) conform to acceptable standards of condition and of presentation;
- (f) be fitted with a seatbelt or safety harness for each occupant, where applicable, in accordance with FIA Requirements;
- (g) only use Commercial Fuel as permitted by the ASN. Khanacross events may further restrict the permitted fuel; and
- (h) be fitted with brakes which operate on all 4 wheels.

#### 1.2 ADDITIONAL REQUIREMENTS

- (a) A Safety Cage Structure is not compulsory for vehicles other than those outlined in Articles 3 and 4 of this document when competing in a Khanacross. However, should a Safety Cage Structure be fitted to a vehicle, the structure must comply with FIA requirements.
- (b) For an event that is conducted on an unsealed surface, the event organisers may by a statement in the Supplementary Regulations restrict the types of tyre permitted for the event. The types of tyre which may be prohibited include but are not limited to rally, winter tread, bar-tread, mud-and-snow, All Terrain (A/T) and hand-cut patterns.

#### 1.3 KHANACROSS CLASSES

The following are classes for KHANACROSS vehicles. Event organisers may determine alternate classes to suit the vehicles entered into an event, such as classes for front-wheel drive or rear wheel drive, and further split the classes for engine capacity, such as over 2000cc and under 2000cc.

A	0 - 1300cc	F	2WD Specials
B	1301cc to 1600cc	G	4WD Production Vehicles
C	1601cc to 2000cc	H	SXS Vehicles
D	2001cc to 3000cc	MP	Modified 2WD & 4WD Production Vehicles
E	3001cc and over.		

- (i) CLASS F: 4K Specials
- (ii) CLASS G: is for 4-Wheel Drive Production Vehicles
- (iii) CLASS MP: Modified 4-Wheel Drive & 2-Wheel Drive Production Vehicles



## 2. PRODUCTION VEHICLE

### 2.1 CRITERIA:

A Production Vehicle is a road going vehicle, which may be two wheel or four-wheel drive, that has been produced by a manufacturer and sold to the general public through a recognised dealer network. A Production Vehicle may only be modified in accordance with the following conditions:

- (a) A vehicle may not be converted from front to rear wheel or two wheel to four wheel drive or vice versa.
- (b) The original bodyshell and the original bodywork panels must be retained. The overall length and silhouette, when viewed from the side and from above, must not be less than the original except where a modification permitted affects the silhouette.
- (c) Each front door must remain operational with the original hinges and latch mechanism.
- (d) A bumper bar which is affixed by fasteners and is independent to and not integrated with any other bodywork, such as front air dam, front guards and grill, may be removed.
- (e) Spoilers, air dams and wheel arch flares may be added.
- (f) Both driver and passenger front seats must remain in their standard position. It is permissible to remove the rear seats if required.
- (g) Front door trims must be fitted, which may be of an alternate rigid material. Other interior trim or carpet etc. may be removed.
- (h) Front headlights and rear taillights must remain in their standard location, although they do not need to function.
- (i) The handbrake may be modified, but must work equally on both rear wheels.
- (j) The original windscreen must be retained. Each other window may be replaced with an alternate polycarbonate material and fixed in place. Each replacement front side window must be removable without tools.
- (k) The engine and gearbox must be from the same manufacturer and have been available as an option in the model run of the vehicle.
- (l) Engine/transmission cooling systems are free provided they are:
  - (i) contained within the bodywork and may be fitted underneath the floorpan;
  - (ii) not fitted in the cockpit; and
  - (iii) fitted only with localised modifications by the removal of or replacement of material, such as engine radiator support panel, to facilitate a cooling system modification.
- (m) Suspension and steering components may be replaced with free components with the following conditions:
  - (i) Each component must maintain the principle and operation as per the original manufacturer's components.
  - (ii) The mounting points on the bodywork or chassis for each suspension and steering component must remain as standard.
  - (iii) Adjustment capabilities may be incorporated into replacement suspension or steering components. (i.e. adjustable spring platform on Macpherson Strut or coil over, adjustment in a lower control arm).
- (n) Upgrading of brake rotors and pads is permitted.
- (o) All wheels shall be fitted with tyres which:
  - (i) are pneumatic, containing gas only;
  - (ii) are in a safe condition;
  - (iii) are not fitted with any anti-skid attachments such as studs, chains etc.; and



(iv) for sealed surface events all treaded tyres are permitted except for the following types of tyre which are not permitted:

- (A) racing slicks;
- (B) racing re-treads; and
- (C) tyres marked “not for road use” or “racing purposes only

### 3. MODIFIED PRODUCTION VEHICLES – CLASS MP

#### 3.1 CRITERIA:

A Modified Production Vehicle (Class MP) is a vehicle that has been modified beyond the criteria of a Production Vehicle. The modifications permitted for a Production Vehicle are permitted for a Class MP vehicle. Additionally a Class MP vehicle must meet the following requirements:

- (a) All parts of the original body between and including the front firewall and rear most rear suspension mounting points must remain intact including roof, pillars, and floor pan.
- (b) Bodywork panels may be of a different material to the production part, except for the front doors which must comply with the Production Vehicle requirements, refer 2.1(d).
- (c) Any exposed metal brackets or bodywork components (chassis rails, bumper mounts etc.) which extended beyond the external bodywork remaining, be it modified or otherwise, or which may pose a hazard, to person or other objects, must be removed or covered with a suitable ridged material.

#### 3.2 PERMITTED MODIFICATIONS

The following modifications are permitted for a Class MP vehicle beyond those permitted for a Production Vehicle:

- (a) Rear doors, boot panel, tailgate/hatch may be modified leaving only the outer skin permanently and securely affixed in place.
- (b) The bonnet or engine cover may be modified or replaced with an alternate solid material. All exposed rotating parts on the engine are to be fitted with a suitable guard to prevent contact by persons or other objects.
- (c) Front and rear bumper bars, included those integrated to other bodywork, may be removed in their entirety.
- (d) It is permitted to remove the windscreen in which case the vehicle must be fitted with a minimum of a Type 2 Safety Cage Structure – Refer diagram 2.
- (e) Each other window may be removed in its entirety.
- (f) The engine and driveline are free in which case the following will apply:
- (i) The floor pan and firewall may be modified to accommodate the replacement or relocation of engine or driveline components. Any material removed from the floor pan or firewall must be replaced with material of the same type and fixed in place.
- (ii) The original chassis may be modified by the removal or replacement of material. Additional brackets/mounts may be added. In each case the integrity of the chassis must be maintained.
- (g) Each engine and driveline component must be suitably sealed from the cockpit.
- (h) Suspension and steering components may be modified by the removal of or by the addition of material including the mounting points on the bodywork, chassis. Suspension and steering components are otherwise free.
- (i) Brake components are free.

### 4. SPECIALS



#### 4.1 CRITERIA FOR SPECIALS:

Purpose-built vehicles, which must:

- (a) have a wheel base not less than 1800mm;
- (b) be of sound and solid construction;
- (c) be fitted with some form of protection between the engine and driver's compartment suitable and sufficient to prevent the passage of flame;
- (d) be fitted with a solid and rigidly attached floor, and covers of solid material which effectively separate the passenger compartment from the exhaust system, the transmission shaft/s and joints, the brakes, the road wheels and their attachments and linkages;
- (e) have sides on the passenger compartment extending at least from the toe-board to the rear of the seat/s, contiguous with the floor throughout their length, of a height not less than 150mm above all parts of the uncompressed seat cushion/s;
- (f) be fitted with a securely attached driver's seat;
- (g) be fitted with a fuel tank safely and securely installed;
- (h) have any battery safely and securely installed;
- (i) have all brake, fuel and electrical lines securely mounted;
- (j) not have any open carburettor intake/s intruding into the passenger compartment. The use of flame-retardant air cleaner/s is recommended;
- (k) have mudguards (if fitted) securely mounted;
- (l) not have any form of electronically-controlled traction, braking or suspension control aids.

#### 4.2 SAFETY CAGE STRUCTURE

(a) Specials must be fitted with a Safety Cage Structure complying with the following:

- (i) The minimum requirement is for a Type 2 Safety Cage Structure.
- (ii) A minimum of 50mm clearance is to be maintained above the driver's helmet (for all drivers of the vehicle) when measured perpendicular to a line drawn from the top of the main roll bar to the top of the engine (not including peripherals such as carburettors) or alternatively the chassis at the front of the vehicle. Refer Diagram 1.

(iii) The Safety Cage Structure must be mounted to the vehicle in accordance with the following requirements;

##### (A) MINIMUM MOUNTING POINTS:

The minimum mounting points are;

- I. one for each pillar of the front roll bar;
- II. one for each pillar of the lateral roll bars or lateral half roll bars
- III. one for each pillar of the main roll bar;
- IV. one for each backstay

##### (B) MOUNTING POINTS OF THE FRONT, MAIN AND LATERAL ROLL BARS OR LATERAL HALF ROLL BARS:

- I. Each mounting point shall include a mounting foot consisting of a plate at least 3mm thick.
- II. Where attached by bolts, each mounting foot shall be attached by at least three bolts to a steel reinforcement plate at least 3mm thick and of at least 120cm<sup>2</sup> area which is welded to the bodyshell.
- III. Where attached by bolts, the angle between any two bolts shall not be less than 60° (measured from the tube axis at the level of the mounting foot circumference – Drawing 1).
- IV. The area of 120cm<sup>2</sup> of the reinforcement plate shall be the contact surface between the reinforcement plate and the bodyshell.



V. Fasteners shall have a minimum diameter of M8 and a minimum quality of 8.8 (ISO standard) and shall be self-locking or fitted with lock washers.

(C) MOUNTING POINTS OF THE BACKSTAYS:

I. Each backstay shall be secured by at least two M8 (minimum) 8.8 (ISO standard) bolts with mounting feet of an area at least 60cm<sup>2</sup>.

(D) ADDITIONAL FASTENERS AND WELDING:

II. Additional fasteners and/or fasteners of larger dimensions may be used.

III. The safety cage may be attached to the bodyshell/chassis by welding or bolting in locations additional to the minimum mounting points detailed in Article 4.2 (A).

(E) SPECIAL CASES:

IV. Non-steel bodyshells/chassis:

For non-steel bodyshells/chassis, any welding between the safety cage structure and the bodyshell/chassis is prohibited. In addition to mounting by bolts, only the bonding of the reinforcement plate to the bodyshell/chassis is permitted.

DIAGRAM 1.

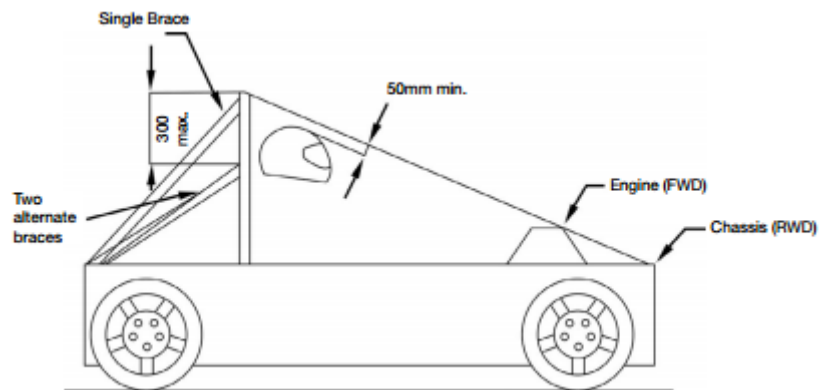


DIAGRAM 2.

1 main roll bar + 2 backstays + 1 diagonal + 4 mounting feet. This structure shall be referred to as 'Type 2 Half Safety Cage'.





## **2. PLANNING THE EVENT**

### **2.1 DETERMINING THAT THE CLUB SHOULD HOLD A KHANACROSS**

Establish the broad period in which to conduct it and hands decision to the Sporting Committee. Factors to be taken into consideration when selecting a period are other events on the Club's calendar, other events (public or motor sport) that may affect attendance by competitors and officials, effect of wet weather on a non-sealed surface venue.

### **2.2 DECIDING ON TYPE OF KHANACROSS – BITUMEN SURFACE, GRAVEL SURFACE, GRASS SURFACE**

Factors to be taken into consideration are wishes of competitors for a specific type of surface, availability of venues with desired surface, likely weather conditions, and venue cost.

### **2.3 LOOKING FOR A VENUE**

Guideline: Seeking a Venue

Khanacross usually requires a loose surface, either an open paddock or a course through a forestry area. The maximum distance permitted is 1.5km, with no straight section exceeding 100m without a 90 or more-degree turn, or the vehicle stopping in a garage. A bitumen course is permitted provided it meets these criteria.

For event layout details refer below.

If spectators will be in attendance, make sure a viewing area is set aside in a safe location.

Once a suitable site has been located, permission to hold the event must be obtained from the landowners and any other relevant bodies.

If approval is required from Local Council, Police, Environment Authorities, etc. permission should be sought some six months before the event, to allow ample time to complete all necessary approvals, particularly if the site has not previously been used for motorsport.

### **2.4 SELECTING A DATE ACCORDING TO AVAILABILITY OF VENUE**

Guideline: Event Date

Selecting a date will be influenced by the availability of a suitable venue.

Clubs usually plan a calendar of events 12 months in advance. Usually when the national and state championship event dates are set, dates for other events can be allocated. However, for club sport activities there is no reason why a club cannot determine at any time to conduct an event.

Venues used by clubs are available, but these are often booked out well ahead, so planning to use one of these venues needs to be made well in advance. Clubs are encouraged to seek out new venues that are suitable.

### **2.5 BUDGET**

Guideline: Budget

Unless there is a specific ruling by the club's committee one of the prime objectives in running an event is to do so without making a financial loss.

Therefore, a budget should be drawn up to determine its financial viability and then to monitor expenditure commitments and potential income against the budgeted figures to allow any adjustments to be made so that a loss is not incurred.

Main expenditure items to consider are:

- ASN permit fee.



- Hiring of a venue.
- Hiring/purchase of any equipment (determine what equipment can be borrowed)
- Car numbers (if purchased; often water based white shoe cleaner is used to mark numbers on glass – if it is wet weather put number on inside of car).
- Fuel/accommodation for officials, if required.
- Stationery including printing photocopy paper.
- Trophies/Awards.

Income will generally be based on entry fees; if sufficient entries are in doubt a club subsidy may be considered.

## 2.6 APPOINTING AN EVENT ORGANISING COMMITTEE

Appoint a Clerk of Course, or Event Manager, to organise the event and to select the organising committee.

## 2.7 THE EVENT ORGANISING COMMITTEE

An Organising Committee should consist at least two persons – the Clerk of Course and the Secretary. A club may have an Event Organiser who may not necessarily be the Clerk of Course and thus the committee would consist of three persons.

This committee is invested with all necessary powers for the organisation of the meeting and the enforcement of the Supplementary Regulations. However, there is no limit to the number of positions that can be created. A suggestion for a club khanacross is:

- Clerk of Course.
- Assistant Clerk of the Course.
- Secretary/Treasurer.
- Chief Scrutineer.
- Chief Timekeeper – not necessary if using stopwatches but may be needed if electronic timing is being used as it may be necessary to have someone experienced in using the system.

Other officials - such as Timing Officials, Scorer/Results Official, Equipment Officer, Officials' Coordinator, Chief Spectator Marshal - will have specific roles and may need to attend some committee meetings so that they gain an understanding of the planning of the event and their exact roles in it.

### Clerk of the Course

The Clerk of the Course is responsible for the entire conduct of the event and all officials are responsible to this official, who must ensure the following takes place:

- Event planning.
- Documentation - to be conducted prior to the event, usually on the day.
- Scrutiny - to be conducted prior to the event, usually on the day.
- Officials recruitment - ongoing from when it is decided to conduct the event.
- Course set up and operation - checking the course setup, placement of officials, safety considerations.
- Timing of test.
- Results.

For a khanacross where there is no Steward, the Clerk of the Course has the responsibility of investigating an incident that may give rise to an insurance claim. A written report must be submitted to the ASN as early as possible.



If there is a single Clerk of the Course, he/she may not compete. However, the appointment of a Deputy or Assistant Clerk of the Course is necessary if the Clerk of the Course is competing in the event.

#### Deputy or Assistant Clerk/s of the Course

One or more Assistant Clerks of the Course may be appointed, and specific roles allocated to them, however the overall responsibility rests with the Clerk of the Course.

#### Secretary of the Event (Meeting)

The Secretary of the Event role includes receiving and processing entries, collecting entry fees, organising documentation (on the day) and may include organising the issue of results. The Secretary may compete.

#### Chief Scrutineer

The Scrutineer is responsible for checking cars for safety prior to the event and re-inspecting any damaged vehicles that occurs during the event. The Scrutineer(s) may compete.

## 2.8 ESSENTIAL OFFICIALS

#### Guideline: ASN Requirements For Essential Officials Attending The Event

- The Clerk of the Course is an Essential Official and cannot compete unless an Assistant Clerk of the Course has been appointed. Both must be ASN accredited or licenced Officials at least as a Club Chief. Either the Clerk of the Course or the Assistant Clerk of the Course must always be on duty while one or the other is competing and during such time the acting Clerk of the Course must be clearly and readily identifiable as such (eg: by wearing an armband or a tabard marked 'Clerk of the Course').
- Should the club not have an accredited Clerk of the Course (or Assistant) it should contact another club/s or the ASN and seek one for the day's activities.
- If a Steward is not present any matter arising from the event which requires action by the Stewards shall be referred to a stewards' hearing which shall be organised by the ASN (after the event).

## 2.9 OFFICIALS' ACCREDITATION

#### Guideline:

All officials must hold ASN Officials Accreditation; minimum requirements are:

Clerk of the Course	Club Chief
Deputy Clerk of the Course	Club Chief (if relieving Clerk of the Course while he/she competes)
Chief Steward (if appointed)	Club Chief
All other officials	Trainee Official, or General Official

#### Trainee Official

Officials with no current motorsport officiating experience can, on the day, complete an Officials' Trainee Licence form (available from ASN) and after the event forward it to the ASN for processing.

## 2.10 STEWARDS

#### Guideline: Steward/s



The Club may appoint a Steward/s and the Chief Steward must hold at least a Club Chief Licence. Stewards cannot compete.

## 2.11 PREPARE AN EVENT TIMELINE

### Guideline: Event Timeline

A timeline is a way of displaying a list of events in chronological order and is used to help the organising committee to know what milestones need to be achieved, and within what time schedule.

Weeks To Go	Activity	Responsible
8	Decide to conduct event	
8	Select a venue (some venues will require a longer timeline)	
8	Appoint an organising committee	
7	Select course	
7	Consider safety issues (see Selection of Course Guideline below)	
6	Prepare draft supplementary regulations and entry form (with ASN disclaimers).	
6	Source provision of equipment (see Guideline list below)	
4	Call for officials to run the event (see Guideline below)	
4	Submit supplementary regulations and entry form to the ASN permit department with permit application form; submit course diagrams to the ASN	
4	Complete a Medical Response/Emergency Services Information Sheet and forward to the ASN with Permit Application Form (sheet and form available on the ASN website)	
3	Prepare a Day Schedule (see Guideline below)	
2	Confirm availability of venue	
2	Notify local police and neighbors of event if the venue is an area exposed to the public, particularly in buildup areas	
2	Issue supplementary regulations and entry form	
1	Organise collection of equipment; arrange for its transport	
1	Meet with officials to allocate and discuss roles on the day	
1	Finalise documents - tests layouts, time recording sheets, results sheet	
0	THE EVENT	

### Guideline: Selection of Course

Particular attention should be paid to the selection of a course which will allow the event to be conducted with an adequate margin of safety, especially if there is likely to be spectators (even if friends and relatives of drivers).

### Guideline: Equipment and Documents List (Sample)

A check list of equipment and documents needed should be made well in advance. Markers and/or flags (including sufficient to cover breakages), Timing equipment (electronic or hand-held stop watches with reliable batteries) and safety bunting or barriers must all be organised and checked to make sure they will do the job required. Sufficient replacement markers should be available, along with any equipment needed to replace them (hammers, sand, bases, etc.).

#### Equipment

- Arrows (for marking the course).
- Barricades if deemed required.
- Broom/s to clear away any rubble (bitumen course).
- Car numbers if numbers are issued; or provision for marking numbers on vehicles (eg: use of liquid chalk or white shoe cleaner to write number on window).
- Equipment (shovels, rakes, etc) to tidy up course on corners.
- Fire Extinguishers (minimum 2 x 0.9kg).



- First aid kit.
- Hammer/s if using flags on dirt surface.
- Markers (cones or flags), with extra to allow for breakage.
- Measuring tape or wheel.
- Pens, clipboards to hold documents for recording vehicle numbers and times.
- Provision for marking numbers on vehicles (eg: use of white shoe cleaner to write number on window).
- Radios (two-way) if used.
- Rope or bunting for controlling spectators, to mark 'no go' areas; or to mark competition areas.
- Safety vests for all officials.
- Table and chairs where considered required.
- Timing equipment (electronic, or handheld stop watches with reliable batteries).
- Weather protection (hot or wet).

#### Documents

- ASN Permit (for posting on notice board).
- OH&S Policy (for posting on notice board).
- ASN "Official's Trainee Licence" forms for issue on the day.
- Course diagram/s for competitors' inspection if posted on notice board, or for issue.
- Course diagrams with set up instructions for officials.
- Entry Forms for issue on the day.
- Medical Response/Emergency Services Form (copy from Permit Application Form).
- Officials' Sign On Sheet.
- Passenger Indemnity Sheets (ASN).
- Results sheets (to fill in on the day); or these can be by computer and printer.
- Supplementary Regulations and Further Regulations (if any) for entries on the day.
- Timing Record Sheets.

#### Guideline: Officials

The number of officials required to run the event will vary according to whether spectators are likely to be present, as well as the number of observers who may be required around the course. If need be contact your ASN for assistance with appropriately accredited officials.

### 3. ON THE DAY – BEFORE THE TEST

#### 3.1 DAY SCHEDULE

##### Guideline: Day Schedule (Sample)

Conducting an event on the day successfully depends very much on the day schedule being prepared with care, and its issue to relevant officials. Once the number of entries is known (or anticipated) and the number of tests to be conducted determined, as well as the number of runs by competitors at each test, the day's schedule can be prepared in detail.

Some issues that need to be considered are:

- time for setting up.
- time for any competitor convoys.
- time for competitors to carry out tests.



- on some events, time for competitors to turn around and return to the holding area
- buffer time:
  - o delays in recovering vehicles (stalled, broken down)
  - o planned breaks (e.g. lunch)

Time	Activity	Who Is Responsible
0800	Open entry gates (if applicable)	Clerk of Course
0800	Officials arrive and sign on ASN Sign On Sheet	Secretary
0815 – 0900	Set up course	Officials available
0815	Set up an official notice board and place on it the ASN Permit and OH&S Policy; sketch of course/s	Secretary
0815	Set up documentation	Secretary
0830	Competitors arrive	
0830 – 0930	Receipt of entries; documentation	Secretary
0830 – 0930	Scrutiny of cars	Scrutineers
0900	Place first aid kit and fire extinguisher/s in strategic location/s	Clerk of Course
0930 – 0945	Officials allocation and briefing	Clerk of Course
0945 – 0955	Drivers briefing	Clerk of Course
1000	Convoy run of course (if conducted)	
1030	Start competition	

### 3.2 DOCUMENTATION

#### Guideline; Documentation

An official (usually the event secretary) receives entries and conducts documentation checks. This can be carried out at a suitable location at the event venue, or at scrutiny. Checks are to cover:

- competitor's competition licence and club membership – checking expiry dates.
- entry form is correctly completed, and disclaimer/s signed.
- under-age indemnity form completed by a parent or guardian.
- passenger indemnity form completed (if applicable).

The following can be issues to competitors:

- car number for affixing to the vehicle (if applicable – using white shoe cleaner is satisfactory).
- (spare) supplementary regulations.
- further instructions (if any).
- course diagrams and instructions (if used).

### 3.3 SCRUTINY

#### Guideline: Scrutiny

Scrutiny of vehicles is carried out to ensure they meet safety requirements for the event and should be checked by scrutineers using a prepared scrutiny check sheet (see attached Guideline Khanacross Safety Scrutiny Check List). Vehicles should be presented in a "ready-to-go" condition.

Selection of the scrutiny location needs to take into consideration:

- sufficient space for more than one vehicle to be checked at any one time.
- a suitable area for unloading vehicles off trailers.
- ample parking nearby for assembly of vehicles waiting to be checked.
- area is not accessed directly from a main road (to avoiding vehicles banking back onto the road).
- if documentation is carried out in the scrutiny area make sure that it does not congest the actual scrutiny area.



It is best to rope off the actual scrutiny area to allow for a clear flow of vehicles and to avoid congestion with spectators and non-scrutiny officials.

### 3.4 OFFICIALS' BRIEFING

#### Guideline: Officials Briefing

- Welcome and thank you for participating.
- Ensure all officials have 'signed-on' for ASN insurance cover.
- Schedule for the day.
- If unaware of a situation, ask do not assume.
- Never turn your back on the competing car and always maintain an eye on the competing car at all times to ensure the correct route has been used – and for safety reasons.
- reminder of:
  - o no litter to be left behind – use bins or take rubbish.
  - o no smoking (where this applicable).
  - o no consumption of alcohol under any circumstances.

#### The Course

- Brief on the start of timing procedure to be adopted.
- Timing finishes when the leading point of the car crosses the designated finish line.
- Timing is to the tenths and hundredths of a second (eg:.01).
- Stopwatches, record time as it reads (e.g. 1:23.14).
- Reminder of the penalties to be applied.
- Do not add the penalty to the time, the penalty needs to be written separately.
- Correct finishing procedure in garage (refer to Article 11.5 of the Khanacross Regulations).
- Reruns (when permitted).
- Spectator marshalling instructions.

### 3.5 COMPETITORS' BRIEFING

#### Guideline: Competitors Briefing

A competitor briefing should be held prior to the start of competition and preferably be conducted by the Clerk of the Course. A written briefing is an alternative and can be issued at documentation.

The briefing should include:

- A welcome to the event.
- Introduce key officials, and any special guests.
- Comment on fact that motorsport is dangerous and can results in damage to vehicles and equipment and injury to persons.
- Introduction of senior officials (assistant clerk of course, steward/s – if appointed).
- Brief outline of day's activities.
- Show sample of boards, flags, signs to be used.
- Number of runs (convoy, if held); starting & finishing procedure; timing method; re-runs.
- Penalties to be applied.
- Vehicle recovery procedure.
- How to drive the event (if there are novice drivers – or could ask them to stay back after briefing for their own special briefing).
- Any safety issues/procedures.
- Medical/first aid available and procedures.



- Reminder of:
  - o apparel requirements.
  - o no speeding in area (walking pace when not competing).
  - o no litter to be left behind – use bins or take rubbish.
  - o no smoking (where this applicable).
  - o no consumption of alcohol under any circumstances.

#### 4. ON THE DAY – THE TESTS

##### 4.1 SETTING UP COURSE/S

Guideline: Setting Up Course/s

Before each course begins, a final check should be made by the Clerk of the Course to ensure the course layout complies with the diagram/s as published, and if electronic timing gear is used that it is correctly positioned and operating.

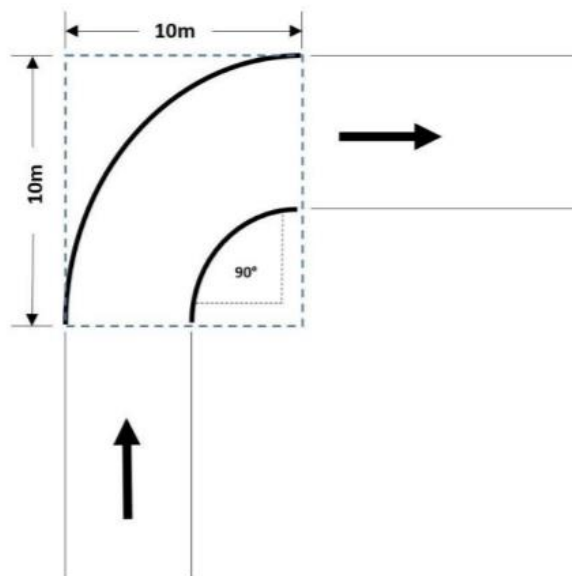
Check that officials are in a safe position.

##### 4.2 COMPETITION PROCEDURE

Course Routine

Each Course must not exceed 2km in length. No straight section of the course may exceed 100 metres in length without a turn of 90° or more, otherwise there must be a course garage, in which each competing vehicle must stop, before continuing the course. The 90° turn must pass through an established area of a maximum of 10m x 10m (refer diagram 1 below). The Competitor should not normally be required to reverse while competing, at the Clerk of the Course's discretion. Markers shall clearly define the correct course to be taken.

DIAGRAM 1



Start/Finish Garages

- The Start/Finish garages may be the same garage or two separate garages. In either case each garage shall be four metres wide and 10 metres long. All starts will be standing starts and all finishes shall be within the finish garage.
- All garages will have a minimum of eight flags or other suitable markers.



- The finish line shall extend across the front of the finish garage of each course and shall extend four metres either side.

#### Course Garage

- Course garage/s of four metres wide and 10 metres long may be placed in the course and each Competitor is required to stop in each garage.
- A penalty will be applied if the Competitor does not stop.

### 4.3 TIMING

- Timing must be to .01 of a second and recorded in writing.
- If manual timing is used, it must be conducted using two manually operated stopwatches each operated by a different official. The two times must be recorded, and the average of those times shall be the Competitor's elapsed time for the test. Should one of the manual times be judged inaccurate then the Clerk of the Course shall consider whether a re-run is justified or whether the other time alone should be offered or enforced in order to obtain a fair result in the competition. In this regard the Clerk of the Course is entitled to consider the one accurate time recorded as the manual back-up time in the situation of a timing equipment malfunction being discovered during a driver's attempt at a test. If this occurs the driver should be allowed to complete the test, then action taken as provided for below.
- When automatic timing is used at least two manually operated stopwatches must be used as backup. All the times so determined must be recorded separately and must be used if failure of the automatic equipment occurs, so that the event can continue.
- o Should it be necessary to use back-up timing then the average of the two recorded back-up times shall be used.
- The elapsed time for each driver who completes the test must be recorded. Any penalty/ies incurred must be recorded separately. A driver's timecard must be issued to each driver and have the time and penalties recorded on it at each test.
- Timing must commence when the leading point of the car crosses the designated start line and must cease when the leading point of the car crosses the designated finish line. The designated finish line must be not less than 500mm and not more than one metre behind the front of the finish garage.

#### Procedure For Re-Runs

- Re-runs of a test, whether for an individual or for the whole field, are to be avoided unless that re-run is the only means of ensuring a fair result for all concerned.
- Individual re-runs may be authorised only by the Clerk of the Course whose decision shall be based on the degree of control the driver could reasonably be expected to have over the circumstances which support the Competitor's claim for a re-run (e.g. a dog on the test area). The Clerk of the Course must ensure that the timekeeper and other officials of the test concerned are notified of any authorised re-run.
- Should a timing equipment malfunction be discovered during a driver's attempt at a test the driver should be allowed to complete the test, then action taken as provided for in Penalties section.
- Should difficulty be encountered with either automatic or manual timing equipment, correct operation should be verified without repeated attempts being made by the competing driver/s. If necessary, a non-competing driver shall be used to check the operation of equipment.
- Each driver must be advised as soon as possible if any error is detected in timing equipment or timing method which gives reason to doubt the validity of the



field's times in a test. In such a case, the Clerk of the Course will decide whether: (i) the test concerned will be abandoned, providing that the program will still then contain at least the requisite minimum number of tests; or (ii) the original test will be re-run with restored or alternative equipment; or (iii) the test will revert to manual timing for all Competitors.

#### 4.4 PENALTIES

There are base penalties applicable to each test, which then become the time recorded for the penalised driver in lieu of that which was recorded, are:

- Plus five (5) seconds which means that five seconds must be added to the time recorded by that driver on that test for each infringement.
- Slowest time plus five (5) seconds which must be calculated in accordance with the following:
  - o Adding five seconds to the slowest time recorded by a driver who completed that test correctly and without a penalty being applied; or
  - o Where the slowest time plus five seconds exceeds double the fastest time recorded by a driver who completed that test correctly and without a penalty being applied, the penalty time to be applied will be double the fastest time.
- Slowest time plus ten (10) seconds which must be calculated in accordance with the following:

#### APPLICATION OF PENALTIES

The application of penalties must be as follows for each infringement:

	Penalty Condition	Penalty Applied
i.	Wrong direction	Slowest time plus five (5) seconds
ii.	Any other action that can be deemed as incorrectly completing that course (such as reversing after exceeding the limits of a garage)	Slowest time plus five (5) seconds
iii.	Failure to complete a test	Slowest time plus five (5) seconds
iv.	Running out of order (without the prior approval of the Clerk of the Course)	Slowest time plus five (5) seconds
v.	Failing to stop completely within a mid-course garage	Slowest time plus five (5) seconds
vi.	Failing to stop completely at the finish of a test	Slowest time plus five (5) seconds
vii.	Finish a test with the car stopped but completely outside the garage	Slowest time plus five (5) seconds
viii.	Finishing a test with part of the car outside the garage boundaries (plus the penalty for striking any flag/marker)	Plus five (5) seconds plus any flag/marker strike



ix.	Striking a course flag/marker (including garage boundary flag/marker)	Plus five (5) seconds per flag/marker
x.	Failure to attempt a test	Slowest time plus ten (10) seconds

#### NOTES:

(a) In the situation referred to above ix. – Striking a course flag/marker, the Judge of Fact for that test must rule whether the penalty should be for Striking a course flag/marker which is plus five (5) seconds per flag/marker, or the penalty for incorrectly completing that course which is slowest time plus five (5) seconds, is the appropriate penalty.

(b) Prior to a driver being issued a penalty under x. – Failure to attempt a course, the event officials must make full effort to call them to the starting line. The officials may discharge this responsibility by calling the driver twice by competition number and name throughout the pit area/s. A driver who, having presented themselves at a course fails to start his competition run at that course within one minute of being requested to do so by the timekeeper or their assistant, shall be deemed to have failed to attempt the course.

(c) A penalty of exclusion may also be imposed for infringements of this Framework.

#### 4.5 SCORING / RESULTS

- Within 120 hours of the completion of the event a dated list of the provisional results must be supplied to:
  - o The ASN
  - o the Stewards
  - o each Competitor
- The results sheet should be in a format which shows the following details:
  - o driver and driver's home state and, if possible, club
  - o competitor number
  - o make and/or model of vehicle
  - o class
  - o name of each test
  - o performance of each Competitor in each test by time, including any penalty; and
  - o placings - general classification.
- Uniform markings should be used to indicate and identify penalties, e.g.: 1F, 2F etc. Hit Marker, WD, Incorrect Method, DNS (Did Not Start), DNF (Did Not Finish), NFG (Not Fully Garaged).
- In a State Championship event, a list of all championship point scores should be shown separately.
- To be classified as a finisher in an event, a Competitor must attempt at least 50% of the courses conducted in that event.

#### 5. POST EVENT

##### 5.1 DOCUMENTS TO ASN

- Clerk of the Course Report
- Stewards Report – Race, Speed and Non-Speed Events (sent in by Steward/s)



- Incident Report – if an incident occurred, together with either one or both of:
  - o Vehicle Damage Report (if substantial damage to a vehicle/s)
  - o Personal Injury Report (if an injury has been sustained)
- Venue and Personnel Report
- Any Trainee Officials Licence Application Forms
- A set of results

These documents are to be completed & forwarded to the ASN within 7 days.

## 5.2 RESULTS

Compile results and distributed to competitors within 72 hours of the event (or place on website).

## 5.3 PRESENTATION

Purchase of trophies for presentation to award winners

## 5.4 BUDGET SUMMARY

Prepare a summary of the expenditure and income and present it to the Committee.





# SLALOM - AUTO SLALOM RACING TEST



5. SLALOM – AUTO SLALOM RACING TEST
Part 1 – General overview
Definition
<p><b>SLALOM</b>  Competition held on closed <i>Course</i>, where one <i>Automobile</i> at a time runs through pre-established obstacles and where ability and the time achieved are the determining factors.  A competition designed to test the acceleration, braking and general manoeuvrability of the automobiles and the skill and judgement of the drivers.  A Slalom may be conducted on a sealed or an unsealed surface and shall not be, nor include, a speed event.  <i>Slalom</i> (also called Gymkhana, Motorkhana or similar meanings)</p>
Type of activity – Non-Speed
<p>A Slalom is a <b>NON-SPEED</b> competition.  The aim of Auto Slalom Racing is to drive around a set of markers (using flags or cones) whilst adhering to a set course laid out on the ground, in as short a time as possible.  Only one automobile is allowed on each test at any one time. Both forward and reverse driving may be required.</p>
Facilities
<p>Competitors require the space for the discipline to take place, such as a car park, industrial area or grass field organised for the activity, and an area for parking their tow-cars and trailer.  The organisers require somewhere to carry out documentation checks, competitor registration, driver briefings, scrutineering as well as an area for storing the equipment needed for the day's sport.  Safety for the competitor, the marshals, spectators and the general public who may be passing the area must always take precedence.  Slalom layouts examples are included as examples. Appendix 1.</p>
Drivers Safety
<ul style="list-style-type: none"> <li>• <b>Helmet</b>  A safety helmet is not compulsory.  Drivers in open cars must wear a full-face helmet either with a visor or goggles. The helmet shall be either FIA-approved, Snell-approved or complying with motorbike road legal certification. Glass lenses are not permitted.</li> <li>• <b>Clothing</b>  Short sleeve shirt and short pants are acceptable. Clothing of flammable synthetic material, such as nylon, is not acceptable. Flame-retardant overalls and underwear complying with one of the FIA standards are recommended.</li> <li>• <b>Shoes</b>  Enclosed shoes compulsory (bare feet, thongs (flip flops) or sandals not permitted). Shoes with leather uppers that cover the foot or shoes which have a leather upper but which includes elasticized ankle regions (e.g. elastic-sided work boots) are compulsory.  Shoes complying with one of the FIA standards are recommended.</li> </ul>
Sporting framework
<ul style="list-style-type: none"> <li>• <b>Licence</b>  All crew members require the appropriate ASN licence for the event.</li> <li>• <b>Passenger</b></li> </ul>



<p>Passengers are not permitted.</p> <p>An inexperienced driver may carry an experienced passenger (or an experienced driver may carry an inexperienced passenger) for the purpose of instruction and guidance.</p>
<ul style="list-style-type: none"> <li>• Competition framework</li> </ul>
<p>Sporting Regulations, must be draw up by the ASN accordingly to the sporting activity or special tests, together with the appropriate Supplementary Regulation for the specific event.</p>
<p>Penalties are applied for striking and / or displacing a marker, for not following the prescribed course, incorrect manoeuvres, not stopping astride a line or not finishing correctly in a 'garage'.</p> <p>The competitor with the fastest times and least penalties (which are expressed in time) is the winner.</p>
<p><b>Technical framework</b></p>
<ul style="list-style-type: none"> <li>• Scrutiny</li> </ul> <p>Scrutiny of vehicles is carried out to ensure they meet safety requirements for the event and should be checked by scrutineers using a prepared scrutiny check sheet. Vehicles should be presented in a "ready-to-go" condition.</p>
<p>Vehicle scrutiny checks shall include the following as a minimum:</p>
<p>(i) general occupant safety;</p>
<p>(ii) steering;</p>
<p>(iii) brake system;</p>
<p>(iv) seat belt/safety harness;</p>
<p>(v) seat/s;</p>
<p>(vi) condition of wheels/tyres; and</p>
<p>(vii) security of objects in the cabin.</p>
<p><b>Eligible cars</b></p>
<p>Each vehicle must comply with all civil road vehicle regulations or provided it complies with the Auto Slalom Racing Technical Regulations, as set up by the ASN.</p>
<p><b>Cars Safety</b></p>
<ul style="list-style-type: none"> <li>• Road legal vehicles:</li> </ul> <p>Each vehicle must comply with all civil road vehicle regulations.</p>
<ul style="list-style-type: none"> <li>• SAFETY HARNESS:</li> </ul> <p>Minimum civil requirements concerning seat belts must be adhered to – in the case where a seat belt is not legally required under civil law, at least a 3-point type seat belt, properly adjusted, must be worn.</p>
<ul style="list-style-type: none"> <li>• Modified road vehicles</li> </ul> <p>The vehicles must comply with safety regulations described in Article 253 of Appendix J.</p>
<p>Be fitted with a hand held fire extinguisher, compliant with the requirements of a Hand-Held Extinguisher FIA STANDARD 8865-2015 or with Article 253.7.3 of Appendix J to the International Sporting Code.</p>



## Part 2 - Document examples: ASN

The following document examples, should be considered as guidelines or reference which could help ASN to draw up its own regulations.



<b>Sporting Framework</b>
<b>1. AUTHORITY</b>
<b>THE AUTO SLALOM RACING SPORTING FRAMEWORK - WILL:</b>
(a) apply to any Auto Slalom Racing Championship, in conjunction with the Supplementary Regulations and any Further Instructions issued by the organisers;
(b) apply to Auto Slalom Racing events in conjunction with the relevant Auto Slalom Racing Appendices, event Supplementary Regulations and any Further Instructions issued by the organisers; and
(c) act as a guide for the conduct of other Auto Slalom Racings.
<b>2. DEFINITIONS – AUTO SLALOM RACING</b>
<b>2.1 AUTO SLALOM RACING DEFINITION:</b>
(a) <b>AUTO SLALOM RACING CHAMPIONSHIP:</b> The competition to determine the Auto Slalom Racing Champion, which shall be conducted as a single event each year.
(b) <b>EVENT LEVEL:</b> An event open to all ASN members who are holders of the relevant ASN licence.
(c) <b>CLUB OR MULTI-CLUB EVENT:</b> An event run by a club or group of clubs exclusively for their members.
(d) <b>RESTRICTED EVENT:</b> An event in which a qualifying condition is placed on all entries.
(e) <b>TEST:</b> The description 'test' must apply to that individual course which a driver is required to complete in the prescribed manner.
(f) <b>JUNIOR:</b> A Competitor who is not less than 12 years of age and who is less than 18 years of age on the day of the an event.
<b>3. THE COMPETITION</b>
<b>3.1 OBJECT OF COMPETITION:</b>
The object of the competition is for each driver to complete all the tests of the program in the prescribed manner, in the shortest possible time, without incurring penalties. Auto Slalom Racing is regarded as the introductory level of events in the spectrum of motor sport. They offer to clubs and Competitors the opportunity to conduct and take part in some of the less formalised events, in which the essential skills of car control and judgement may be practised under conditions which avoid many of the hazards of public roads.
<b>4. AUTO SLALOM RACING CHAMPIONSHIP: CONDITIONS</b>
<b>4.1 CONDITIONS:</b>
(a) The Auto Slalom Racing Championship must consist only of tests selected from the ASN booklet of Auto Slalom Racing Tests. Not less than 25% of scheduled tests must be reversing tests.
(b) ASN-approved Supplementary Regulations must be available to all offices of ASN, to all member clubs and to Competitors at least eight weeks before the event. The Supplementary Regulations must list only the tests that are to be used on the day, to a maximum number of 16. The Supplementary Regulations must satisfy the requirements of any ASN national competition regulations.
(c) The Auto Slalom Racing Championship must be conducted on a sealed surface (see Sporting & Technical Framework 12.1).
(d) Not more than four drivers may be entered to drive the same vehicle. At the Clerk of the Course's discretion this number may be extended for a family unit.



(e) The event must not include any class for novice drivers. It may include classes for junior and female drivers. To be eligible to compete in any class for juniors, drivers must be less than 18 years of age on the day of the event. The Auto Slalom Racing Championship may provide trophies for the highest placed female or junior driver, regardless of whether a specific class is provided. Driver categories are not mandatory, and the entrant may choose not to be included in those categories. Classes for Specials and Production vehicles must be provided, with the conditions of 7.1 (a), (b) and (c) applying.
(f) Awards must be presented to the drivers who fill the first six places in the general classification; to first, second and third in each class (subject to more than six entries in the class) and may be presented to drivers in the additional driver categories. Other awards may be made at the discretion of the organisers. Junior and Female production car classes shall be decided by applying a handicap factor across all times.
5. PROGRAM
5.1 RUNNING OF EVENT:
(a) Not fewer than four tests must be completed for the event to be valid.
(b) The diagrams and procedures of the tests to be attempted should be included in the official program for distribution to the Competitors.
(c) The running order of all Competitors through all tests must be rotated on a system defined in the Event Regulations based on the number of Competitors and the number of tests. Classes are recommended as an appropriate group for such rotation. No split is to be made within a class.
(d) No test shall be conducted more than once in a Championship Auto Slalom Racing.
(e) The ballot for competition numbers must be conducted within each class and those classes must be based on vehicles, not on drivers.
6. VEHICLE REQUIREMENTS
6.1 REQUIREMENTS:
(f) In addition to compliance with Appendix A, all vehicles must;
(i) comply with the definition of an automobile;
(ii) be fitted with protection between engine and driver's compartment to prevent the passage of flame;
(iii) be so constructed to minimise the entry of foreign matter into the driving compartment from the road or road wheels;
(iv) have any propeller shaft and universal joints, if passing through the cockpit, fitted in a fixed casing;
(v) have any driving chain effectively guarded;
(vi) have each fuel tank vented externally to the bodywork;
(vii) if not registered for use on public roads, have any steering column locking device removed or disabled;
(viii) use only fuel compliant with the ASN's regulations;
(ix) have any window or windscreen fitted made from a material which is clear or, if tinted, compliant with AS 2080;
(x) have a safety harness;
(xi) have any container within the cockpit which can hold more than 500mL of hot liquid (other than a series heater core) enclosed in a sealed compartment;



(xii) where fitted with rigid brake pipes have such pipes made of steel ('Bundy' tubing or equivalent). The installation must be such to protect the pipes against vibration and damage; and	
(xii) be fitted with ballast in compliance with the requirements detailed in Definitions-Technical.	
(g) All competing vehicles must be scrutineered before the start of an event including practice. Particular attention will be paid to brakes, steering and tyres.	
(h) The Clerk of the Course must rule on the acceptability of any vehicle to compete in the event and on the class in which it shall compete. Acceptable standards of presentation and condition must be met.	
<b>6.2 REPLACEMENT VEHICLES:</b>	
(a) A driver whose vehicle has broken down may use a replacement vehicle, provided the consent of the Clerk of the Course has first been obtained. The replacement vehicle must be scrutineered and should preferably be in the same class as the original vehicle.	
(b) If a vehicle breaks down and can be repaired, the Clerk of the Course may give consent to the competitor to complete further tests out of running order to the rest of the field. In making that decision, the Clerk of the Course must consider maintaining the fairness of the competition. Factors such as changing weather conditions and the event program should be considered. Generally, test areas should not be held open after the other competitors have completed that set of tests. Depending on the nature of the repairs, the vehicle may have to be re-scrutineered. No protest shall be accepted against the Clerk of the Course's decision in this matter.	
(c) Vehicle scrutiny checks at club and multi-club events shall include the following items – steering, brakes, tyre condition, seat belts, seats, secure wheels, no loose objects in the cabin.	
<b>7. CLASSES</b>	
<b>7.1 CRITERIA:</b>	
(a) Although an Auto Slalom Racing Championship is an outright event, a competition to determine various class winners may be conducted within that event. Competing vehicles may be divided into 'production' and 'specials' classes and may be further subdivided by such criteria as the wheelbase of the vehicle or drive arrangement.	
(b) Classes for production two-wheel drive vehicles must be subdivided on the basis of the manufacturer's specification of the wheelbase of the vehicles thus:	
Class A:	2WD, wheelbase up to 2150mm
Class B:	2WD, wheelbase 2151 to 2390mm
Class C:	2WD, wheelbase 2391 to 2574mm
Class D:	2WD, wheelbase 2575mm and over
(c) A class must be provided for production four-wheel drive vehicles, which must be driven in the four-wheel drive mode throughout the competition. Should there be three or fewer cars entered in this class, these vehicles may be amalgamated into their respective wheelbase classes at the discretion of the Clerk of the Course.	



Class E:	4WD vehicles (which must be driven in the four-wheel drive mode throughout the competition)
(d) Classes for Specials must be subdivided on the basis of front or rear wheel drive, thus:	
Class F:	Front-Wheel Drive Specials
Class G:	Rear-Wheel Drive Specials
Refer to 4.5 for additional Auto Slalom Racing Championship classes.	
<b>8. SUPPLEMENTARY REGULATIONS</b>	
Supplementary Regulations must be made available to the ASN and to all invited clubs and Competitors before the event.	
<b>9. ENTRIES</b>	
<b>9.1 DRIVERS:</b>	
(a) Drivers in all Auto Slalom Racing must hold at least a current ASN Licence for non-speed events.	
(b) Each driver is allowed only one entry.	
(c) Entries must be accepted in accordance with ASN's national competition regulations.	
(d) A standard entry form must be used whenever practicable.	
<b>10. DRIVERS</b>	
<b>10.1 DRIVER REQUIREMENTS:</b>	
(a) Directions and requests by an official must be obeyed. All drivers must behave in a safe and responsible manner.	
(b) A speed limit of 10 km/h must apply in the pit area and when proceeding between tests. Failure by any driver to respect this limit may lead to exclusion from any further competition on the day. The imposition of this penalty will be at the discretion of the Clerk of the Course.	
(c) Notwithstanding the requirements of Appendix A, all drivers must, while competing, wear at least a lap-type seat belt, properly adjusted.	
(d) Whilst highly recommended for all drivers of other open vehicles, drivers of Auto Slalom Racing specials must wear helmets complying with the following standard(s);	
(i) Snell SA2005	
(ii) BS 6658-85 A/FR	
(iii) SFI 31.1, SFI 31.1A, SFI 31.2A, SFI 24.1 (youth helmet standard) Level A Standard)	
(iv) Snell SA2000	
(e) Drivers of vehicles to which no windscreen is fitted must wear adequate eye protection while competing either, non-shattering protective goggles or a helmet with a non-shattering visor.	
(f) Adequate footwear must be worn while competing. Bare feet or sandals are not permitted.	
(g) Any driver or official who consumes or is visibly affected by alcohol or drugs during an event must be excluded from further participation in the event.	



(h) The minimum age for drivers in any Auto Slalom Racing event is 12 years. Drivers must be able to demonstrate an ability to control the vehicle.
11. PROCEDURE
11.1 TESTS:
(a) It is the driver's responsibility to understand the method of executing each test.
(b) The only officials of the event who may advise Competitors on the interpretation of test procedure are the Clerk of the Course and any officials appointed by him for that purpose. No timekeeper, observer, recorder or Judge of Fact must give any interpretation of the method of any test.
(c) If a test marker has been displaced from its original position by a vehicle during an attempt at a test, and if the vehicle is required to negotiate that marker again during the attempt, the driver must then proceed according to the original position of the marker.
(d) A vehicle must complete the full distance of a test under its own power.
(e) So long as the vehicle covers all of the required course of a test, even if this entails some retracing of an incorrect path, that attempt must be accepted as valid.
12. EVENT LAYOUT
12.1 COMPETITION AREA:
(a) The Auto Slalom Racing Championship event must be conducted on a sealed surface. Other championship and non-championship Auto Slalom Racing events may be conducted on sealed or unsealed surfaces.
(b) The competition area must be as flat and as smooth as is reasonably practical and must be free of any features which could be hazardous to drivers or to vehicles.
(c) The layout of each test as specified in the test booklet must be strictly adhered to, subject to a tolerance of $\pm 200\text{mm}$ on each dimension.
(d) Test markers must be at least 750mm high and must not exceed 300mm square at the base. They must be distinctively and prominently coloured and must be constructed so as to not cause damage to competing vehicles. Only green markers shall be used for the start garage, and only red for the finish garage. No other marker shall be coloured red or green. Markers shown on the test diagrams by different letters shall be of different colours.
(e) All garages used in a test must be clearly marked at their extremities, and by markers in each side. The back of each garage must be marked in a similar manner unless it is required that the vehicles shall travel through the garage. Thus, where a garage is to be entered and left from the same end, 12 markers must be used, and where a garage is to be passed through, 10 markers must be used.
(f) A field boundary line must extend across the fronts of the start and finish garages of each test extending 4m to each side and joining the fronts of such garages, spaced one metre apart. The markers of this field boundary must be of a distinctive form and/or colour different from all other markers of the test.
(g) The competition area should be surrounded by a field boundary. This boundary must define the spectator limits and may also control the proximity of adjacent tests. Conditions may dictate enlargement of the field boundary in the interests of safety, for example if the surface has been made slippery by rain.
(h) Only officials of that test, the competing vehicle, the driver and the passenger (where permitted in a non-championship event) are permitted within the field boundary during the competition.



(i) No person or vehicle shall be permitted between the finish garage and the field boundary during the competition.
(j) All officials must be located in safe positions.
<b>13. START AND FINISH</b>
13.1 Vehicles must start and finish each test in a forward direction.
13.2 To start correctly, the vehicle must be stationary, wholly within the boundaries of the start garage and as close as practical to the designated start line before the commencement of the attempt at that test.
13.3 To start or finish correctly, any point in the front half of the vehicle must precede all points in the rear half of the vehicle across the start or finish line.
13.4 A driver may request the assistance of an official when aligning their vehicle at the start line.
13.5 To finish correctly, the following procedure must be observed:
(a) the crossing of the start/finish field boundary line (described in Sporting & Technical Framework 12.6) other than between the two front (red) markers of the finish garage must incur a penalty under Sporting & Technical Framework 17.4 (vi) "Incorrect Method" unless at least one of those front (red) markers is displaced. The penalty for knocking any marker of the finish garage must be Plus Five Seconds, imposed under Sporting & Technical Framework 17.4(i); and
(b) after crossing the designated finish line, the vehicle must continue and halt completely within the boundaries of the finish garage. This manoeuvre must be completed without reversing and within a period not exceeding 10 seconds. Spinning a car to a halt in the finishing garage is not considered as reversing.
<b>14. METHODS OF SCORING</b>
14.1 SCORING:
(a) Placings must be decided on the aggregate of elapsed times on the tests completed, plus any penalties. The winner/s must be the driver/s having the lowest aggregate, including any penalties, at the completion of the event. In the case of equal scores, the tied Competitors must be declared joint winners.
(b) If any error is detected in timing equipment or methods, which gives reason to doubt the validity of Competitors' times in a test, Sporting & Technical Framework 16.5(iii) should ensure that the test can continue.
(c) If the primary system of timing should fail to record a Competitor's time then the Competitor must be offered the choice of a re-run or the average of the manual back-up times used. If any penalty was incurred on the initial run then only the manual back-up times can be offered.
<b>15. METHOD OF TIMING</b>
15.1 TIMING:
(a) Timing must be to .01 of a second, recorded in writing.
(b) In Championship events if manual timing is used, it must be conducted using two manually operated stopwatches each operated by a different official. The two times must be recorded and the average of those times shall be the Competitor's elapsed time for the test. Should one of the manual times be judged inaccurate then the Clerk of the Course shall consider whether a re-run is justified or whether the other time alone should be offered or enforced in order to obtain a fair result in the competition. In this regard the Clerk of the Course is entitled to consider the one accurate time recorded as the manual back-up time when enforcing 14.3.



(c) When automatic timing is used at least two manually-operated stopwatches must be used as back-up. All the times so determined must be recorded separately and must be used if failure of the automatic equipment occurs, so that the test can continue.
(i) Should it be necessary to use back-up timing then the average of the two recorded back-up times shall be used.
(d) The elapsed time for each driver who completes the test must be recorded. Any penalty/ies incurred must be recorded separately. A driver's timecard must be issued to each driver and have the time and penalties recorded on it at each test. Timing must commence when the leading point of the car crosses the designated start line and must cease when the leading point of the car crosses the designated finish line. The designated finish line must be not less than 500mm and not more than one metre behind the front of the finish garage.
<b>16. RE-RUNS</b>
<b>16.1 CRITERIA FOR RE-RUNS:</b>
(a) Re-runs of a test, whether for an individual or for the whole field, are to be avoided unless that re-run is the only means of ensuring a fair result for all concerned.
(b) Individual re-runs may be authorised only by the Clerk of the Course whose decision shall be based on the degree of control the driver could reasonably be expected to have over the circumstances which support the Competitor's claim for a re-run (eg, a dog on the test area). The Clerk of the Course must ensure that the timekeeper and other officials of the test concerned are notified of any authorised re-run.
(c) Should timing equipment malfunction be discovered during a driver's attempt at a test the driver should be allowed to complete the test, then action taken as provided for in 14.3.
(d) Should difficulty be encountered with either automatic or manual timing equipment, correct operation should be verified without repeated attempts being made by competing drivers. If necessary a non-competing driver shall be used to check the operation of equipment.
(e) All drivers must be advised as soon as possible if any error is detected in timing equipment or methods which gives reason to doubt the validity of the field's times in a test. In such a case, the Clerk of the Course will decide whether:
(i) the test concerned will be abandoned, providing that the program will still then contain at least the requisite minimum number of tests; or
(ii) the original test will be re-run with restored or alternative equipment;
or
(iii) the test will revert to manual timing for all Competitors as provided for in 14.3
<b>17. PENALTIES</b>
<b>17.1 APPLICABLE PENALTIES:</b>
(a) There are two basic penalties applicable in Auto Slalom Racing:
(i) plus five seconds (refer to 17.2 for clarification);
(ii) slowest time plus five seconds (refer to 17.3 for clarification).
(b) The penalty of "plus five seconds" means that five seconds must be added to the time recorded by that driver on that test for each infringement.
(c) The penalty of "slowest time plus five seconds" must be calculated by adding five seconds to the slowest time recorded by a driver who completed that test correctly, which then becomes the time for the penalised driver in lieu of that which



was recorded. No penalty must exceed double the fastest time recorded by a driver who completed that test correctly. Where slowest time plus five seconds exceeds double the fastest time, the time to be applied must be double the fastest time.

(d) When establishing either fastest time or slowest time, no time which includes any penalty is to be used. Where the fastest time or slowest time incurred a penalty, then the next fastest time or slowest time without any penalty must be used.

(e) The application of these penalties must be as follows:

(i)	knocking any marker	plus five seconds each infringement
(ii)	vehicle not fully garaged during the course of a test	plus five seconds each infringement
(iii)	finishing a test with part of the vehicle outside the end of the finish garage	plus five seconds
(iv)	failing to halt completely at the finish of a test	slowest time plus five seconds
(v)	finishing a test with the vehicle completely outside the finish garage boundaries	slowest time plus five seconds
(vi)	incorrect method (any procedure other than that specified as the correct procedure for completing that test)	slowest time plus five seconds
(vii)	failure to complete a test (see note (a) below)	slowest time plus five seconds
(viii)	running out of order without the prior approval of the Clerk of the Course	slowest time plus five seconds
(ix)	reversing after crossing the designated finish line (see 13.5 (b))	slowest time plus five seconds
(x)	failure to attempt a test	slowest time plus 10 seconds regardless of the "double the fastest time" being faster

#### NOTES:

In the situation referred to in 11.3 (displaced marker), the Judge of Fact for that test must rule whether penalty 17.4 (i) – Knocking any marker, or penalty 17.4 (vi) – Incorrect Method, is the appropriate penalty.

“Failure to attempt a test”: before a driver may be penalised under 17.4 (vii) – Failure to attempt a test, the officials must make full effort to call him to the starting line. The officials may discharge this responsibility by calling the driver twice by competition number and name throughout the pit area/s. A driver who, having presented himself at a test fails to start their competition run at that test within one minute of being requested to do so by the timekeeper or their assist-ant, shall be deemed to have failed to attempt the test.

A penalty of disqualification may also be imposed for infringements of the Code (10.2, 10.7 and 19) and for other offences prescribed by the national competition regulations.



18. DUTIES OF OFFICIALS
18.1 CLERK OF THE COURSE:
(a) There must be one Clerk of the Course of the event, who will be held ultimately responsible for the conduct of the event. They may have assistant Clerks of the Course for the discharge of their duties. In particular:
(b) They must act as controller of the functions of all officials of the event and shall co-ordinate their activities;
(c) They shall be responsible for decisions concerning the running of the competition, particularly those relating to safety, eligibility, timing and interpretation of the Regulations;
(d) They shall give rulings on re-runs and on changes of vehicles;
(e) They shall complete and provide to ASN a report dealing with any reportable matters arising from the Event;
(f) They must prepare a written report containing the information necessary for the Stewards to prepare their reports;
(g) They must ensure that all officials are fully briefed on their duties and on the use of equipment in their charge and on all the regulations relevant to the tests over which they have control; and
(h) They must also ensure that all tests are laid out in the correct manner and to the requisite dimensions, and that no natural or artificial features create a hazard to Competitors, officials or spectators.
18.2 TEST OFFICIALS:
In Auto Slalom Racing Championship events, for each test there shall be at least one principal timekeeper (two when manual timing is being used), and two back-up timekeepers. These officials may also act as starters, recorder and Judges of Fact for that test. Their duties shall include being conversant with the Regulations particularly dealing with the method of timing (15) and with penalties (17).
18.3 OBSERVERS:
(a) In all tests which require entry into a garage by a vehicle, observers must ensure that the vehicle is fully garaged, and that any penalty is applied fairly. A garage observer must be placed on the projection of a line drawn across the front of each such garage, to enable observation of any incomplete garage entry. Other observers may be appointed by the Clerk of the Course. All observers shall be Judges of Fact.
(b) Officials must ensure that they are in safe positions while the event is in progress, especially near the finish garage.
(c) For Club and Multi-Club Auto Slalom Racing, the Clerk of the Course is an Essential Official. In addition, an Assistant Clerk of the Course may be appointed to a Club or Multi-Club Auto Slalom Racing. Either the Clerk of the Course or the Assistant Clerk of the Course must of necessity always be on duty and during such time the acting Clerk of the Course must be clearly and readily identifiable.
(d) The duties of the Secretary, Chief Timekeeper and Chief Scrutineer may be discharged by the Clerk of the Course or by another suitably qualified Official. While these duties are being discharged by such alternate Official, a Clerk of the Course and their Assistant (where an Assistant Clerk of the Course has been appointed), the Secretary, the Chief Timekeeper and the Chief Scrutineer may compete at the Event.



(e) Any matter arising from the Event which requires action by the Stewards shall be referred to a stewards' hearing which shall be organised by ASN and which shall have the standing of a hearing by Stewards.
19. PASSENGERS
19.1 PASSENGER REQUIREMENTS:
(a) A passenger may be carried in a vehicle while competing in Auto Slalom Racing as described in 19.1(b), except:
(i) In the Auto Slalom Racing Championship.
(ii) Where prohibited in the Supplementary Regulations.
(b) An inexperienced driver (either junior or an adult), may carry an experienced passenger, or an experienced driver may carry a junior or inexperienced adult passenger for the purpose of instruction and guidance except in Auto Slalom Championship event and under the following conditions:
(i) A request is lodged with and approved by the Clerk of the Course.
(ii) The suitability of the passenger or the experienced driver is at the discretion of the Clerk of the Course.
(iii) Each passenger shall complete a "Passenger in Vehicle Disclaimer Form" before any test.
(iv) Only one passenger is permitted in the vehicle with the driver at any time during a test.
(v) Times achieved by a driver with a passenger shall not be used as a basis for the application of penalties to other drivers.
(vi) Each passenger shall comply with the apparel and safety requirements for the competition during any attempt at a test.
20. SPECTATORS
20.1 GUIDELINES:
(a) It is the responsibility of the Clerk of the Course to ensure that all spectators and Competitors are restricted to safe areas. To this objective, marshals should be appointed.
(b) Only appointed officials, persons authorised by the Clerk of the Course and Competitors shall be allowed in the competition area.
(c) Spectators should be excluded from the pit area and, if possible, the area should be supervised by a permanently appointed pit area marshal and assistant/s.
(d) Animals must not be admitted to the competition or pit areas.
21. SAFETY EQUIPMENT
It is recommended that a first aid kit and a fire extinguisher be provided at all events.
22. RESULTS
22.1 TIMEFRAME:
(a) Within 120 hours of the completion of the event a dated list of the provisional results must be supplied to:
(i) ASN
(ii) the Stewards
(iii) each Competitor
22.2 FORMAT:



(a) The results sheet should be in a format which shows the following details:		
(i) driver and if possible, club		
(ii) Competitor number		
(iii) make and/or model of vehicle		
(iv) class		
(v) name of each test		
(vi) performance of each Competitor in each test by time, including any penalty; and		
(vii) placings - general classification.		
22.3 PENALTY MAKINGS:		
(a) Uniform markings should be used to indicate and identify penalties, eg:		
	1F, 2F etc	Hit Marker
	wd	Incorrect Method
	dns	Did Not Start
	dnt	Did Not Finish
	nfg	Not Fully Garaged
(b) To be classified as a finisher in an event, a Competitor must attempt at least 50% of the tests conducted in that event.		
23. PROTESTS		
Any protest must be in accordance with the relevant ASN Regulations or the provisions of the international Sport Code.		
24. PRIZES		
The event awards shall be presented as specified in the supplementary regulations for each event. For Auto Slalom Racing Championship awards see 4.6.		



APPENDIX A – AUTO SLALOM RACING TECHNICAL FRAMEWORK
1. VEHICLES
1.1 VEHICLE REQUIREMENTS:
All vehicles must:
2. GENERAL REQUIREMENTS;
(a) shall have road wheels of not less than 10” nominal diameter;
(b) (except for vehicles entered in a class solely for Production Four-Wheel Drive Vehicles) shall have not more than two driven wheels;
(c) shall have not more than two steered wheels, save for production vehicles originally equipped with four-wheel steering;
(d) shall be fitted with tyres on all wheels which:
(i) are pneumatic, containing gas only;
(ii) are in a safe condition. This does not prohibit tyres without tread pattern, but any such tyres will be subject to close examination by the scrutineers;
(iii) are not fitted with any anti-skid attachments such as studs, chains etc;
(iv) if the event is conducted on an unsealed surface, the organisers may by a statement in the Supplementary Regulations restrict the types of tyres admissible to the event. The types of tyres which may be so prohibited are winter tread, bar-tread, mud-and-snow and hand-cut patterns.
(e) shall carry competition numbers;
(f) shall be adequately muffled so as to limit noise emission to a maximum of 95 dB(A);
(g) shall be scrutineered for safety and for vehicle eligibility before taking part in an event, including practice. Special attention will be paid to brakes, steering and tyres;
(h) shall conform to acceptable standards of condition and of presentation.
(i) Roll over protection is not compulsory for vehicles other than those outlined in Articles 3 and 4 of Appendix A (Auto Slalom Racing Technical Framework) when competing in Auto Slalom Racing. However, should roll over protection be fitted to a vehicle, the structure must comply with the ASN's requirements;
(j) All exposed rotating parts on the engine are to be guarded for walk-up protection.
3. PRODUCTION VEHICLES
3.1 CRITERIA:
(a) Production vehicles are road going vehicles that have been manufactured or fabricated in a production run and sold to the public. Vehicles may be modified, but if in the areas listed below, the restrictions must be adhered to:
(b) Original body shell must be retained. The overall length and silhouette must not be less than the original. Spoilers, air dams and wheel arch flares may be added.
(c) Engine, firewall and front seats must remain in their original location.
(d) Body panels may be of a different material to a production part.
(e) Interior trim such as door trim (except both front doors) or carpet etc may be removed. If a roll cage is fitted, the rear passenger seats may be removed.
(f) All lighting equipment must be in place (eg, headlights, tail-lights) but not necessarily in working order (competitors responsibility if road registered).
(g) The handbrake may be modified, but must work equally on both rear wheels.
(h) Tyres are allowed with the following prohibitions: all racing slicks; racing re-treads; and tyres marked “not for road use” or “racing purposes only”.



(i) The weight of the vehicle must not be less than 95% of the specified kerb weight for the vehicle. Windows may not be removed unless replaced with an alternate material.

(j) Classes for production cars (based on manufacturers' specifications) shall be:

Class A	2WD, wheelbase up to 2150mm
Class B	2WD, wheelbase 2151 - 2390mm
Class C	2WD, wheelbase 2391 - 2574mm
Class D	2WD, wheelbase 2575mm and over
Class E	4WD vehicles (which must be driven in the four-wheel drive mode throughout the competition)

#### 4. SPECIALS

##### 4.1 CRITERIA FOR SPECIALS:

Specials are either:

(a) PURPOSE-BUILT VEHICLES, WHICH MUST:

(i) have a wheel base not less than 1800mm;

(ii) be of sound and solid construction;

(iii) be fitted with some form of protection between the engine and driver's compartment suitable and sufficient to prevent the passage of flame;

(iv) be fitted with a solid and rigidly attached floor, and covers of solid material which effectively separate the passenger compartment from the exhaust system, the transmission shaft/s and joints, the brakes, the road wheels and their attachments and linkages;

(v) have sides on the passenger compartment extending at least from the toe-board to the rear of the seat/s, contiguous with the floor throughout their length, of a height not less than 150mm above all parts of the uncompressed seat cushion/s;

(vi) be fitted with a securely attached driver's seat;

(vii) be fitted with a fuel tank safely and securely installed;

(viii) have any battery safely and securely installed;

(ix) have all brake, fuel and electrical lines securely mounted;

(x) not have any open carburettor intake/s intruding into the passenger compartment. The use of flame-retardant air cleaner/s is recommended;

(xi) have mudguards (if fitted) securely mounted;

(xii) any form of electronically-controlled traction, braking or suspension control aids are forbidden

(xiii) Specials must be fitted with a roll over protection structure (ROPS) complying with the following requirements:

(A) For Specials of up to 500kg and/or with a chassis width equal to or less than 750mm (measured at the widest point of the roll bar)

I. Minimum Type 1, Solo Roll Bar (refer to Diagram 1). As an alternative to the single brace design illustrated, two braces may be employed, which must be fitted not more than 300mm from the top of the main roll bar (refer Diagram 2).

II. The roll over protection structure must be constructed of mild steel of circular cross section, with a minimum yield strength of 250MPa.

Component	Outside Diameter	Wall Thickness
Main hoop	30mm min	1.5mm min
All Other components	25mm min	1.5mm min



III. The entirety of the main roll bar must be behind the driver's helmet (no minimum or maximum distance is specified) when viewed from the side and the driver is seated in the normal driving position.

IV. Minimum of 50mm clearance is to be maintained above the driver's helmet (for all drivers of the vehicle) when measured perpendicular to an illusory line drawn from the top of the main roll bar to the top of the engine (not including peripherals such as carburettors) or alternatively the chassis at the front of the vehicle. Refer diagram 2.

(I) The roll over protection structure must be mounted to the vehicle in. The minimum mounting points are:

(i) one for each pillar of the front roll bar;

(ii) one for each pillar of the lateral roll bars or lateral half roll bars;

(iii) one for each pillar of the main roll bar;

(iv) one for each backstay

Diagram 1.

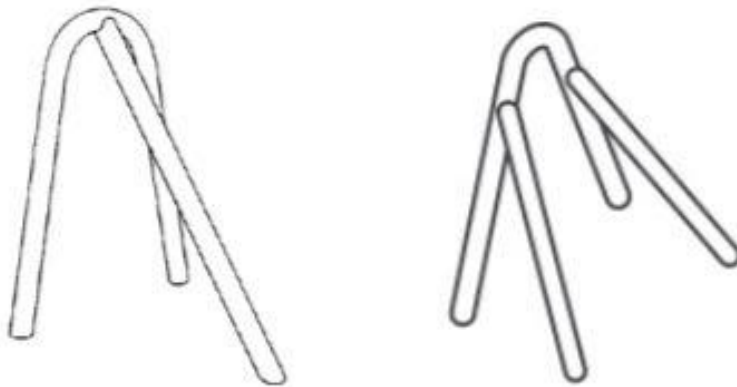
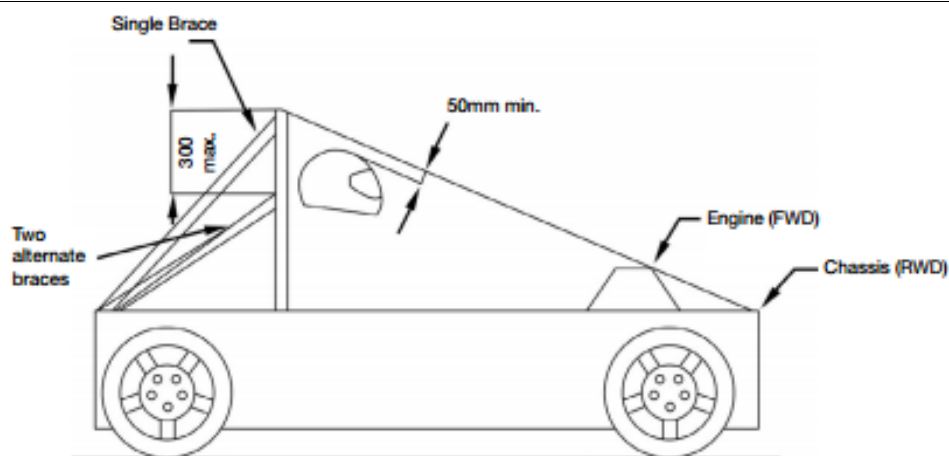


Diagram 2.



(B) For Specials over 500kg and/or with a chassis width greater than 750mm (measured as above);



V. Roll over protection conforming to at least a half roll cage as defined in Diagrams 3, 4 and 5. Braces must be fitted not more than 300mm from the top of the main roll bar (refer Diagram 2). All braces must be straight. More extensive structures of a design are permitted in consultation with the ASN.

Component	Outside Diameter	Wall Thickness
Main hoop	38mm	2.5mm
All Other components	30mm	1.5mm

VI. The structure must conform in all ways to the specifications outlined in these regulations;

VII. be fitted with at least a lap-type seat belt;

or;

(b) PRODUCTION-BASED VEHICLES WHICH HAVE ANY OF THE FOLLOWING FEATURES:

(i) significantly lightened

(ii) fitted with fiddle brakes

(iii) fitted with a foot brake operating only on the rear wheels

(iv) fitted with any racing slicks, racing re-treads, and tyres marked "not for road use" or "racing purposes only".

Diagram 3.

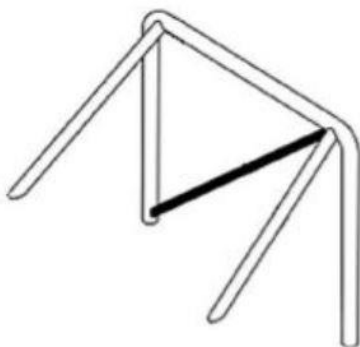


Diagram 4.

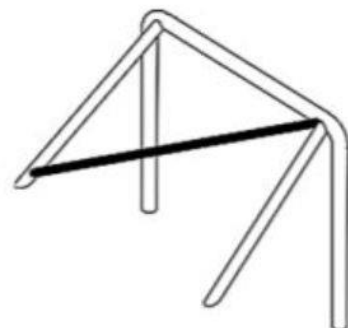
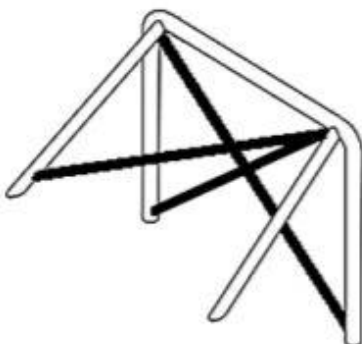


Diagram 5.





<b>2. PLANNING THE EVENT</b>
<b>2.1 DETERMINING TO HOLD A AUTO SLALOM RACING:</b>
Establish the broad period in which to conduct the event and hands decision making powers relating to the event to the Sporting Committee. Factors to be taken into consideration when selecting a period are other events on the Club's calendar, other events (public or motor sport) that may affect attendance by competitors and officials, effect of wet weather on a non-sealed surface venue.
<b>2.2 DECIDING ON TYPE OF AUTO SLALOM RACING – BITUMEN SURFACE, GRAVEL SURFACE, GRASS SURFACE:</b>
Factors to be taken into consideration are: wishes of competitors for a specific type of surface, availability of venues with desired surface, likely weather conditions, and venue cost.
<b>2.3 LOOKING FOR A VENUE:</b>
Guideline: Seeking a Venue
A list of established venues may be available through the ASN.
Auto Slalom Racings require a smooth, level area – either sealed or loose gravel or grass.
<ul style="list-style-type: none"> <li>• For sealed events car parks, circuits, airstrips are available</li> <li>• Gravel / unsealed surface areas can be used, as well as a paddock with good grass cover and firm underlying soil</li> </ul>
The surface should be flat, without steps and bumps and free of obstacles. If there are obstacles set the test to suit the layout. If spectators will be in attendance make sure a viewing area is set aside in a safe location.
Once a suitable site has been located, permission to hold the event must be obtained from the land owners and any other relevant bodies. If approval is required from Local Council, Police, Environment Authorities, etc permission should be sought some six months before the event, to allow ample time to complete all necessary approvals, particularly if the site has not previously been used for motor sport.
<b>2.4 SELECTING A DATE ACCORDING TO AVAILABILITY OF VENUE:</b>
Guideline: Event Date
Selecting a date will be influenced by the availability of a suitable venue.
Clubs usually plan a calendar of events 12 months in advance, higher level events being submitted to the ASN in September to November the previous year (the higher the status of the event, the earlier the submission). Usually when the national and state championship events are set, dates for other events are allocated. However, for club sport activities there is no reason why a club cannot determine at any time to conduct an event.
'Standard' venues used by clubs are available but these are often booked out well ahead, so planning to use one of these venues needs to be made well in advance. The main venues in each state/region, and contact details, may be available from the ASN. However, clubs are encouraged to seek out new venues that are suitable.
<b>2.5 BUDGET:</b>
Guideline: Budget



Unless there is a specific ruling by the club's committee one of the prime objectives in running an event is to do so without making a financial loss. Therefore a budget should be drawn up to determine its financial viability and then used to monitor expenditure and income against the budgeted figures to allow any adjustments to be made so that a loss is not incurred.
Main expenditure items to consider are:
• ASN permit fee
• Hiring of a venue
• Hiring / purchase of any equipment (determine what equipment can be borrowed)
• Car numbers (if purchased; often water-based white shoe cleaner or liquid chalk is used to mark numbers on glass – if it is wet weather put number on inside of car)
• Fuel / accommodation for officials, if required
• Stationery including printing photocopy paper
• Trophies / Awards
Income will generally be based on entry fees; if sufficient entries are in doubt a club subsidy may be considered.
2.6 APPOINTING AN EVENT ORGANISING COMMITTEE:
Appoint a Clerk of Course, or Event Manager, to organise the event and to select the organising committee.
2.7 THE EVENT ORGANISING COMMITTEE:
An Organising Committee should consist at least two persons – the Clerk of the Course and the Secretary. A club may have an Event Organiser who may not necessarily be the Clerk of the Course and thus the committee would consist of three persons.
This committee is invested with all necessary powers for the organisation of the meeting and the enforcement of the Supplementary Regulations. However, there is no limit to the number of positions that can be created. A suggestion for a club Auto Slalom Racing is:
• Clerk of Course
• Deputy Clerk of Course
• Secretary / Treasurer
• Chief Scrutineer
• Chief Timekeeper – not necessary if using stopwatches but may be needed if electronic timing is being used as it may be necessary to have someone who knows how the system works!
Other officials - such as Timing Officials, Scorer/Results Official, Equipment Officer, Officials' Coordinator, Chief Spectator Marshal - will have specific roles and may need to attend some committee meetings so that they gain an understanding of the planning of the event and their exact roles in it.
Clerk of Course or Event Director
The Clerk of Course is responsible for the entire conduct of the event and all officials are responsible to this official, who must ensure the following takes place:
• Event planning
• Documentation - to be conducted prior to the event, usually on the day



<ul style="list-style-type: none"> <li>Scrutiny - to be conducted prior to the event, usually on the day; occasionally prior to the event</li> </ul>
<ul style="list-style-type: none"> <li>Officials recruitment - ongoing from when it is decided to conduct the event</li> </ul>
<ul style="list-style-type: none"> <li>Test set up and operation - checking the tests setup, placement of officials, safety considerations</li> </ul>
<ul style="list-style-type: none"> <li>Timing of tests</li> </ul>
<ul style="list-style-type: none"> <li>Results for the end of the day announcement, and detailed results to be issued after the event</li> </ul>
For Auto Slalom Racing where there is no Steward the Clerk of the Course has the responsibility of investigating an incident that may give rise to an insurance claim. A written report must be submitted to the ASN as early as possible.
If there is a single Clerk of the Course he/she may not compete. The appointment of a Deputy Clerk of the Course is necessary if the Clerk of the Course is competing in the event.
Deputy Clerk/s of the Course
One or more Deputy Clerks of the Course may be appointed and specific roles allocated to them, but the overall responsibility rests with the Clerk of the Course.
Secretary of the Event
The role of the Secretary includes receiving and processing entries, collecting entry fees, organising documentation (on the day) and may include organising the issue of results. The Secretary may compete.
Scrutineer
The Scrutineer is responsible for checking cars for safety prior to the event and re-inspecting any damaged vehicles that may occur during the event. The Scrutineer(s) may compete.
<b>2.8 ESSENTIAL OFFICIALS:</b>
Guideline: Requirements For Essential Officials Attending The Event
<ul style="list-style-type: none"> <li>The Clerk of Course is an Essential Official and cannot compete unless a Deputy Clerk of Course has been appointed. Both must be ASN accredited at least as a Club Chief. Either the Clerk of the Course or the Deputy Clerk of the Course must of necessity always be on duty while one or the other is competing and during such time the acting Clerk of the Course must be clearly and readily identifiable as such (e.g. by wearing an armband or a tabard marked 'Clerk of the Course').</li> </ul>
<ul style="list-style-type: none"> <li>Should the club not have an accredited Clerk of Course or Deputy it should contact another club/s or the ASN and seek one for the day's activities.</li> </ul>
If a Steward is not present any matter arising from the event which requires action by the Stewards shall be referred to a stewards' hearing which shall be organised by the ASN (after the event).
<b>2.9 OFFICIALS' ACCREDITATION:</b>
Guideline:
All officials must hold ASN Officials Accreditation; minimum requirements are:
<ul style="list-style-type: none"> <li>Clerk of Course      Club Chief</li> </ul>



• Deputy Clerk of Course	Club Chief (if relieving Clerk of Course while he / she competes)	
• Chief Steward (if appointed)	Club Chief	
• All other officials	Trainee Official, or General Official	
Trainee Official		
Officials with no current motor sport officiating experience can, on the day, complete an Officials' Trainee Licence form (available from the relevant ASN) and after the event forward it to the ASN for processing		
2.10 STEWARD/S:		
Guideline: Steward/s		
The Club may appoint a Steward/s and the Chief Steward must hold at least a Bronze or Club Chief Licence. Stewards cannot compete.		
2.11 PREPARE AN EVENT TIMELINE:		
Guideline: Event Timeline		
A timeline is a way of displaying a list of events in chronological order and is used to help the organising committee to know what milestones need to be achieved, and within what time schedule.		
Guideline: Event Timeline		
A timeline is a way of displaying a list of events in chronological order and is used to help the organising committee to know what milestones need to be achieved, and within what time schedule.		
Weeks To Go	Activity	Responsible
8	Decide to conduct event	
8	Select a venue (some venues will require a longer timeline)	
8	Appoint an organising committee	
7	Select Auto Slalom Racing tests (aim at 8 for the day)	
7	Consider safety issues (see Selection of Tests Guideline below)	
6	Prepare draft supplementary regulations and entry form and forward to relevant ASN.	
6	Prepare equipment list and the source of provision of equipment (see Guideline list below)	
4	Call for officials to run the event (see Guideline below)	
4	Submit supplementary regulations and entry form to the ASN with permit application form. Information about the event should be sent to ASN media department (if applicable).	
4	Complete a Medical Response/Emergency Services Plan and forward to the ASN with Permit Application Form (form available from ASN)	
3	Prepare a Day Schedule (see C1 Guideline below)	
2	Confirm availability of venue	
2	Notify local police and neighbours of event if the venue is an area exposed to the public, particularly in buildup areas	
2	Issue supplementary regulations and entry form – and place on website	
1	Organise collection of equipment; arrange for its transport	
1	Meet with officials to allocate and discuss roles on the day	
1	Finalise documents - tests layouts, time recording sheets, results sheet	
0	THE EVENT	



Guideline: Selection of Tests
Particular attention should be paid to the selection of tests which will allow the event to be conducted with an adequate margin of safety, especially if there is likely to be spectators (even if only friends and relatives of drivers). The minimum requirements specified in Section 12 of the Auto Slalom Racing Code must be adhered to and must be taken into account early in the event planning, and even in the selection of a suitable venue.
Guideline: Equipment and Documents List (Sample)
A check list of equipment and documents needed should be made well in advance. Markers and / or flags should be sufficient to cover breakages, Timing equipment (electronic or hand-held stop watches with reliable batteries) and safety bunting or barriers must all be organised and checked to make sure they will do the job required. Sufficient replacement markers should be at each test area, along with any equipment needed to secure them (hammers, sand, bases, etc.).
Equipment
• Barricades, if deemed required
• Broom/s to clear away any rubble on a bitumen test
• Car numbers, if numbers are issued; or provision for marking numbers on vehicles (eg: use of liquid chalk to write number on window)
• Chalk to mark cone positions on hard surface and paint spray cans on grass
• Fire Extinguishers (minimum 2 x 0.9kg)
• First aid kit
• Hammer/s if using stakes, and flags on dirt surface
• Markers (cones or flags), with extra to allow for breakage
• Measuring tape or wheel
• Pens, clipboards to hold documents for recording vehicle numbers and times
• Radios (two-way) if used
• Rope or bunting for controlling spectators, to mark 'no go' areas; or to mark competition area
• Safety vests for all officials
• Table and chairs where considered required
• Timing equipment (electronic, or hand-held stop watches with reliable batteries)
• Weather protection (hot or wet)
Documents
• ASN Permit (for posting on notice board)
• ASN OH&S Policy documents (for posting on notice board)
• ASN Trainee Officials Licence forms (if applicable)
• Entry Forms for entries on the day
• Medical Response/Emergency Form (to be supplied by ASN).
• Officials Sign On Sheet (ASN)
• Passenger Indemnity Sheets (ASN)
• Results sheets (to fill in on the day); or these can be by computer and printer
• Supplementary Regulations and Further Regulations (if any) for entries on the day
• Test Diagrams for competitors



<ul style="list-style-type: none"> <li>• Test diagrams with layout dimensions for officials</li> <li>• Timing Record Sheets</li> </ul>		
<b>3. ON THE DAY – BEFORE THE TESTS</b>		
<b>3.1 DAY SCHEDULE:</b>		
Guideline: Day Schedule (Sample)		
Conducting an event on the day successfully depends very much on the day schedule being prepared with care, and its issue to relevant officials. Once the number of entries is known (or anticipated) and the number of tests to be conducted determined, as well as the number of runs by competitors at each test, the day's schedule can be prepared in detail.		
Some issues that need to be considered are:		
<ul style="list-style-type: none"> <li>• time for setting up;</li> <li>• time for any competitor practice (if allowed) or reconnaissance (on foot, walking around tests);</li> <li>• time on program for competitors to carry out test;</li> <li>• on some events, time for competitors to turn around and return to the holding area;</li> <li>• buffer time: <ul style="list-style-type: none"> <li>o delays in recovering vehicles (stalled, broken down);</li> <li>o planned breaks (eg: lunch).</li> </ul> </li> </ul>		
<b>DAY SCHEDULE PRIOR TO TESTS</b>		
Time	Activity	Who Is Responsible
0800	Open entry gates (if applicable)	Clerk of Course
0800	Officials arrive and sign ASN Sign On Sheet	Secretary
0815	Set up an official notice board and place on it the ASN Permit and OH&S Policy; sketch of tests	Secretary
0815 – 0900	Set up tests	Available officials
0815	Set up documentation	Secretary
0830	Competitors arrive	
0830 – 0930	Receipt of entries; documentation	Secretary
0830 – 0930	Scrutiny of cars	Scrutineers
0900	Place first aid kit and fire extinguisher/s in strategic location/s	Clerk of Course
0930 – 0945	Officials allocation and briefing	Clerk of Course
0945 – 0955	Drivers briefing	Clerk of Course
1000	Start tests (after Clerk of the Course check)	Clerk of Course
<b>3.2 DOCUMENTATION:</b>		
Guideline; Documentation		
An official (usually the event secretary) receives entries and conducts documentation checks. This can be carried out at a suitable location at the event venue, or at scrutiny. Checks are to cover:		
<ul style="list-style-type: none"> <li>• competitor's competition licence and club membership – checking expiry dates in particular;</li> <li>• entry form is correctly completed and disclaimer/s signed;</li> <li>• underage indemnity form completed by a parent or guardian;</li> </ul>		



<ul style="list-style-type: none"> <li>passenger indemnity form completed (if applicable).</li> </ul>
The following can be issued to competitors:
<ul style="list-style-type: none"> <li>car number for affixing to the vehicle (if applicable – using liquid chalk is satisfactory);</li> </ul>
<ul style="list-style-type: none"> <li>(spare) supplementary regulations;</li> </ul>
<ul style="list-style-type: none"> <li>further instructions (if any);</li> </ul>
<ul style="list-style-type: none"> <li>test diagrams and instructions (if used).</li> </ul>
<b>3.3 SCRUTINY:</b>
Guideline: Scrutiny
Scrutiny of vehicles is carried out to ensure they meet safety requirements for the event and should be checked by scrutineers using a prepared scrutiny check sheet. Vehicles should be presented in a “ready-to-go” condition.
Selection of the scrutiny location needs to take into consideration:
<ul style="list-style-type: none"> <li>sufficient space for more than one vehicle to be checked at any one time;</li> </ul>
<ul style="list-style-type: none"> <li>a suitable area for unloading vehicles off trailers;</li> </ul>
<ul style="list-style-type: none"> <li>ample parking nearby for assembly of vehicles waiting to be checked;</li> </ul>
<ul style="list-style-type: none"> <li>area is not accessed directly from a main road (to avoiding vehicles banking back onto the road);</li> </ul>
<ul style="list-style-type: none"> <li>if documentation is carried out in the scrutiny area make sure that it doesn't congest the actual scrutiny area.</li> </ul>
It is best to rope off the actual scrutiny area to allow for a clear flow of vehicles and to avoid congestion with spectators and non-scrutiny officials.
<b>3.4 OFFICIALS' BRIEFING:</b>
Guideline: Officials Briefing
<ul style="list-style-type: none"> <li>Welcome and thank you for participating;</li> </ul>
<ul style="list-style-type: none"> <li>Ensure all officials have 'signed-on' for ASN insurance cover;</li> </ul>
<ul style="list-style-type: none"> <li>Schedule for the day;</li> </ul>
<ul style="list-style-type: none"> <li>If unaware of a situation ask do not assume;</li> </ul>
<ul style="list-style-type: none"> <li>Never turn back to competing cars and keep an eye on the competing car at all times to ensure the correct route has been used – and for safety reasons.</li> </ul>
<ul style="list-style-type: none"> <li>Reminder of:</li> </ul>
<ul style="list-style-type: none"> <li>o no litter to be left behind – use bins or take rubbish;</li> </ul>
<ul style="list-style-type: none"> <li>o no smoking (where this applicable);</li> </ul>
<ul style="list-style-type: none"> <li>o no consumption of alcohol under any circumstances. The Tests</li> </ul>
<ul style="list-style-type: none"> <li>Guide the competitor up to the start of the garage;</li> </ul>
<ul style="list-style-type: none"> <li>Timing begins when the car starts to move and finishes when the front of the car passes the front of the finish garage;</li> </ul>
<ul style="list-style-type: none"> <li>Timing is to the tenths and hundredths of a second (eg:.01);</li> </ul>
<ul style="list-style-type: none"> <li>Stopwatches, record time as it reads (eg: 39.17);</li> </ul>
<ul style="list-style-type: none"> <li>Reminder of the penalties to be applied;</li> </ul>
<ul style="list-style-type: none"> <li>Do not add the penalty to the time, the penalty needs to be written separately;</li> </ul>
<ul style="list-style-type: none"> <li>If a timing error occurs the driver can have a re-run;</li> </ul>
<ul style="list-style-type: none"> <li>Cars must enter the finish garage in a forward direction and stop within the garage – stopping within the garage must be stressed;</li> </ul>
<ul style="list-style-type: none"> <li>Reruns (when permitted);</li> </ul>



<ul style="list-style-type: none"> <li>• Spectator marshalling instructions (where applicable).</li> </ul>
<b>3.5 COMPETITORS' BRIEFING:</b>
<b>Guideline: Competitors Briefing</b>
A competitor briefing should be held prior to the start of competition and preferably be conducted by the Clerk of the Course. A written briefing is an alternative and can be issued at documentation.
The briefing should include:
<ul style="list-style-type: none"> <li>• A welcome to the event;</li> <li>• Introduce key officials; and any special guests</li> <li>• Comment on fact that motorsport is dangerous and can results in damage to vehicles and equipment and injury to persons;</li> <li>• Introduction of senior officials: Deputy Clerk of the Course, Steward/s – if appointed);</li> <li>• Brief outline of day's activities;</li> <li>• Show sample of boards, flags, signs to be used;</li> <li>• Number of runs (practice run); running order; starting &amp; finishing procedure; timing method; re-runs;</li> <li>• Penalties to be applied;</li> <li>• Vehicle recovery (if relevant);</li> <li>• How to drive the event (if there are novice drivers – or could ask them to stay back after briefing for their own special briefing);</li> <li>• Any safety issues/procedures;</li> <li>• Medical/first aid available and procedures;</li> <li>• Any special requirements of the event;</li> <li>• Reminder of: <ul style="list-style-type: none"> <li>o apparel requirements;</li> <li>o no speeding in area (drive at walking pace at all times when not competing);</li> <li>o no litter to be left behind – use bins or take rubbish;</li> <li>o no smoking (where this applicable);</li> <li>o no consumption of alcohol under any circumstances.</li> </ul> </li> </ul>
<b>4. ON THE DAY – THE TESTS</b>
The following is a simplified version of conducting Auto Slalom Racing; refer to the Auto Slalom Racing Code for further details
<b>4.1 NUMBER OF TESTS AND RUNS:</b>
<b>Guideline: Setting Up Tests</b>
<ul style="list-style-type: none"> <li>• Ensure that the markers are laid out accurately (their location can be marked by chalk on bitumen surface or by using a paint spray can on dirt/grass surface) so that the test remains the same for all competitors (the markings allow any displaced marker to be replaced in its original location);</li> <li>• Practice may be permitted at Clerk of Course discretion (however, this depends on time availability as to allow practice at each test take sup time);</li> <li>• The number of tests and runs at each tests is at the discretion of the Clerk of the Course. If two or three runs are permitted usually the best time is the one that counts to the results;</li> <li>• Before each test begins, a final check should be made by the Clerk of the Course to ensure the test layout complies with the diagrams as issued,</li> </ul>



and if electronic timing gear is used that it is correctly positioned and operating. Check that test officials are in a safe position.
4.2 RERUNS:
Guideline: Reruns
Re-runs should only be allowed:
• Due to timing failure;
• If a false time has been recorded, as determined by a timing official.
4.3 TEST ROUTINE:
Guideline: Test Routine
• The start is by indicating to the driver that timing is ready and that he/she can start in his/her own time;
• Finish is by stopping COMPLETELY in the finish garage in a forward direction;
• If a test marker/cone has been displaced from its original position by a driver during an attempt at the test, and if the driver is required to negotiate that marker again during the test, the driver must proceed according to the original position of the marker;
• So long as a driver covers all of the required course of a test, even if this entails retracing of an incorrect path, the attempt will be accepted as valid;
• A vehicle must complete the full distance of the Auto Slalom Racing under its own power.
4.5 PENALTIES:
Guideline: Penalties Exclusion
• 'Hooning', as deemed by the Clerk of the Course.
Plus 5 seconds (added to the time recorded by the driver incurring the infringement)
• Knocking any marker, 5 seconds is added for every infringement;
• Finishing a test with part of the vehicle outside the finish garage.
Slowest time plus 5 seconds ('ST+5')
5 seconds is added to the slowest time recorded by a driver who completed the test correctly (ie: with no penalties applied). If the ST+5 is greater than double the fastest time recorded, then the time to be applied is double the fastest time:
• Failing to halt completely at the finish of a test;
• Finishing a test with the vehicle completely outside the finish garage boundaries;
• Failure to complete a test;
• Reversing after crossing the designated finish line;
• Wrong direction – failing to complete the test as per the diagram.
Slowest time plus 10 seconds ('ST+10')
• Failure to attempt a test.
4.6 RESULTS:
Guideline: Results
Placings are decided on the aggregate of elapsed times on the tests completed, plus any penalties. The winner/s are the driver/s having the lowest



aggregate, including any penalties, at the completion of the event. In the case of equal scores, the tied drivers are declared joint winners.
5. POST EVENT
5.1 DOCUMENTS TO ASN:
• EP101: Clerk of Course Report
• EP102: Stewards Report – sent in by Steward/s
• EP107: Incident Report – if an incident occurred, together with either one or both of:
o EP105: Vehicle Damage Report (if substantial damage to a vehicle/s)
o EP106: Personal Injury Report (if an injury has been sustained)
• Form 5-3-5: Venue and Personnel Report
• Any Trainee Officials Licence Application Forms
• A set of results
5.2 RESULTS:
Guideline: Results
Compile results and distributed to competitors within 72 hours of the event (or place on website).
5.3 PRESENTATION:
Guideline: Presentation
Purchase of trophies for presentation to award winners
5.4 BUDGET SUMMARY:
Guideline: Budget Summary
Prepare a summary of the expenditure and income and present it to the Committee.

APPENDIX B – AUTO SLALOM RACING ORGANISERS EQUIPMENT LIST
1. EQUIPMENT
1.1 Markers and/or flags (include sufficient extras to cover breakages)
1.2 Marker bases to hold flags in place
1.3 Timing equipment (electronic or hand-held stop watches with reliable batteries)
1.4 Safety bunting or barriers
1.5 Weather protection (ezy-ups, etc)
1.6 Tables and chairs (for Designated Entry/check-in area, timing/judging area)
1.7 Pens, clipboards



1.8 Ready Cash and cash storage (for same day entry fees)
1.9 Printout of Test patterns (enough for each competitor)
1.10 Competitor cards for writing times and penalties
1.11 Access to National Auto Slalom Racing Regulations (up to date and either printed or online)
1.12 ASN/Club Documentation (blank entry forms or pre-filled entry forms)
1.13 Communication equipment (e.g. two-way radios)
1.14 Scoring equipment (e.g. computer scoring spreadsheet software - tested pre-event)
1.15 Marking equipment for vehicles (e.g. adhesive numbers or white sports shoe cleaner)
1.16 First Aid-Kit
1.17 Fire extinguishers (two minimum)
1.18 Megaphone (optional for driver's briefings)
1.19 Water bottles (enough for volunteers)
1.20 Food (optional if not noted in pre-event information) - If provided, club staff should have relevant food handling accreditation



## **SLALOM LAYOUT EXAMPLES**

### **Championship Tests (Club, Regional and National Status Events)**

M: Manoeuvring Test

R: Reversing Test

S: Slalom Test

Test	Type	Start	Length	Width	Flag Colours				Page
					A	B	C	D	
Accordion	M	Left	44	24	3	4	1	-	163
Arrowhead	S	Right	68	20	4	6	-	-	138
Atom	M	Left	44	24	1	2	2	2	170
Atom Bomb	M	Left	44	24	1	2	2	2	171
Big Eyes	M	Left	64	20	6	4	-	-	143
Bowler	M	Right	40	24	1	2	2	-	176
Bulls Eye	M	Left	28	32	12	2	4	-	154
Butterfly	M	Left	40	20	2	4	2	-	173
Cloverleaf	M	Right	66	20	2	4	-	-	139
Corridor	M	Left	56	24	10	2	2	-	157
Crazy Square	M	Left	40	20	2	2	-	-	186
Crossed Four Point	M	Left	50	30	4	4	-	-	181
Crossover	S	Left	64	20	6	4	-	-	142
Diamond Slalom	M	Right	44	24	4	4	-	-	167
Dollar	R	Left	36.5	20	14	14	-	-	185
Double Bone	S	Left	44	24	4	4	1	-	164
Double Garage	R	Right	52	28	22	3	2	-	156
Double Kidney	M	Left	36.5	20	14	14	-	-	183
Double Loop	M	Right	32	24	3	3	-	-	169
Eccentric	M	Left	76	20	3	7	3	-	144
Fleur-de-lis	M	Left	50	30	4	3	-	-	180
Forward & Reverse Slalom	R	Left	64	20	4	1	-	-	187
Gables	M	Left	44	24	4	4	1	-	166
Gate Slalom	S	Right	64	20	6	4	-	-	136
Historic Straight Slalom	S	Right	86	20	7	-	-	-	131
Hopkirk	R	Left	71	20	12	3	-	-	146
Hopscotch	M	Left	78	20	4	4	-	-	140
Lazy Eight	M	Right	35	20	3	2	-	-	188
Loopy Slalom	S	Left	64	25	7	1	-	-	135
Manoeuvring	M	Left	44	20	4	3	1	-	192
MG	R	Left	58	26	28	3	2	-	151
Mothballs	M	Left	56	24	10	2	2	-	158



Test	Type	Start	Length	Width	Flag Colours				Page
					A	B	C	D	
Multiple Loop	M	Right	30	20	3	2	1	-	174
Noughts & Crosses	M	Left	36.5	20	4	8	-	-	184
Nucleus	M	Left	44	24	1	2	2	2	172
Offcentric	M	Left	76	20	3	7	3	-	145
Open Slalom	S	Left	64	25	7	1	-	-	134
Opposite Garages	R	Left	54	28	24	3	-	-	149
Oh What a Feeling	M	Right	50	30	4	4	-	-	182
Paddy	R	Left	71	20	10	3	-	-	147
Pentagon	M	Right	40	24	1	2	2	-	178
Plumb Crazy	M	Left	40	20	2	2	-	-	187
Renno Diamond	M	Right	76	36	7	4	4	-	190
Reverse Garage	R	Left	60	20	12	2	-	-	148
Reverse Lazy Eight	M	Left	35	20	3	2	-	-	189
Reverse Spiro Slalom	R	Left	68	20	2	2	5	-	194
Serpentine	M	Right	68	20	4	4	-	-	191
Six Gate	R	Left	37	25	4	4	4	-	155
Spiro Slalom	S	Left	68	20	2	2	5	-	193
Square Slalom	S	Left	44	24	4	4	-	-	162
Star	M	Right	40	24	1	2	2	-	175
Straight Slalom	S	Right	85	20	5	4	-	-	132
Tee Garage	M	Left	70	24	20	4	-	-	150
Tee Slalom	S	Right	20	48	1	4	-	-	159
Three Lanes	R	Left	28	32	20	2	-	-	153
Tiger Moth	S	Left	50	36	3	4	-	-	160
Top Hat	M	Right	40	24	1	2	2	-	177
Trefoil	M	Left	50	30	4	3	-	-	179
Triple Garage	R	Left	28	32	26	2	-	-	152
Triple Loop	M	Right	44	24	6	3	-	-	165
Try Angles	M	Right	32	24	3	2	1	-	168
Twister	M	Left	50	36	3	4	-	-	161
Waltz Clover	R	Left	66	20	1	2	2	1	141
Waltz Slalom	R	Left	85	20	6	3	-	-	133



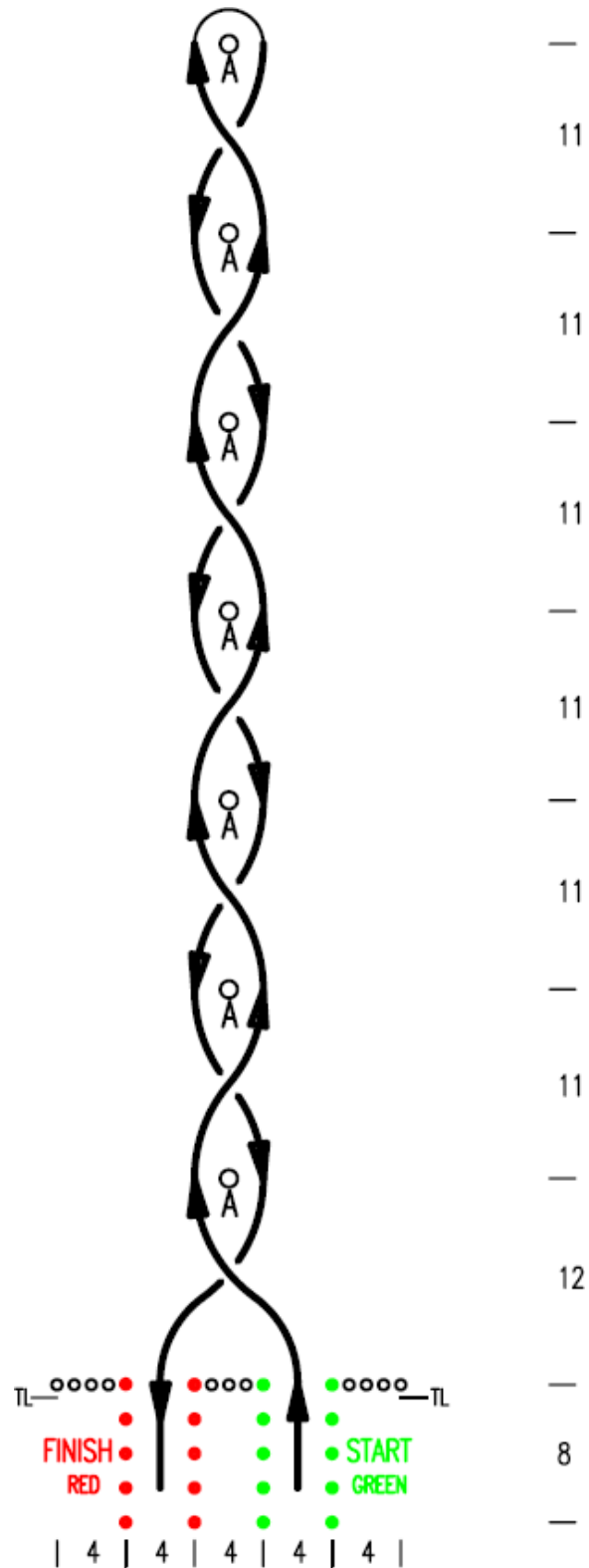
# **HISTORIC STRAIGHT SLALOM**

**Forward:** →

**Timing line (0.5 - 1m):** TL—

**Length:** 86m

**Width:** 20m



**Similar test layouts:** Pg. 132,133,134,135,136,137



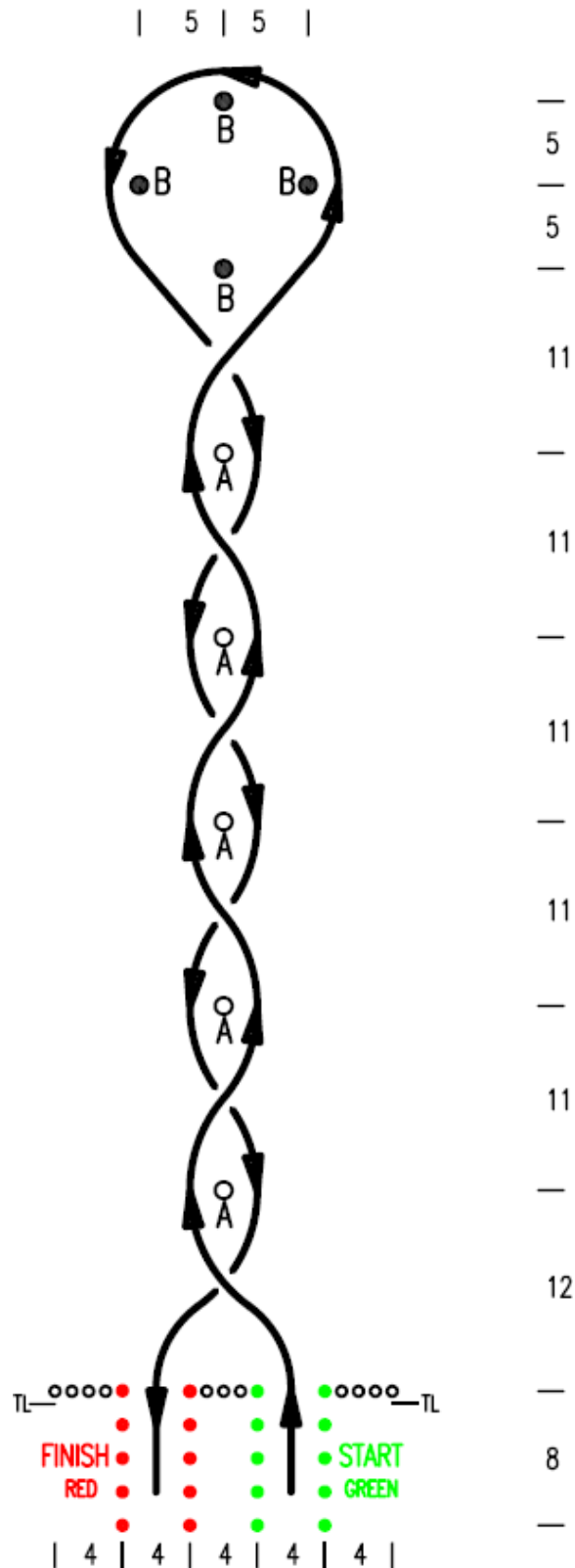
# STRAIGHT SLALOM

Forward: 

Timing line (0.5 - 1m): TL—

Length: 85m

Width: 20m



Similar test layouts: Pg. 131,133,134,135,136,137



### Waltz SLALOM

Changes from reverse to forward and forward to reverse may be made at any point, so long as the line between flags A-B-A is crossed in reverse.

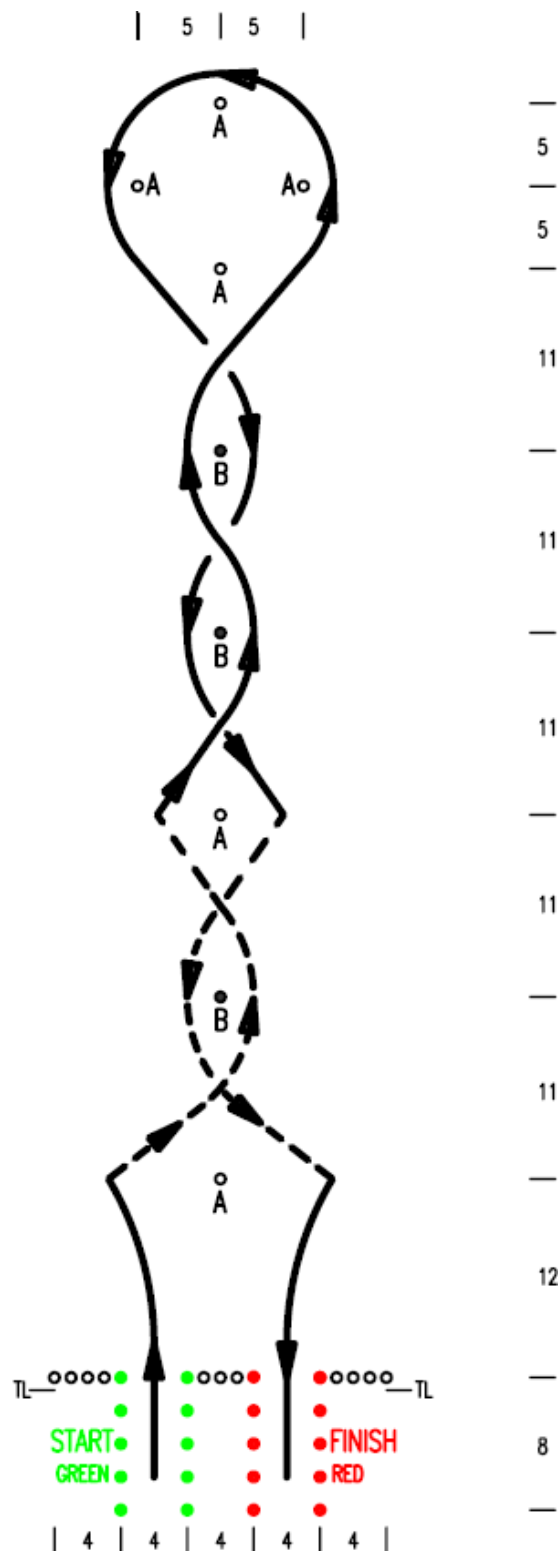
**Forward:** ———→

**Reverse:** - - - ->

**Timing line (0.5 - 1m):** TL—

**Length:** 85m

**Width:** 20m



Similar test layouts: Pg. 131,132,134,135,136,137



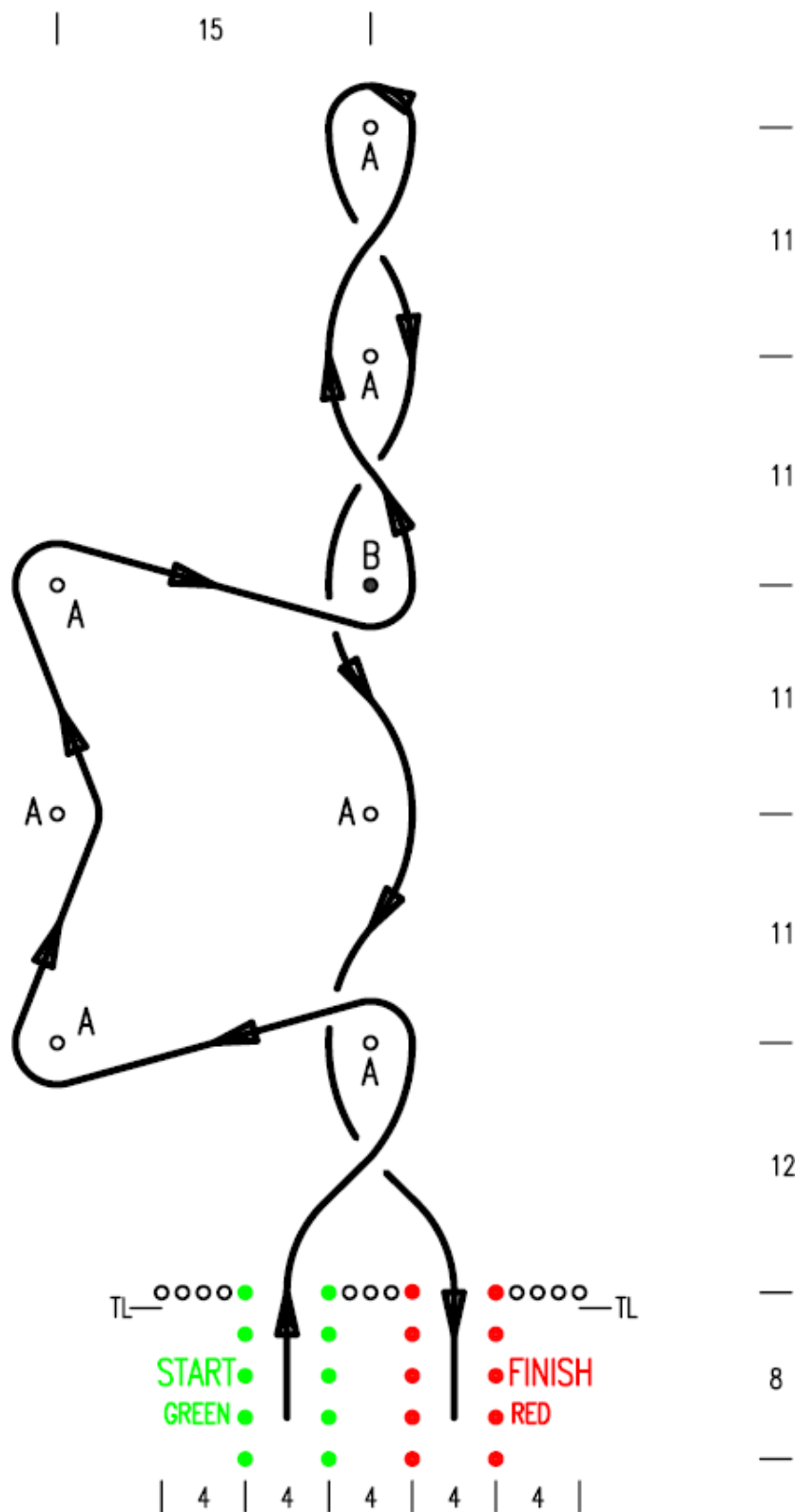
# Open SLALOM

Forward: →

Timing line (0.5 - 1m): TL—

Length: 64m

Width: 25m



Similar test layouts: Pg. 131,132,133,135,136,137



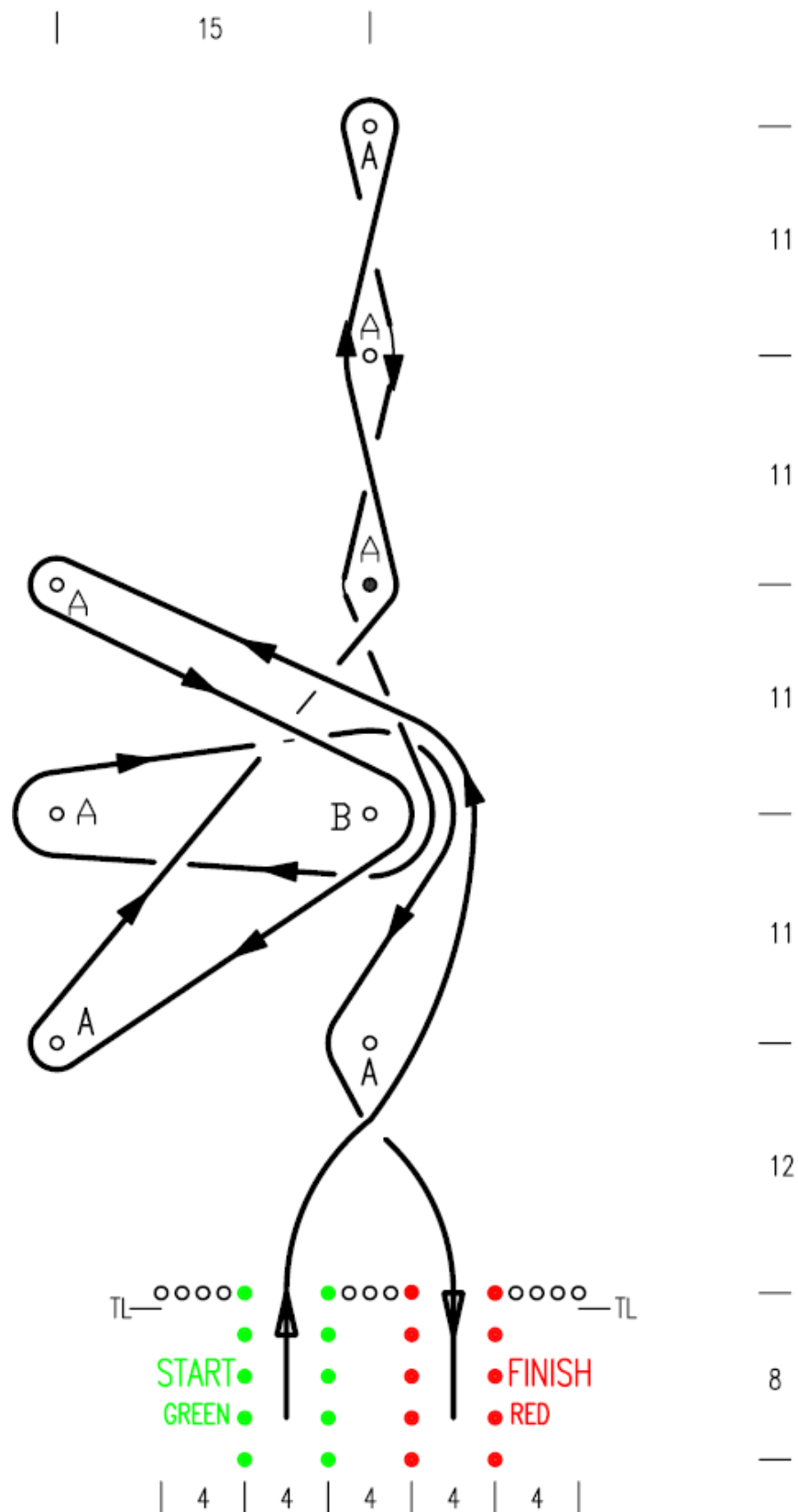
# Loopy SLALOM

Forward: →

Timing line (0.5 - 1m): TL—

Length: 64m

Width: 25m



Similar test layouts: Pg. 131,132,133,134,136,137



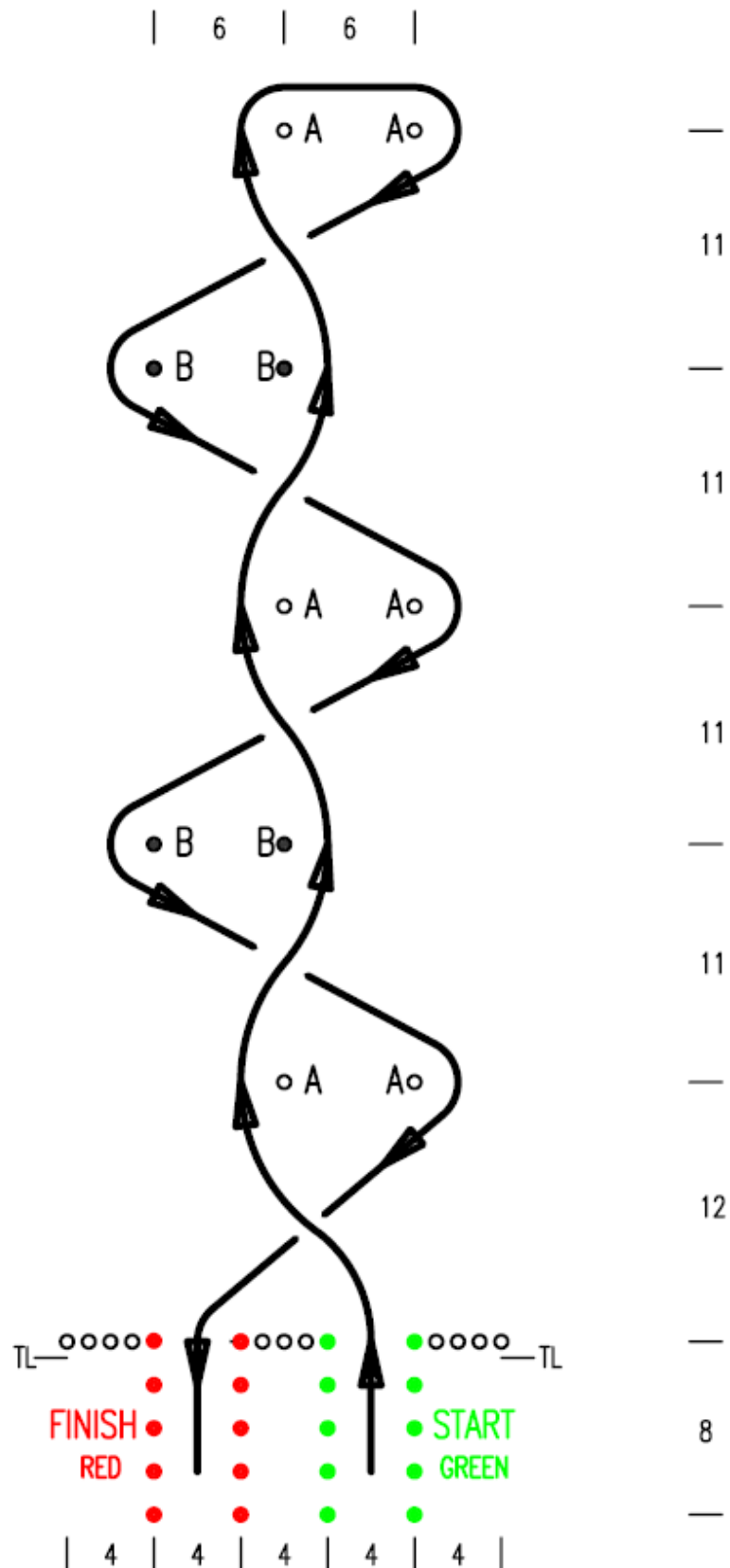
# Gate SLALOM

Forward: →

Timing line (0.5 - 1m): TL—

Length: 64m

Width: 20m



Similar test layouts: Pg. 131,132,133,134,135,137,139



### Forward & Reverse SLALOM

The turn from reverse to forward may be made in either direction, after the entire vehicle has crossed the line A-B in a reverse direction.

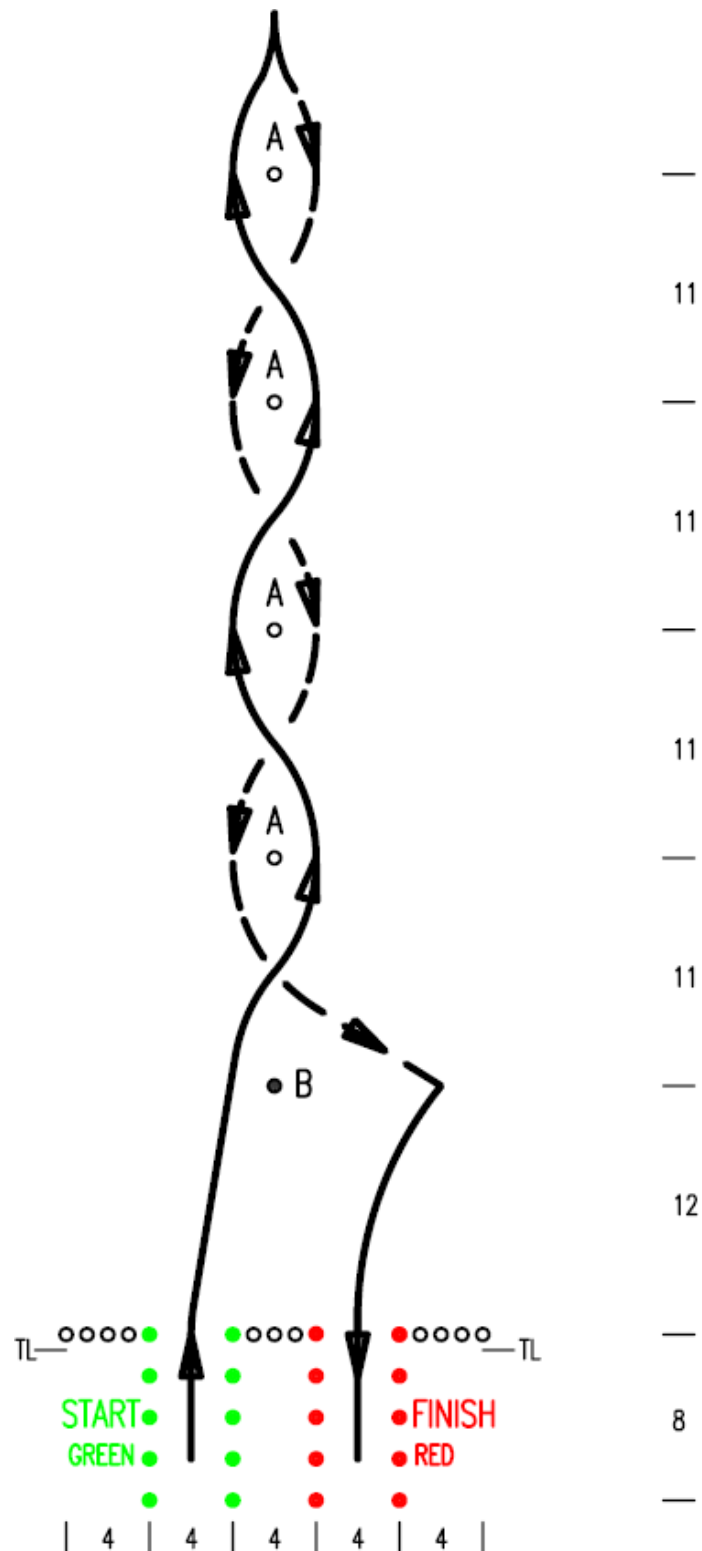
**Forward:** ———→

**Reverse:** - - - ->

**Timing line (0.5 - 1m):** TL—


**Length:** 64m

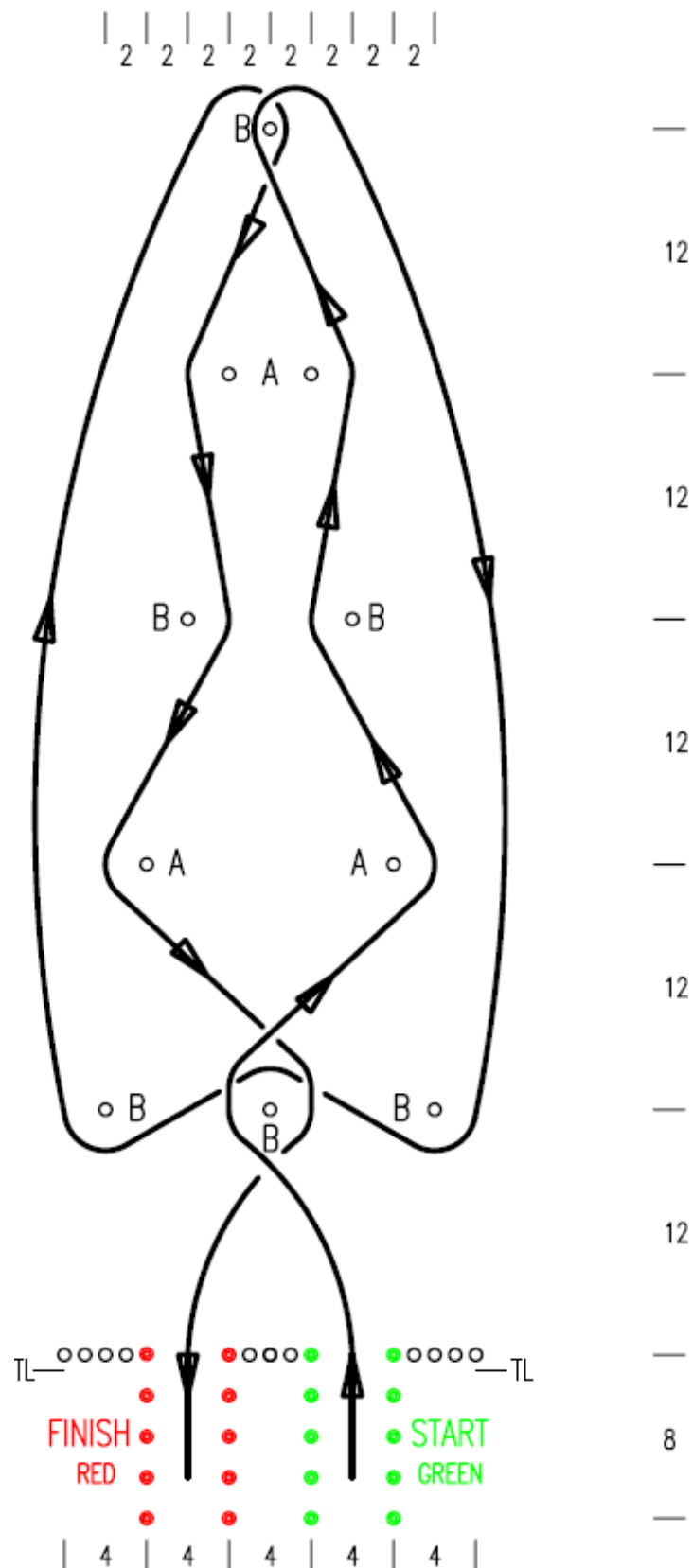
**Width:** 20m



**Similar test layouts:** Pg. 131,132,133,134,135,136,139



**Arrowhead**  
**Forward:**   
**Timing line (0.5 - 1m):** TL—  
**Length:** 68m  
**Width:** 20m



**Similar test layouts:** Pg. 191,207,208



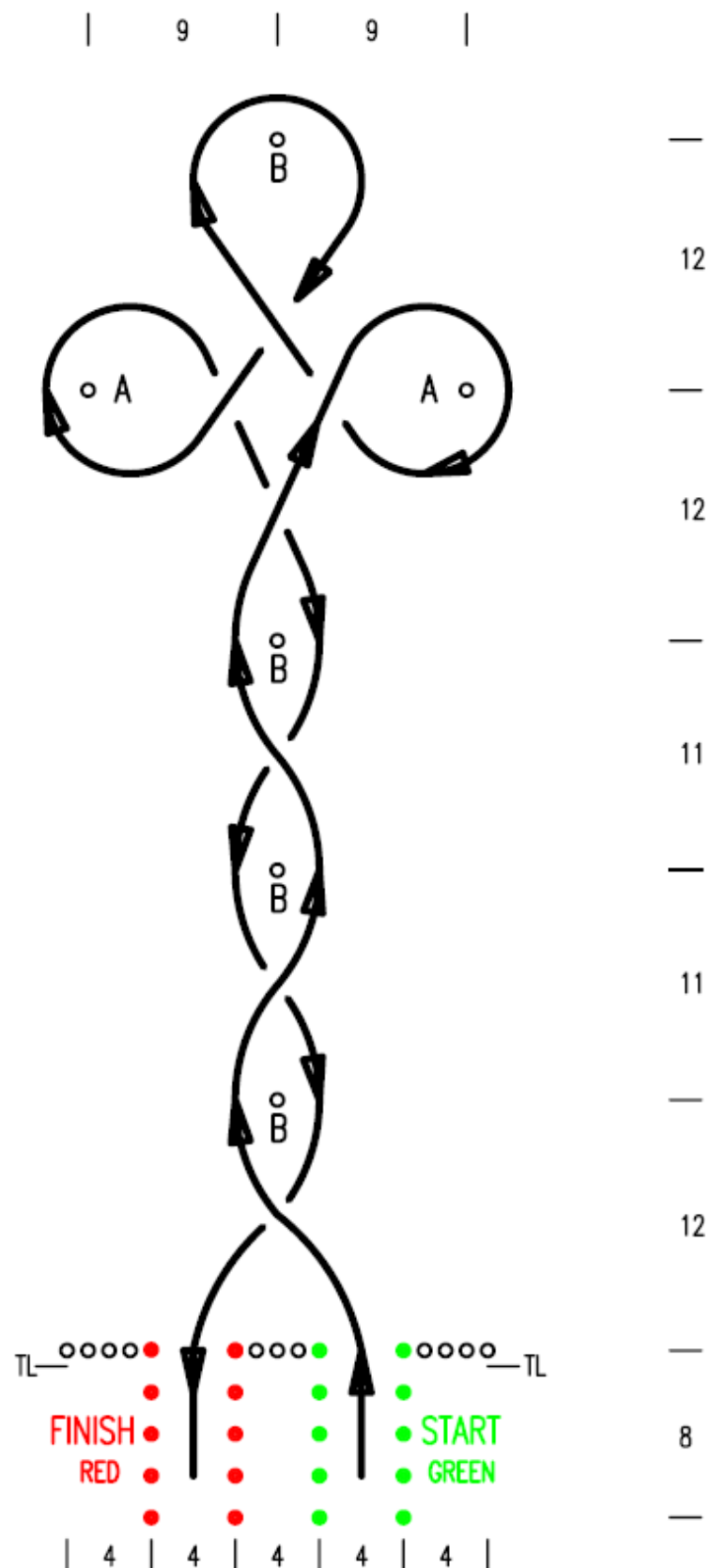
# Cloverleaf

Forward: 

Timing line (0.5 - 1m): TL—

Length: 66m

Width: 20m



Similar test layouts: Pg. 131,132,133,134,135,136,137,140,141



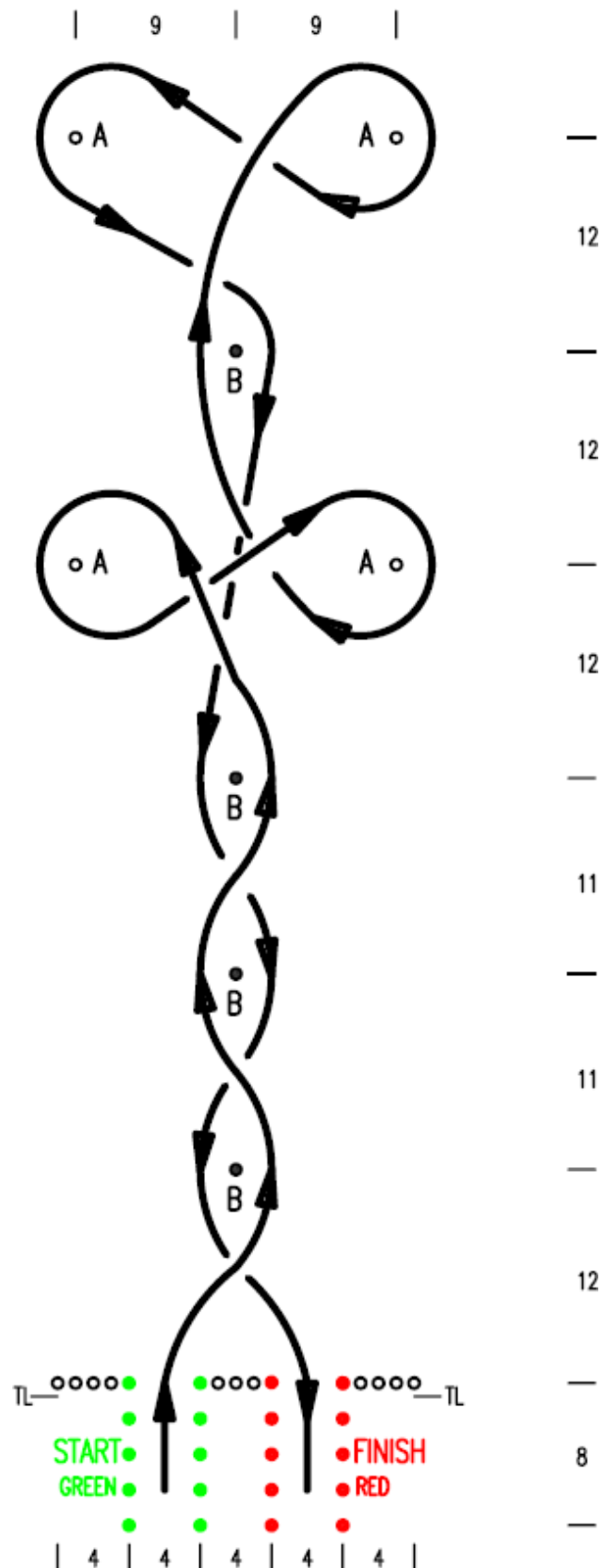
# Hopscotch

Forward: 

Timing line (0.5 - 1m): TL—

Length: 78m

Width: 20m



Similar test layouts: Pg. 139,141



### Waltz Clover

Changes from reverse to forward and forward to reverse may be made at any point, so long as the line between flags B-A-B is crossed in reverse.

The line B-D shall always be crossed in a forward direction.

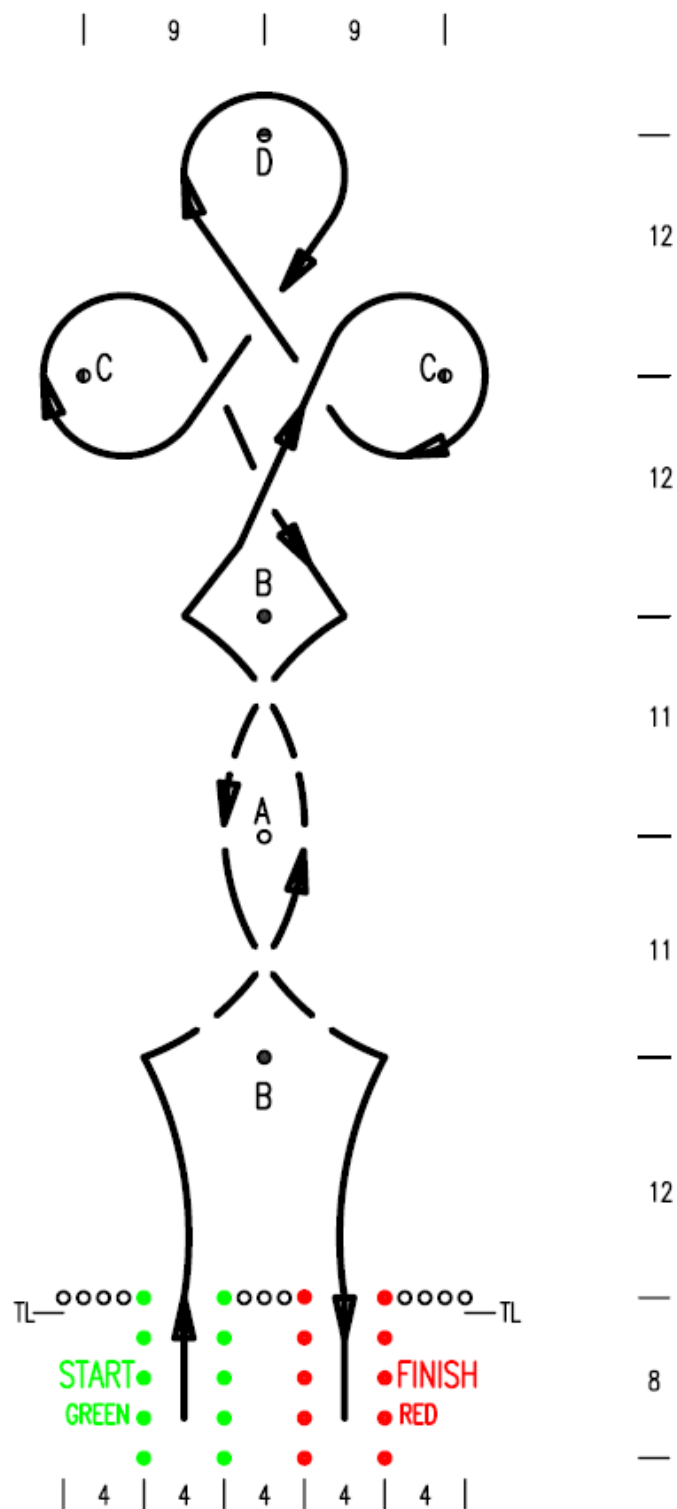
**Forward:** ———→

**Reverse:** - - - ->

**Timing line (0.5 - 1m):** TL—

**Length:** 66m

**Width:** 20m



Similar test layouts: Pg. 139,140



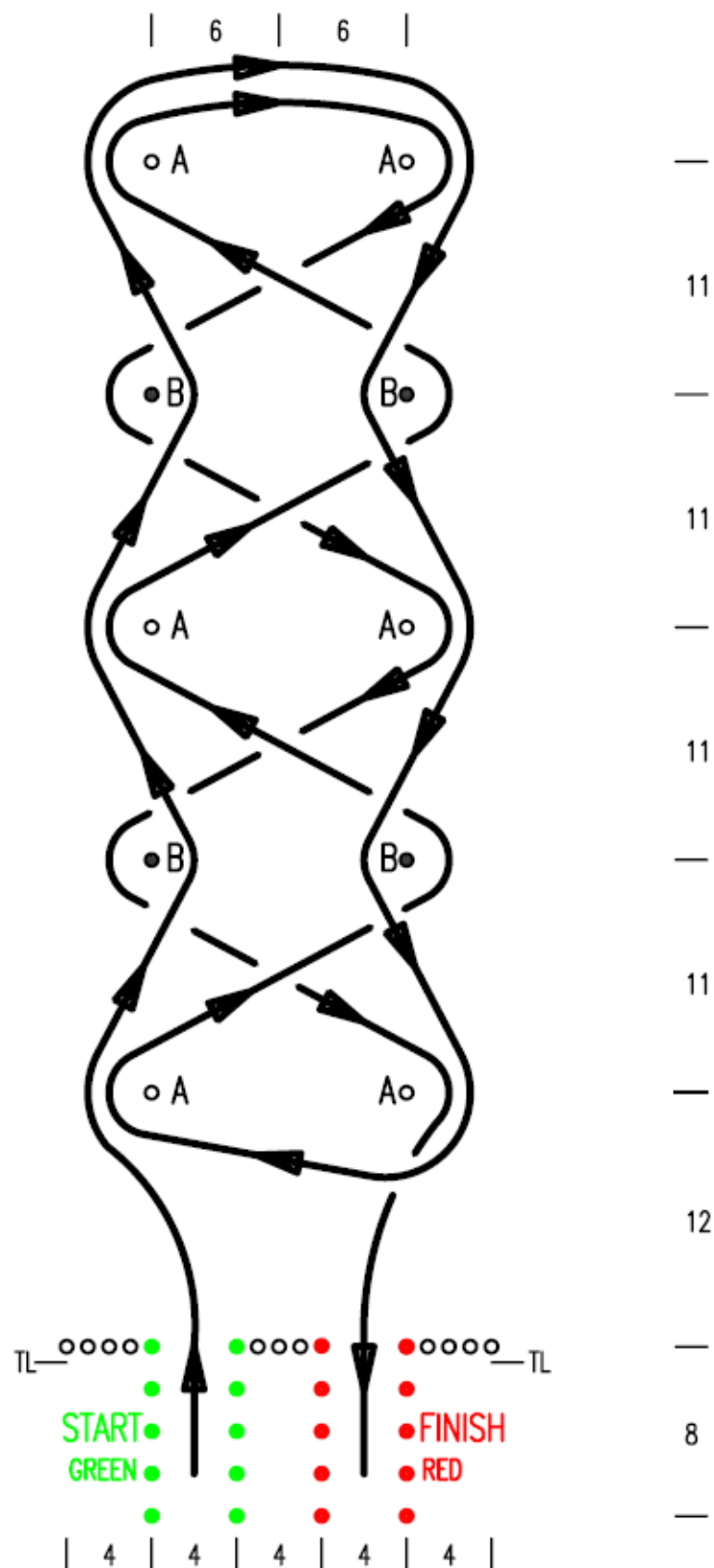
**Crossover**

**Forward:** →

**Timing line (0.5 - 1m):** TL—

**Length:** 64m

**Width:** 20m



**Similar test layouts:** Pg. 139,140



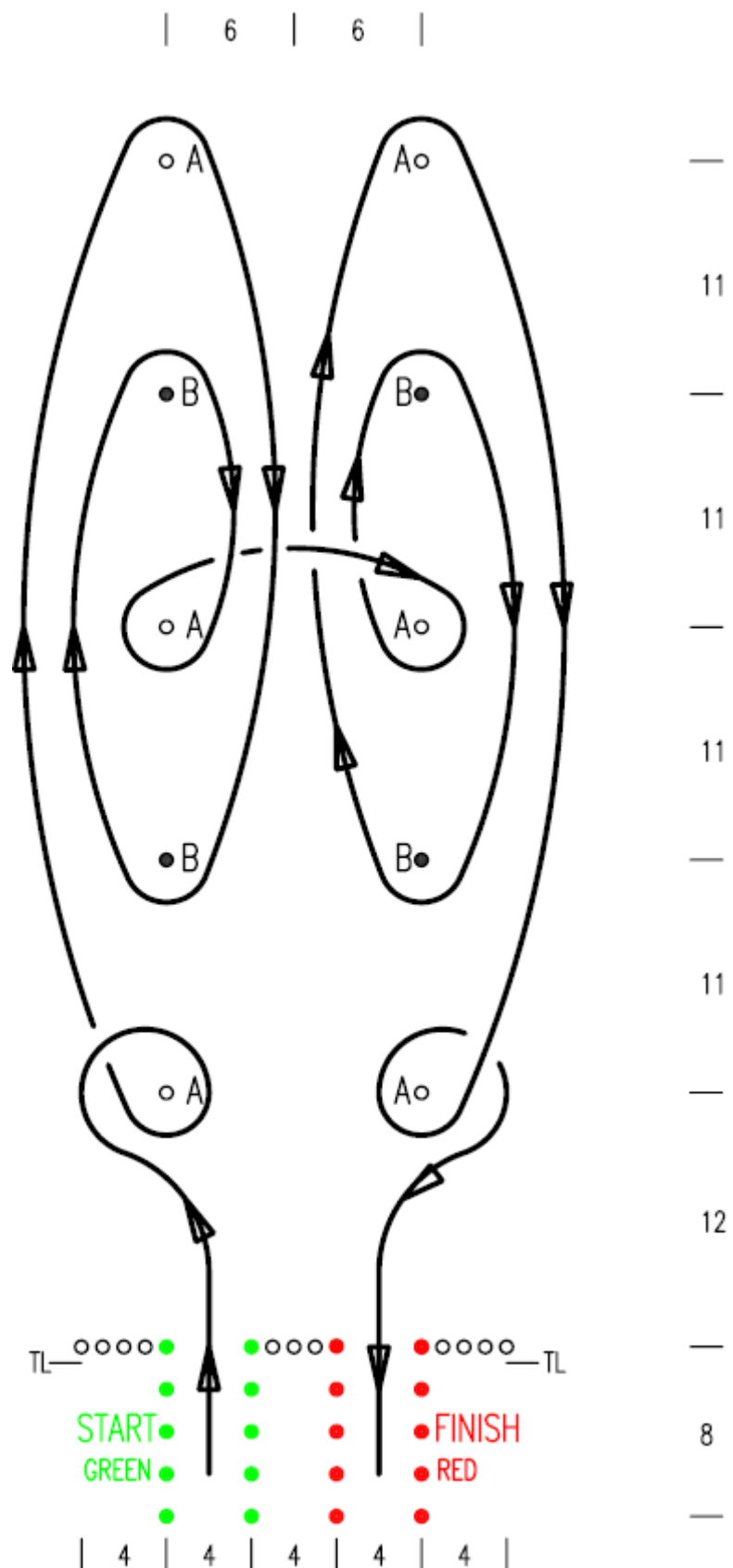
# Big Eyes

Forward: →

Timing line (0.5 - 1m): TL—

Length: 64m

Width: 20m



Similar test layouts: Pg. 142



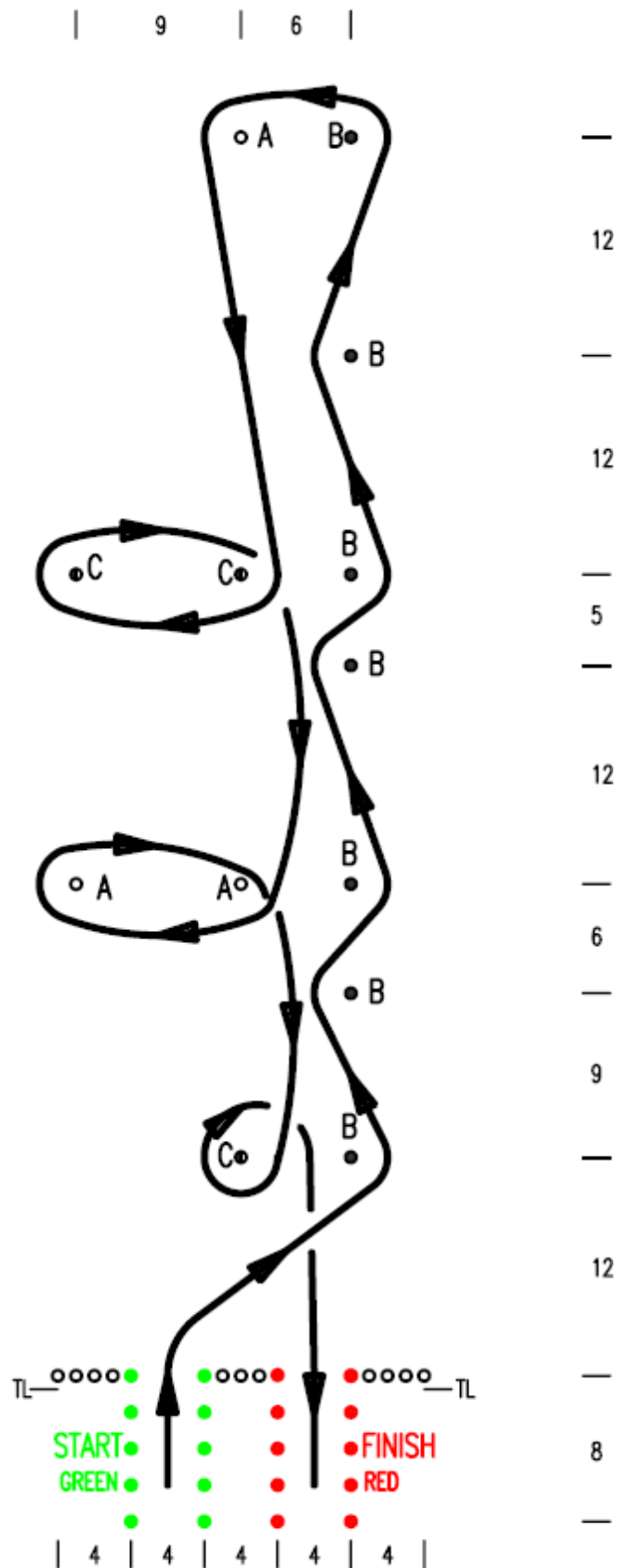
Eccentric

Forward: →

Timing line (0.5 - 1m): TL—

Length: 76m

Width: 20m



Similar test layouts: Pg. 145



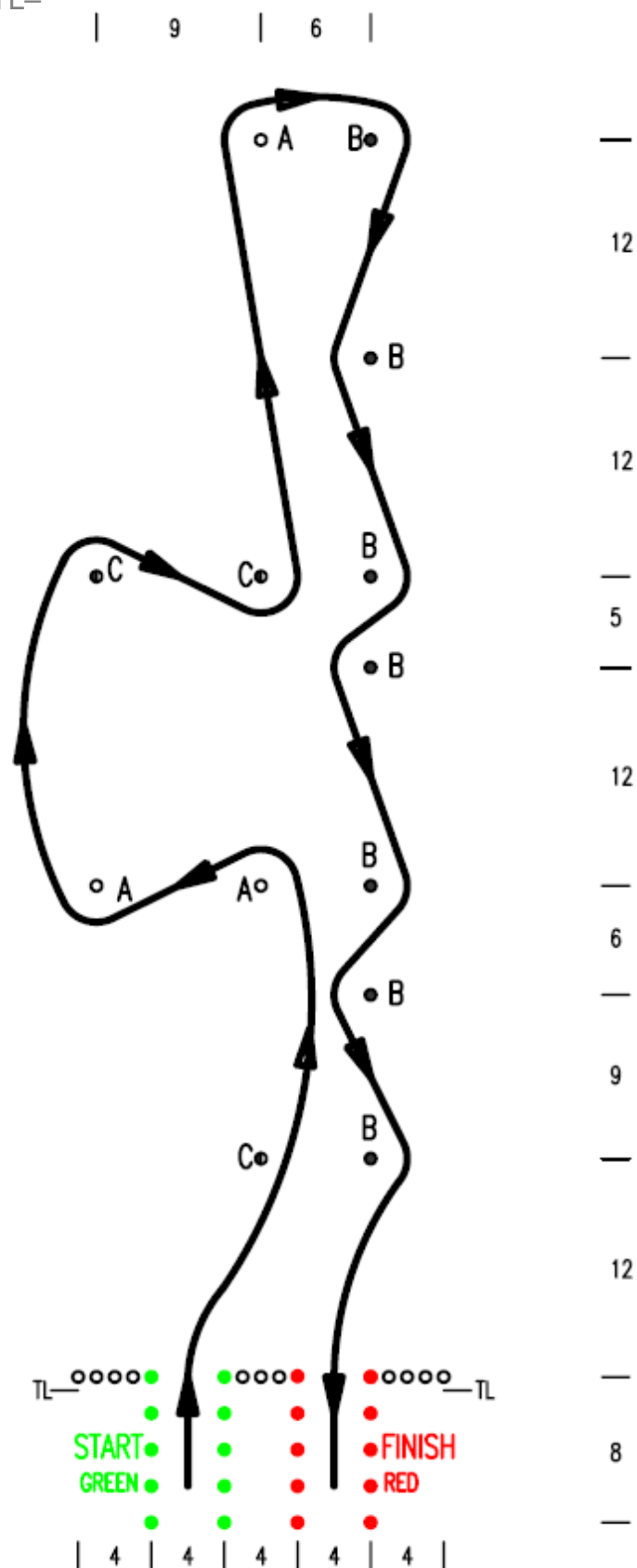
OffCentric

Forward: →

Timing line (0.5 - 1m): TL—

Length: 76m

Width: 20m



Similar test layouts: Pg. 144



### HopKirk

Turns, from forward to reverse and from reverse to forward, may be in either direction.

Field garage (O) shall be colour A.

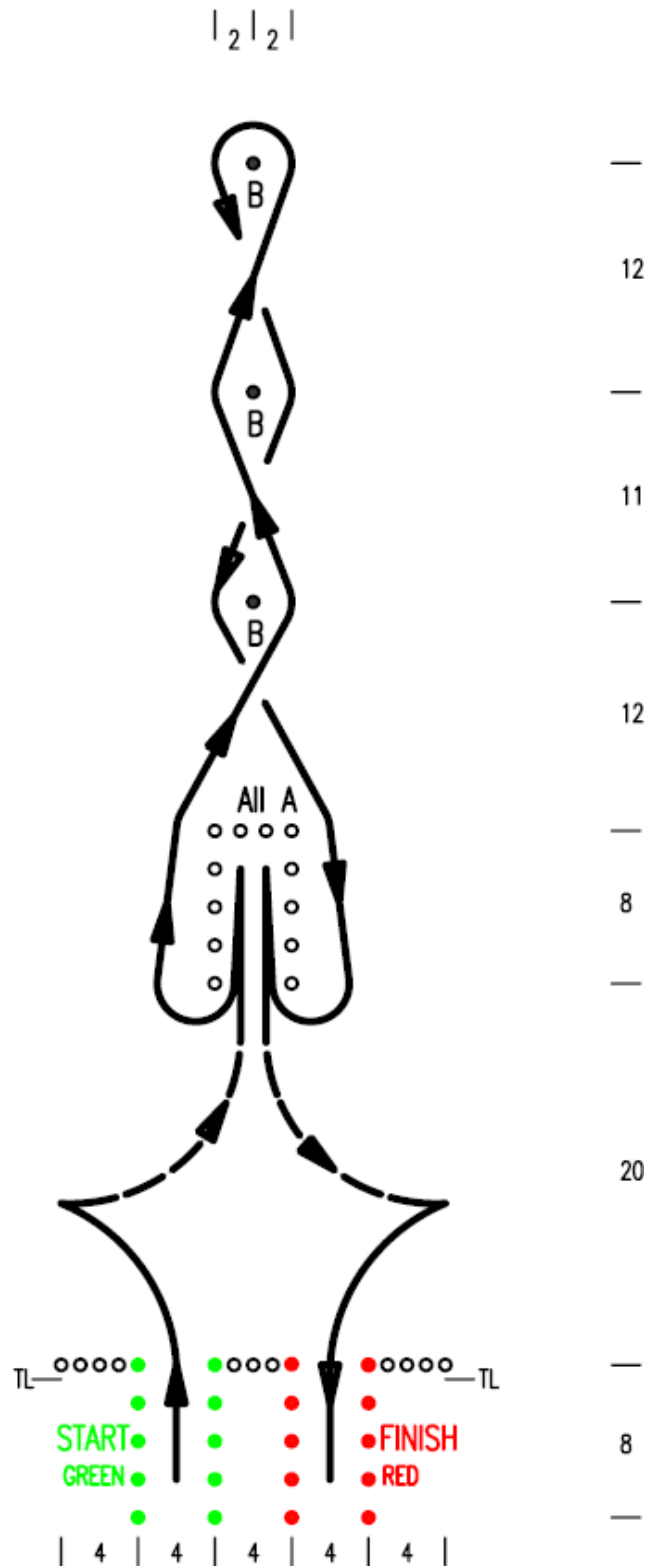
**Forward:** ———→

**Reverse:** - - - ->

**Timing line (0.5 - 1m):** TL—

**Length:** 71m

**Width:** 20m



**Similar test layouts:** Pg. 147,148



### Paddy

Turns between start or finish garages and field corridor, and between slalom and field corridor, may be in either direction. Field corridor (O) shall be colour A.

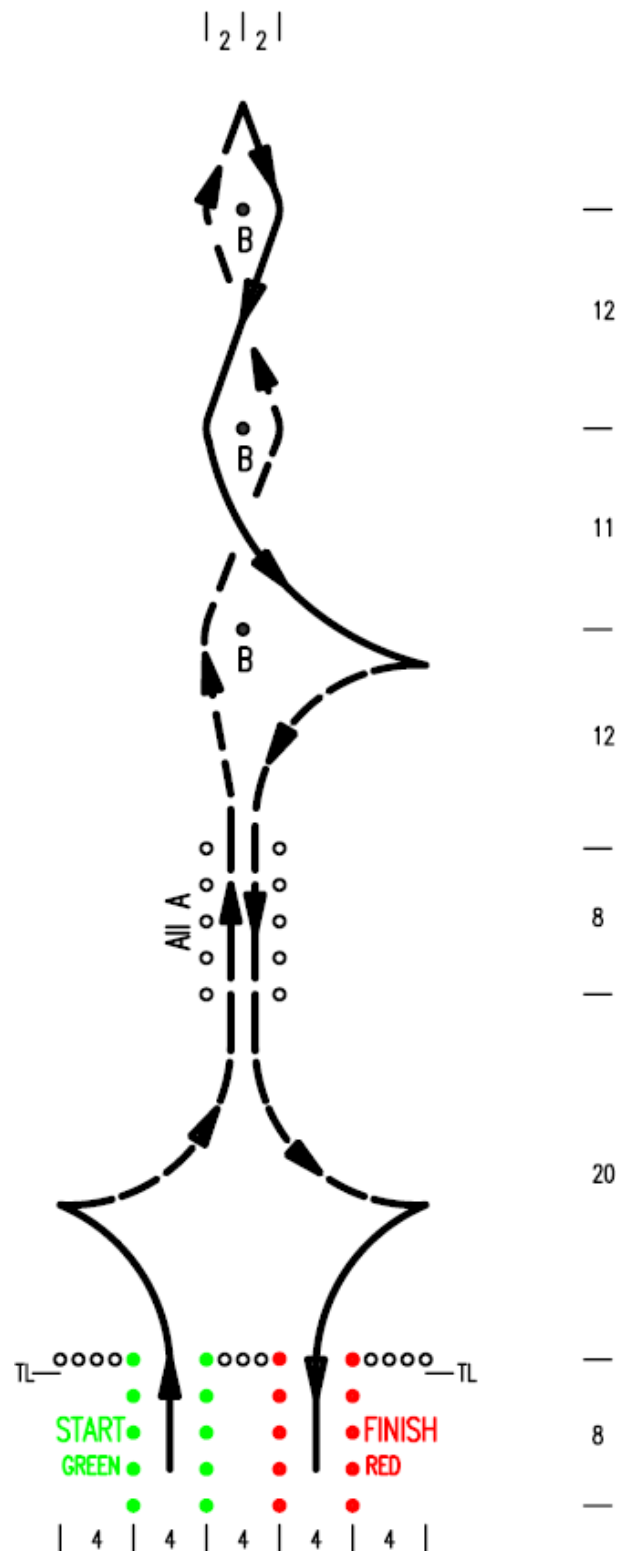
**Forward:** ———→

**Reverse:** - - - ->

**Timing line (0.5 - 1m):** TL—

**Length:** 71m

**Width:** 20m



Similar test layouts: Pg. 146,148



### Reverse Garage

Field garage (O) shall be colour A.

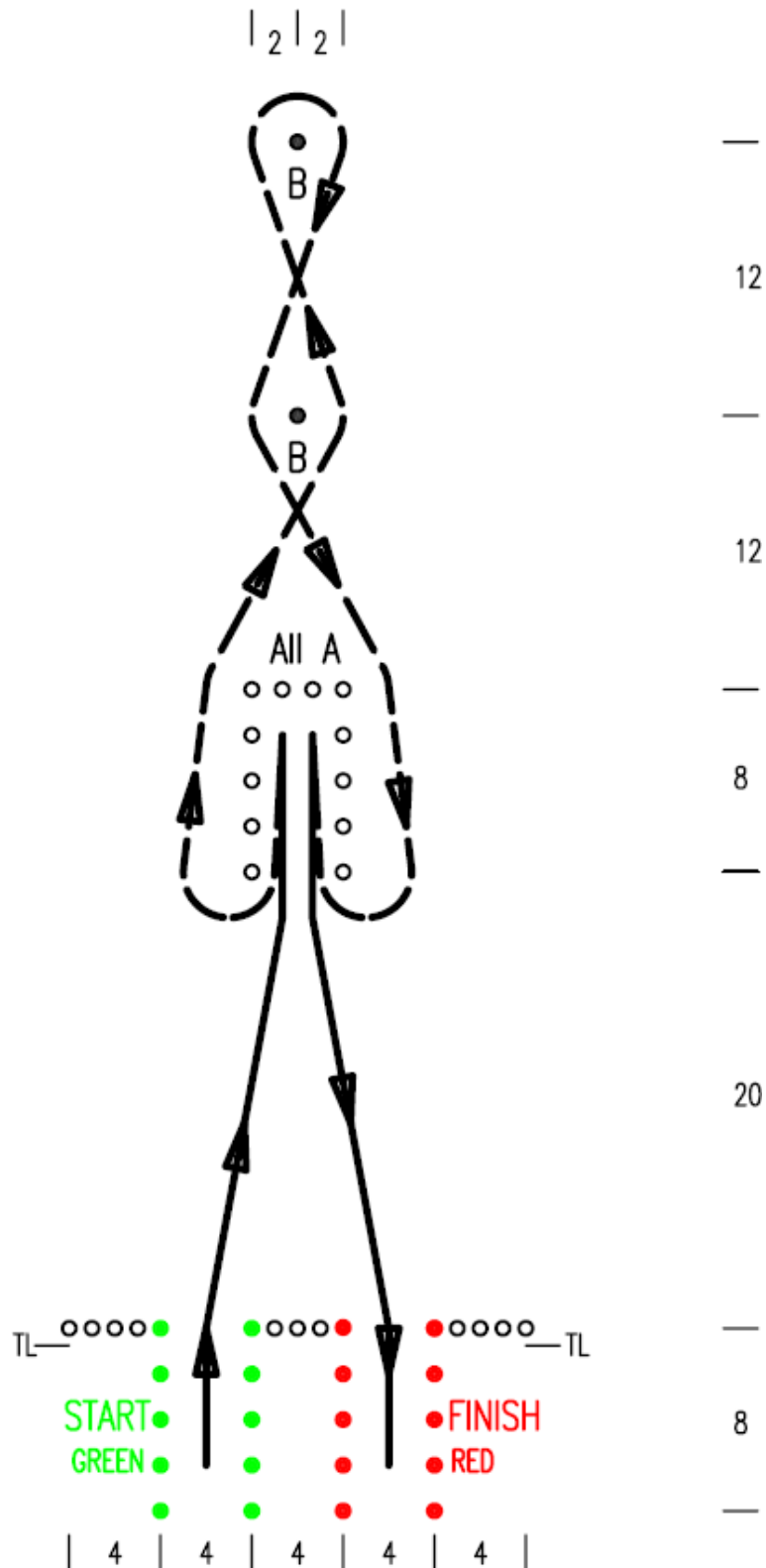
**Forward:** ———→

**Reverse:** - - - ->

**Timing line (0.5 - 1m):** TL—

**Length:** 60m

**Width:** 20m



**Similar test layouts:** Pg. 146,147



### Opposite Garages

The turn between the field garage and the finish may be made in either direction.  
Field garages (O) shall be colour A.

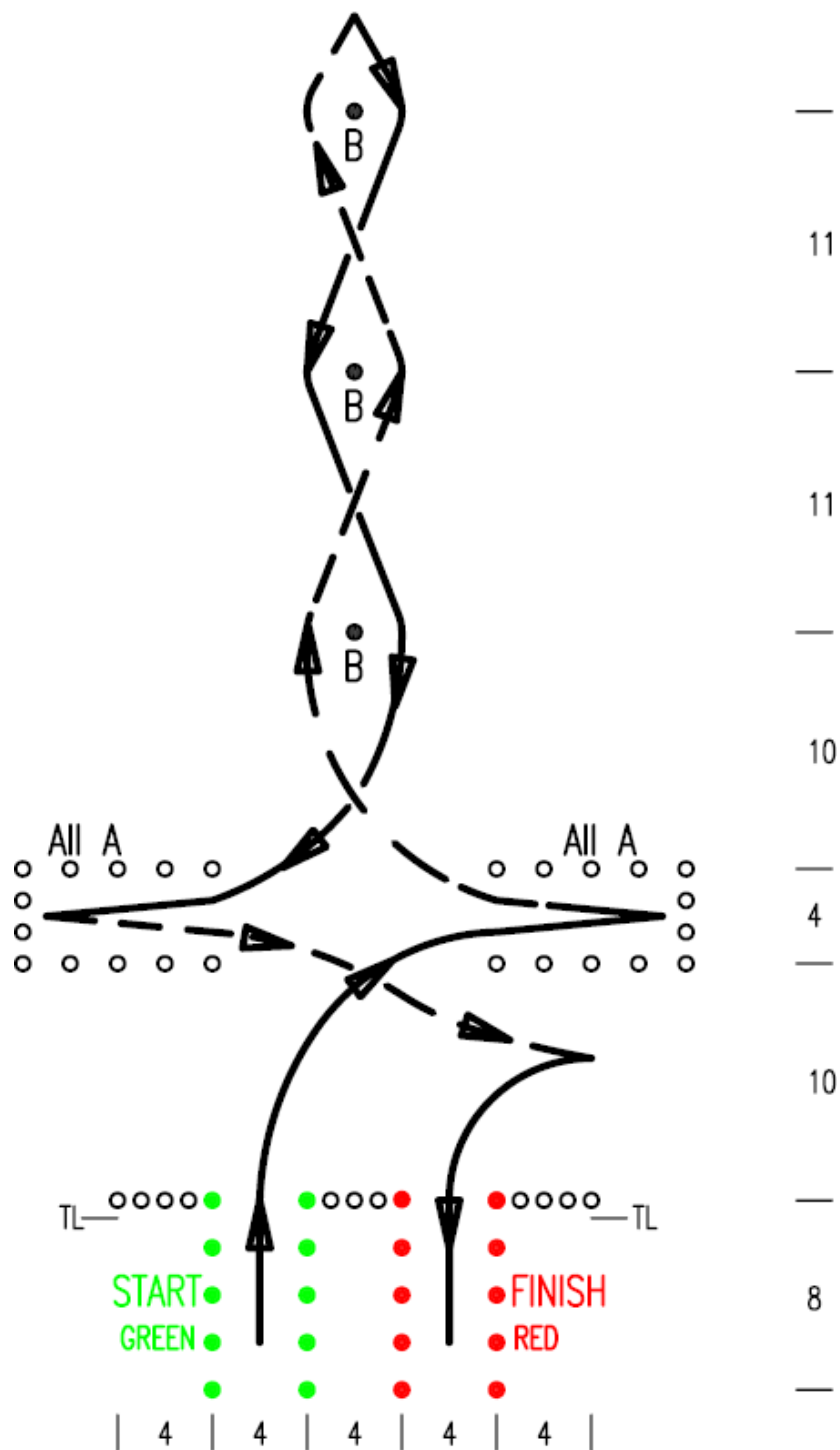
**Forward:** ———→

**Reverse:** - - - ->

**Timing line (0.5 - 1m):** TL—

**Length:** 54m

**Width:** 28m | 8 | 6 | 6 | 8 |





# **Tee Garage**

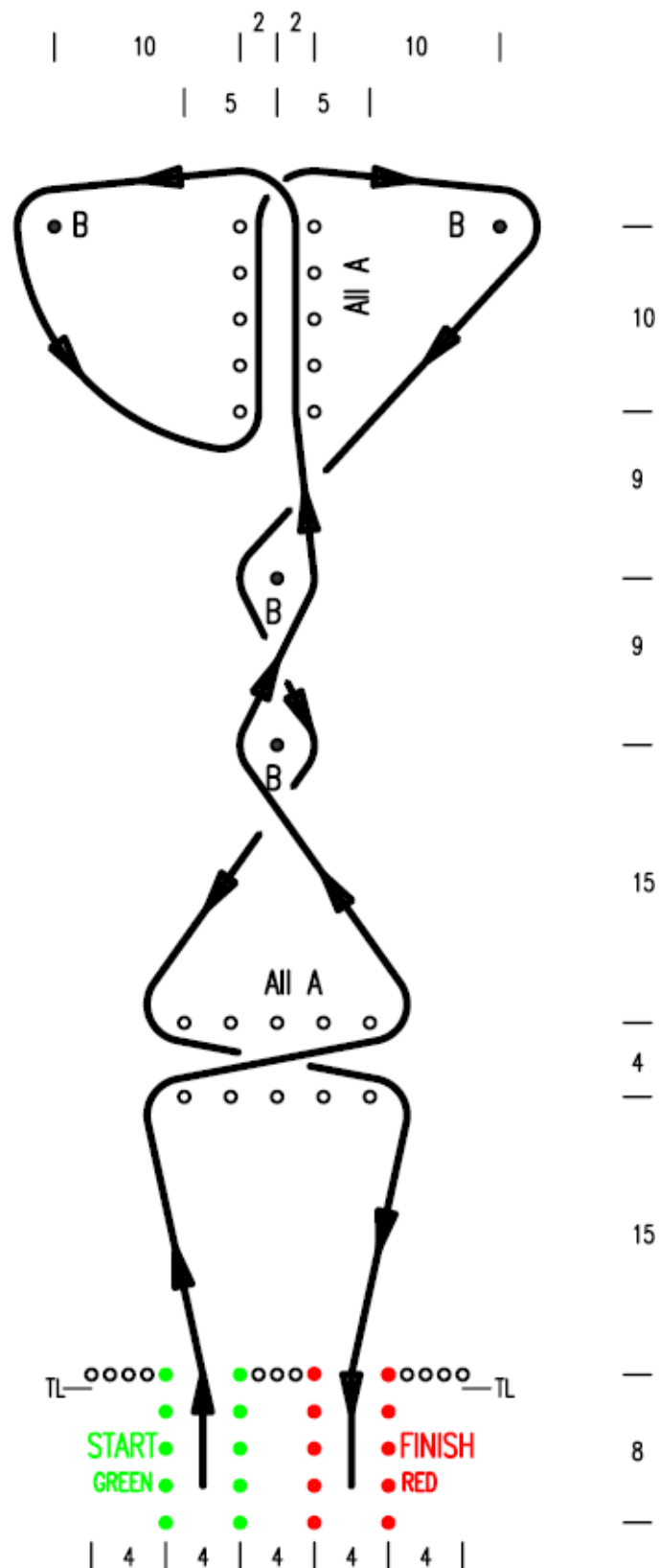
Field corridors (O) shall be colour A.

**Forward:** →

**Timing line (0.5 - 1m):** TL—

**Length:** 70m

**Width:** 24m





## M.G

Field garages (O) shall be colour A.

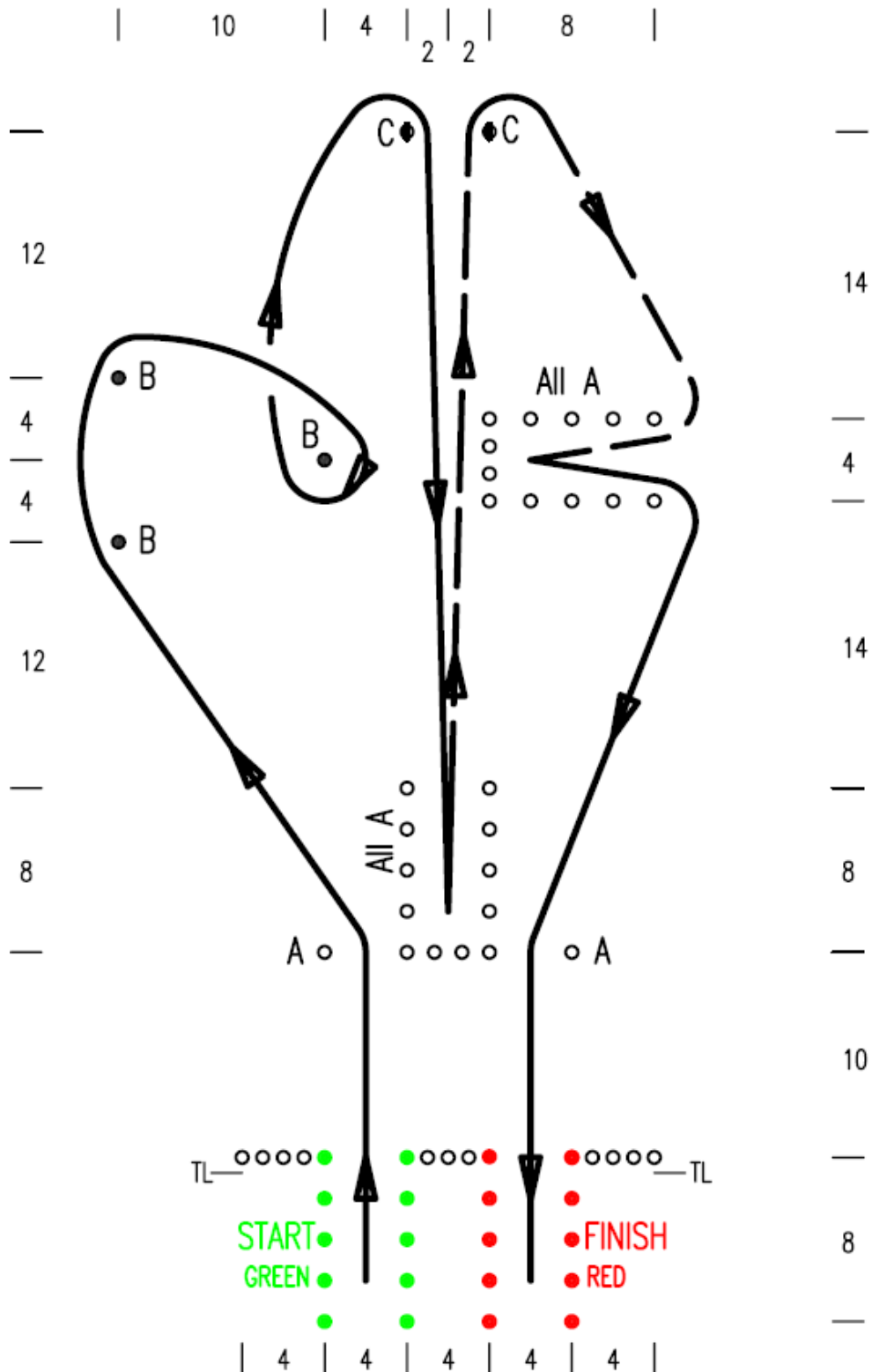
Forward: ———→

Reverse: - - - ->

Timing line (0.5 - 1m): TL—

Length: 58m

Width: 26m



Similar test layouts: Pg. 205



### Triple Garage

Field garages shall be colour A.

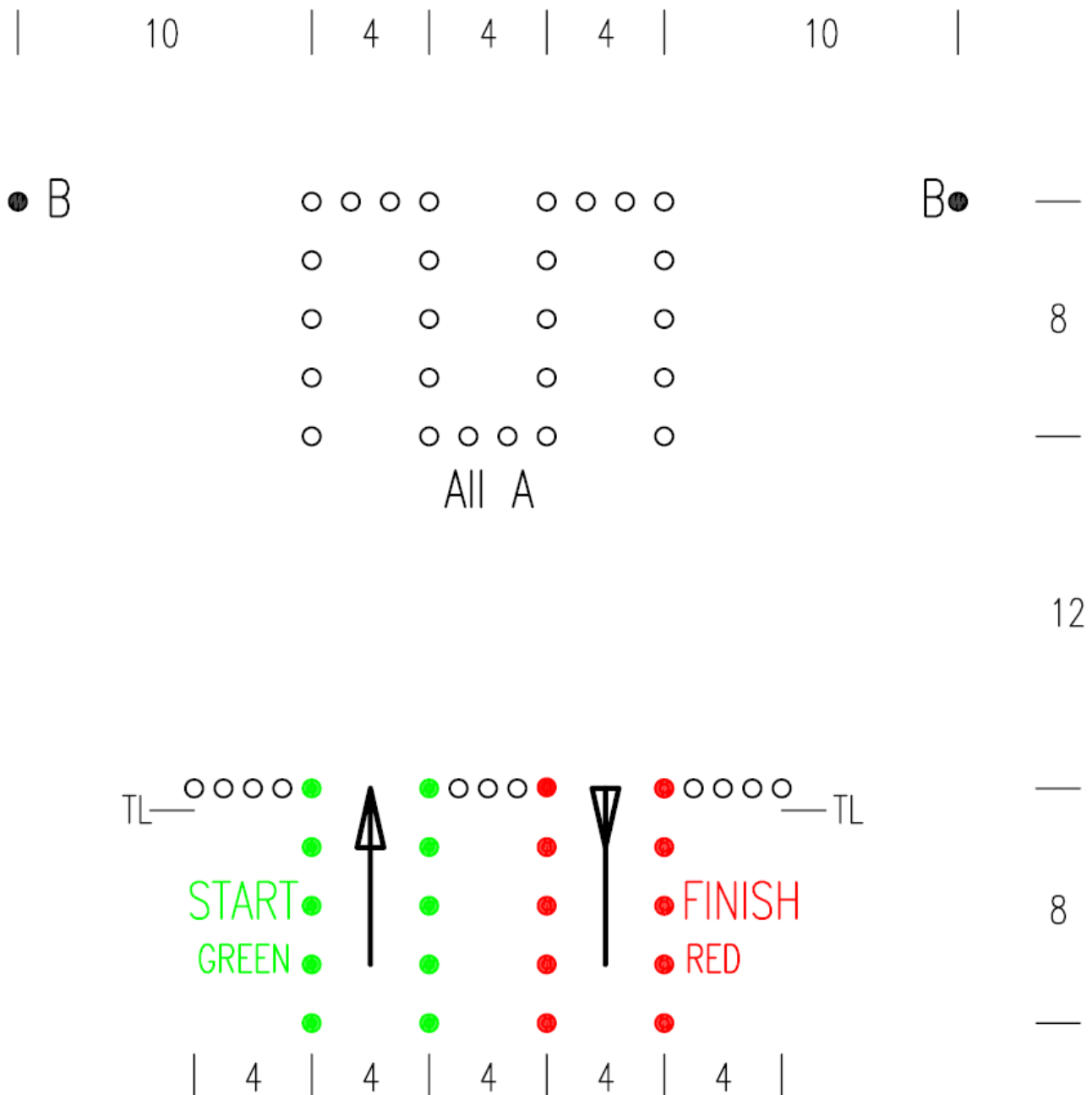
There are three garages. Two are to be entered in a reverse direction, and one in a forward direction. There are two flags B, each must be circled in a forward or a reverse direction. To circle a flag, a vehicle must cross its own path.

**Forward:** →

**Timing line (0.5 - 1m):** TL—

**Length:** 28m

**Width:** 32m



**Similar test layouts:** Pg. 153,154



### Three lanes

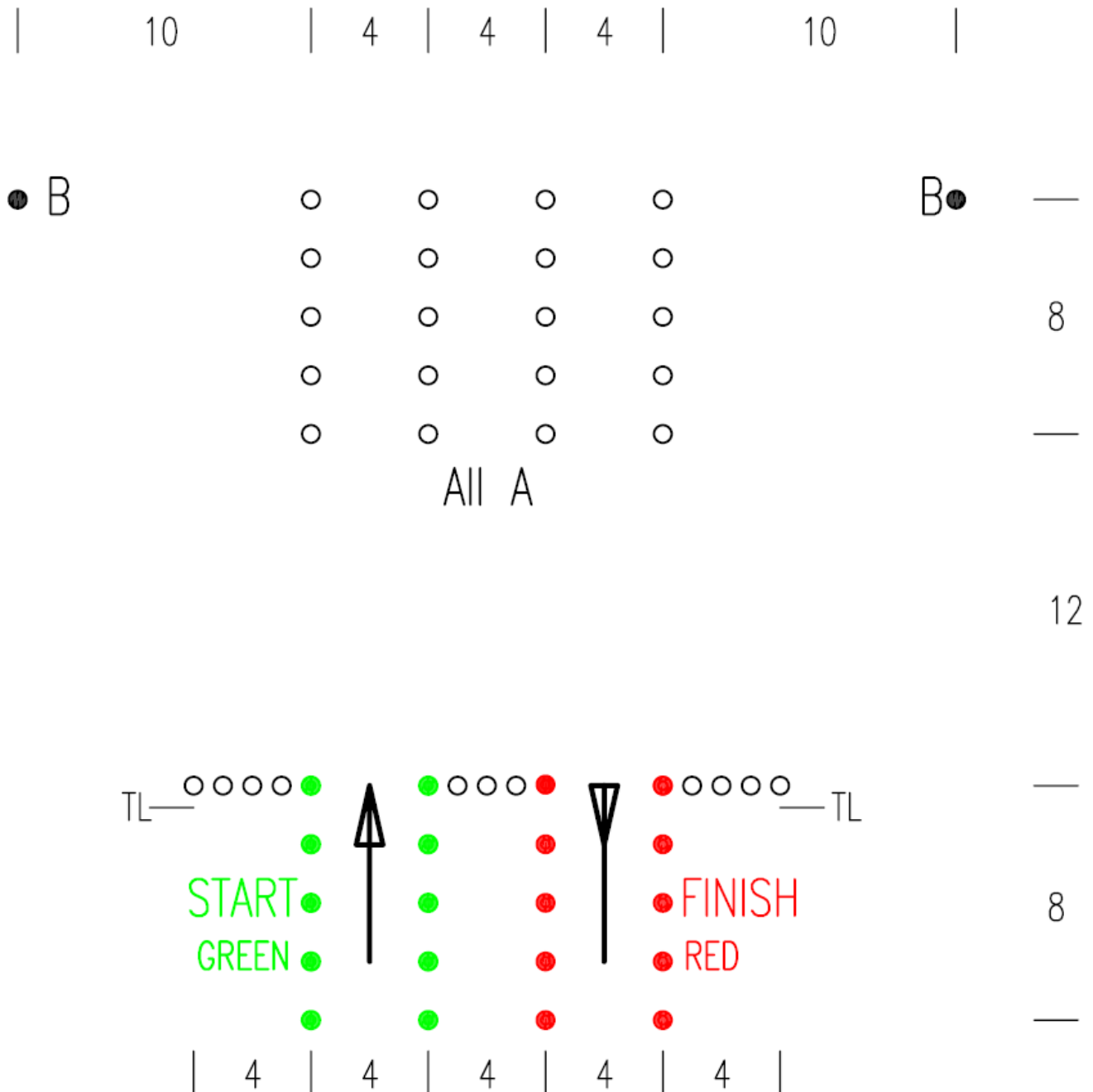
Using all three corridors, two are to be driven through in a forward direction, and the other in a reverse direction. There are two flags 'B', and each must be circled in a forward or a reverse direction. To circle a flag the vehicle must cross its own path. Field corridor (O) shall be colour A.

**Forward:** →

**Timing line (0.5 - 1m):** TL—

**Length:** 28m

**Width:** 32m



**Similar test layouts:** Pg. 152,154



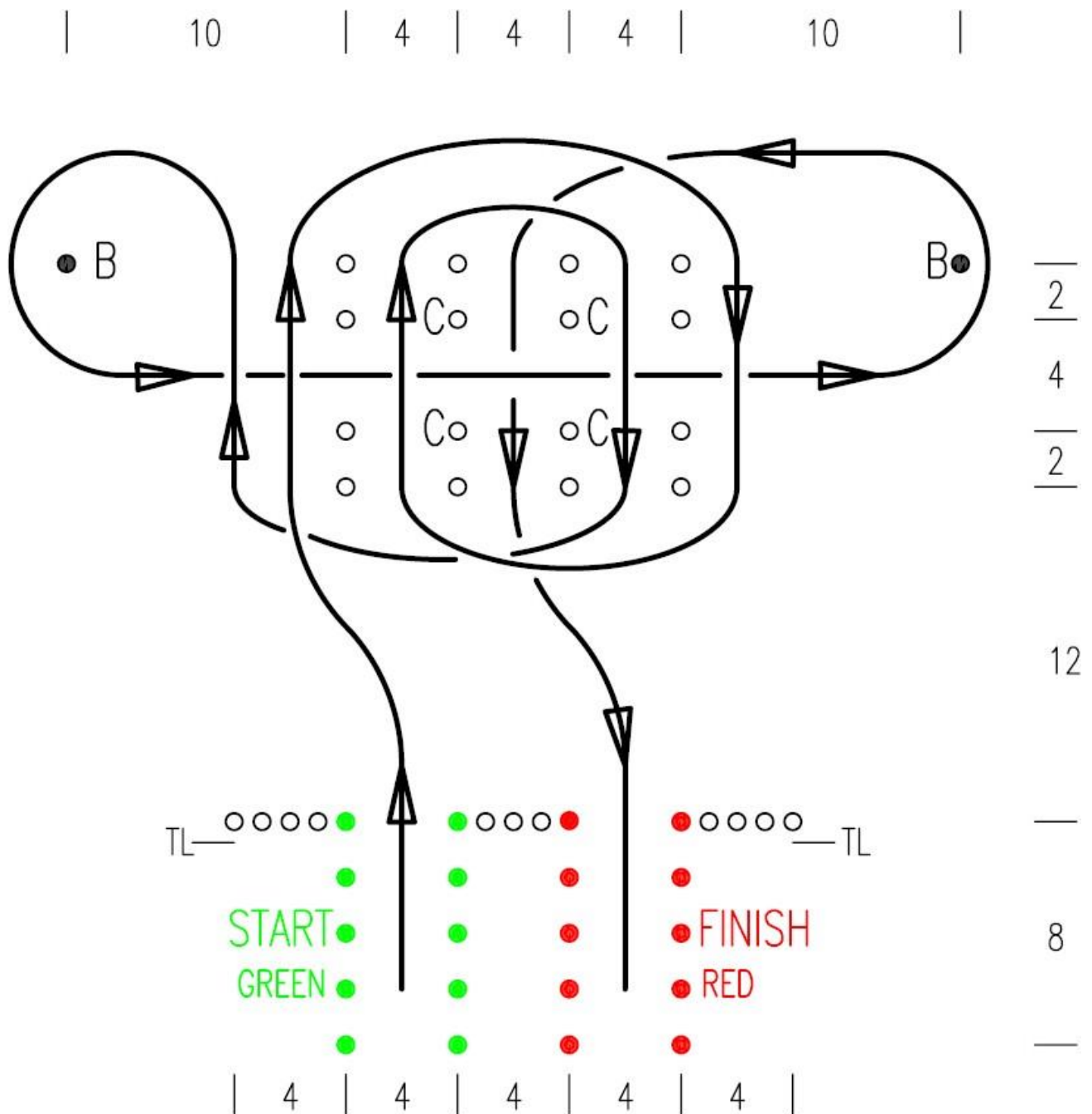
# **Bulls Eye**

**Forward:** →

**Timing line (0.5 - 1m):** TL—

**Length:** 28m

**Width:** 32m



**Similar test layouts:** Pg. 152,153







### Double Garage

Field corridor and garage (O) shall be colour A.

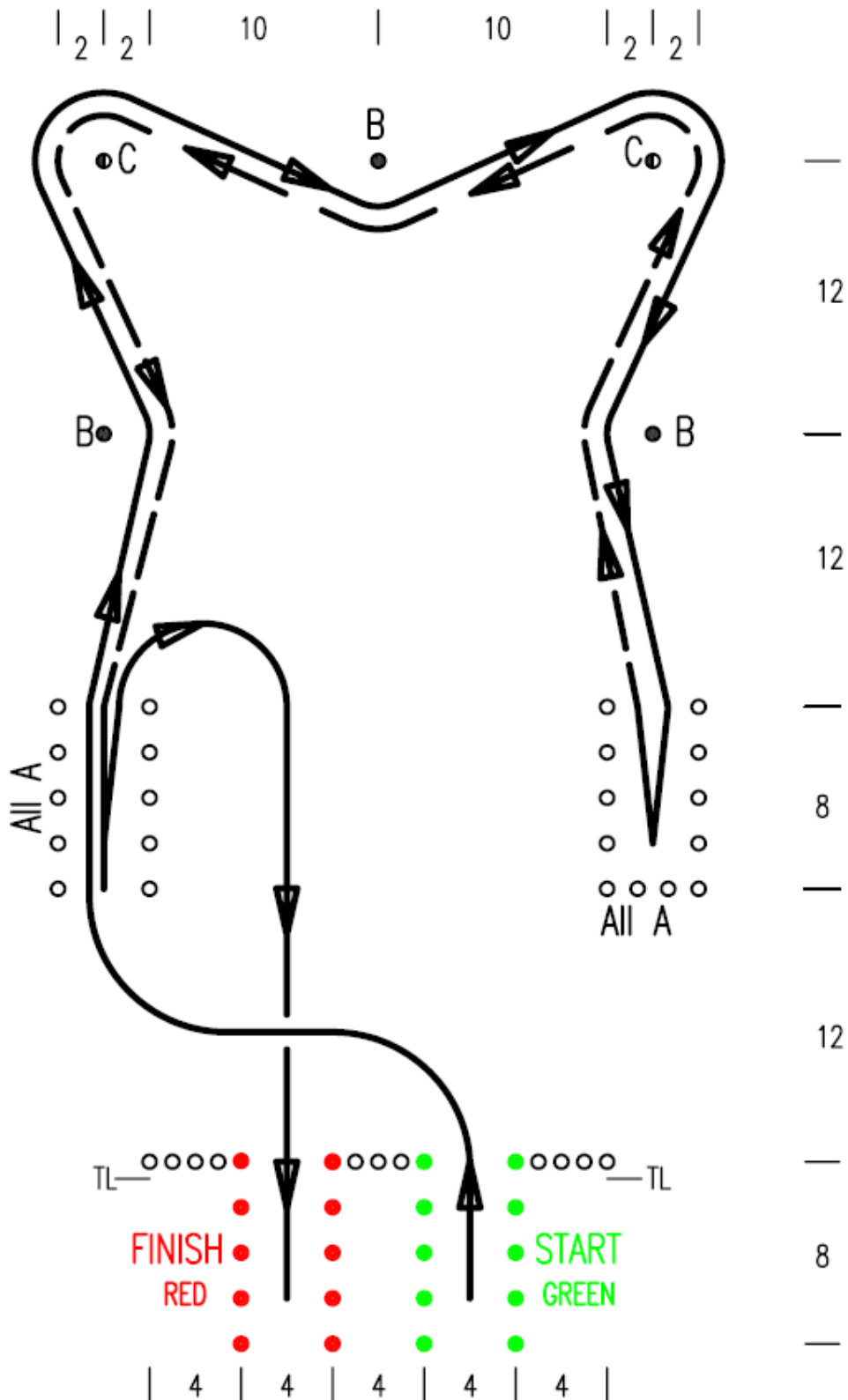
Forward: ———→

Reverse: - - - ->

Timing line (0.5 - 1m): TL—

Length: 52m

Width: 28m



Similar test layouts: Pg. 206



**Corridor**  
Field corridor (O) shall be colour A.

**Forward:** 

**Length:** 56m

The diagram illustrates a four-way intersection with a central section labeled "All A". The intersection is divided into four approach lanes, each labeled with a letter: C (top-left), B (top-right), A (bottom-left), and B (bottom-right). The central section is labeled "All A". The diagram shows traffic flow with arrows and various colored dots (green, red, black) indicating different states or phases. The central section is labeled "All A". The approach lanes are labeled C, B, A, and B. The diagram includes a legend at the bottom with "START GREEN" and "FINISH RED".

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### Mothballs

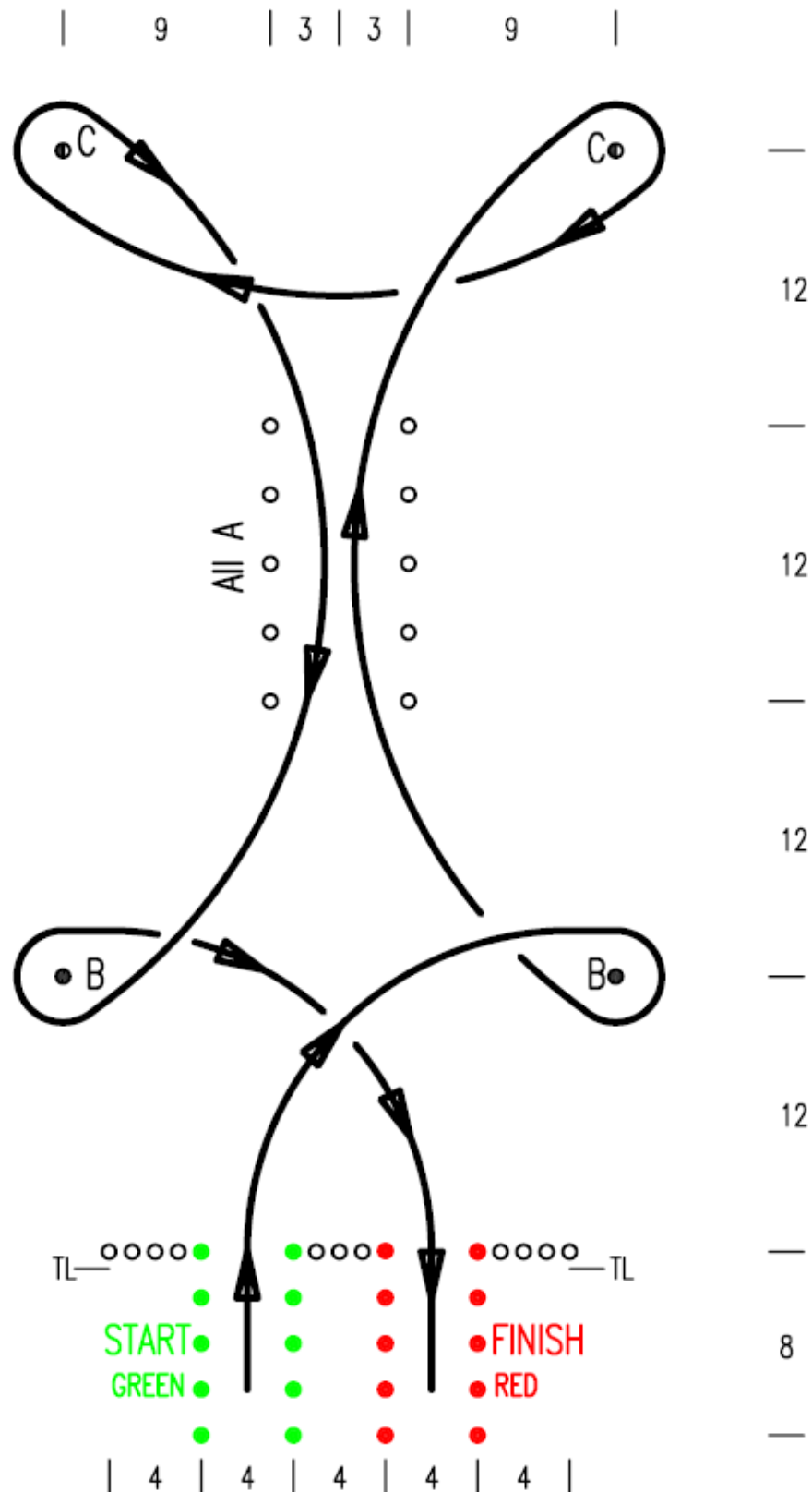
Field corridor (O) shall be colour A.

**Forward:** →

**Timing line (0.5 - 1m):** TL—

**Length:** 56m

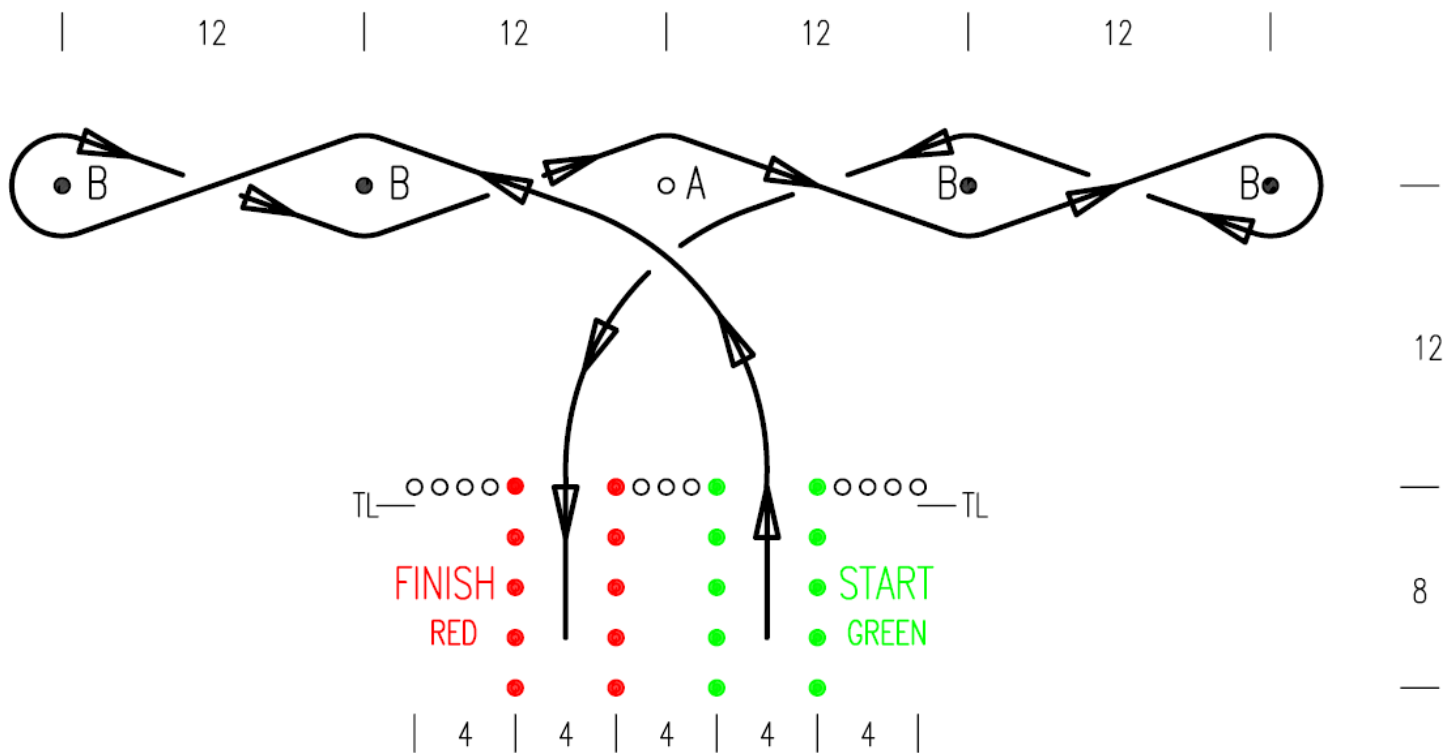
**Width:** 24m



**Similar test layouts:** Pg. 157



**Tee Slalom**  
**Forward:** →  
**Timing line (0.5 - 1m):** TL—  
**Length:** 20m  
**Width:** 48m



**Similar test layouts:** Pg. 203,204



# Tiger Moth

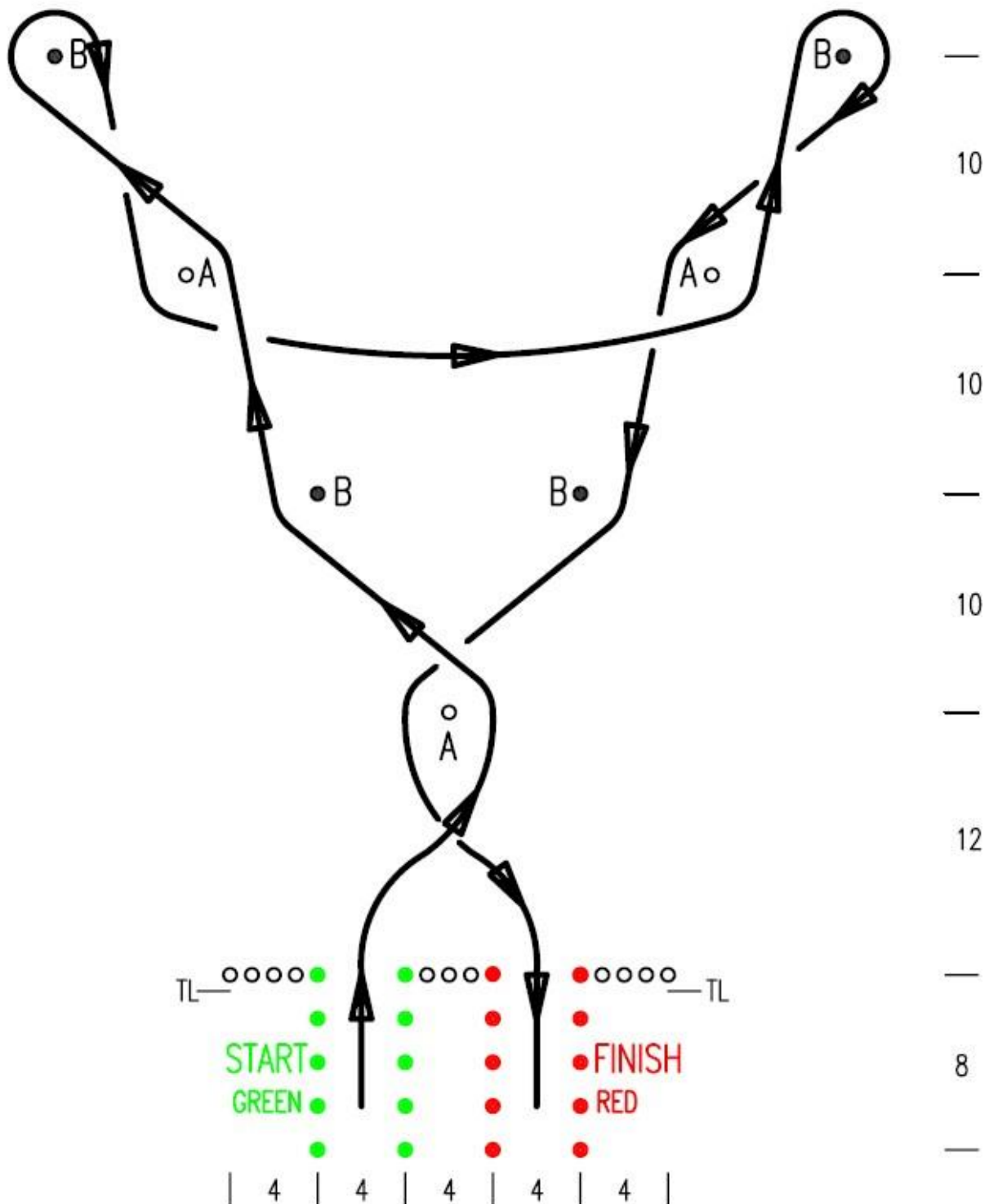
Forward: →

Timing line (0.5 - 1m): TL—

Length: 50m

Width: 36m

| 6 | 6 | 6 | 6 | 6 | 6 |



Similar test layouts: Pg. 161,200,201



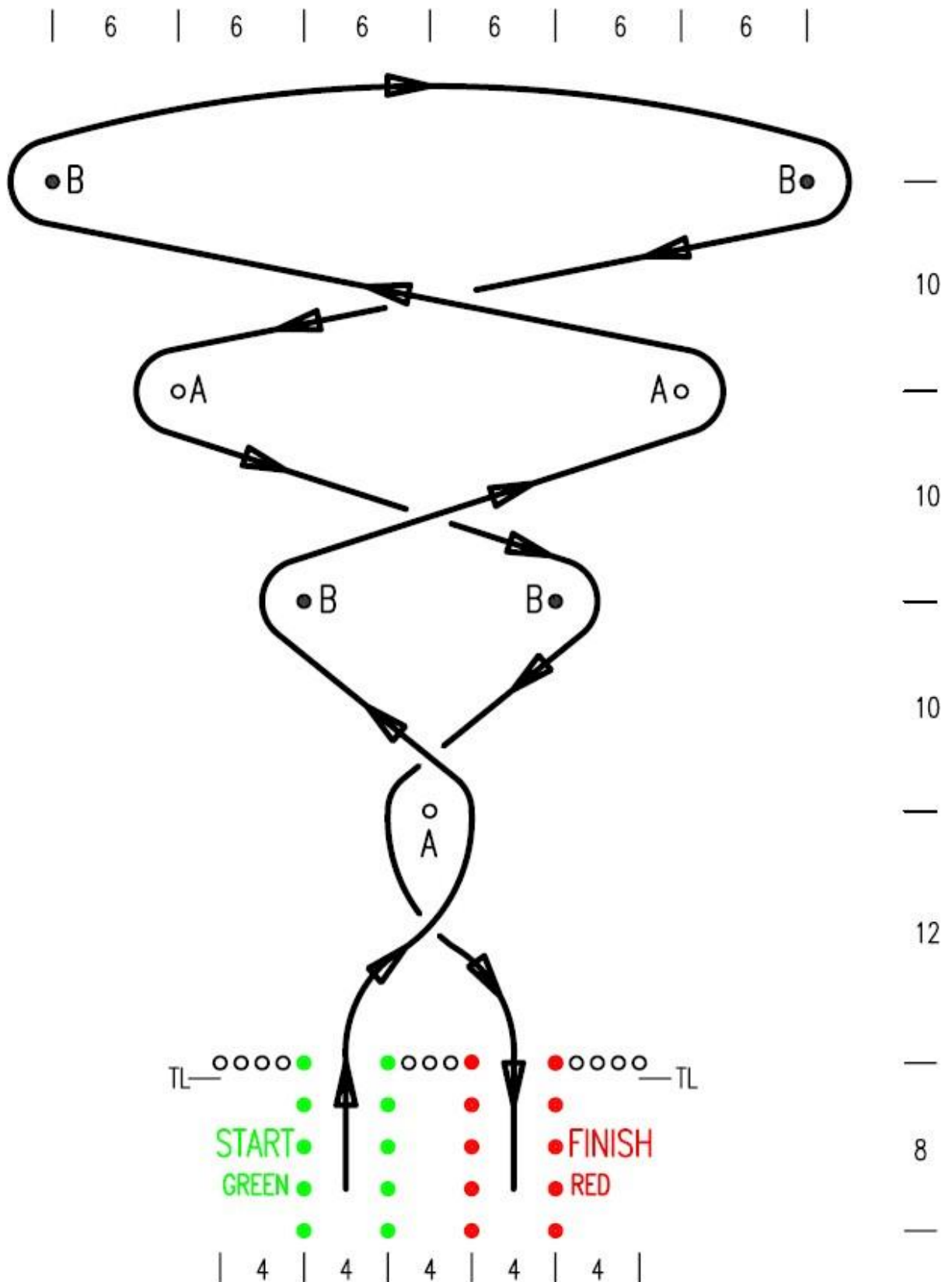
# Twister

Forward: →

Timing line (0.5 - 1m): TL—

Length: 50m

Width: 36m



Similar test layouts: Pg. 160,200,201



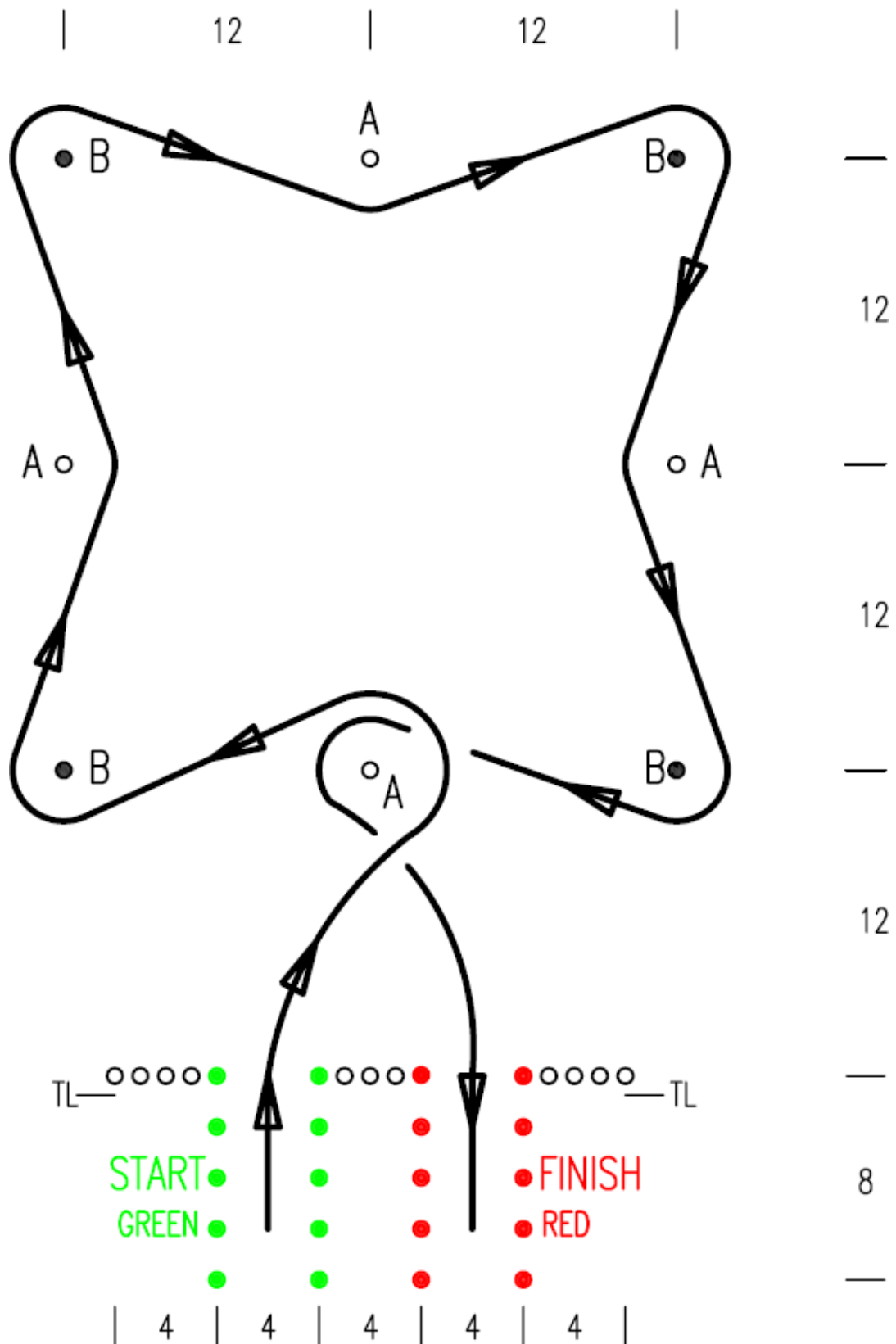
# Square slalom

Forward: →

Timing line (0.5 - 1m): TL—

Length: 44m

Width: 24m



Similar test layouts: Pg. 163,164,165,166,167,168,169,199

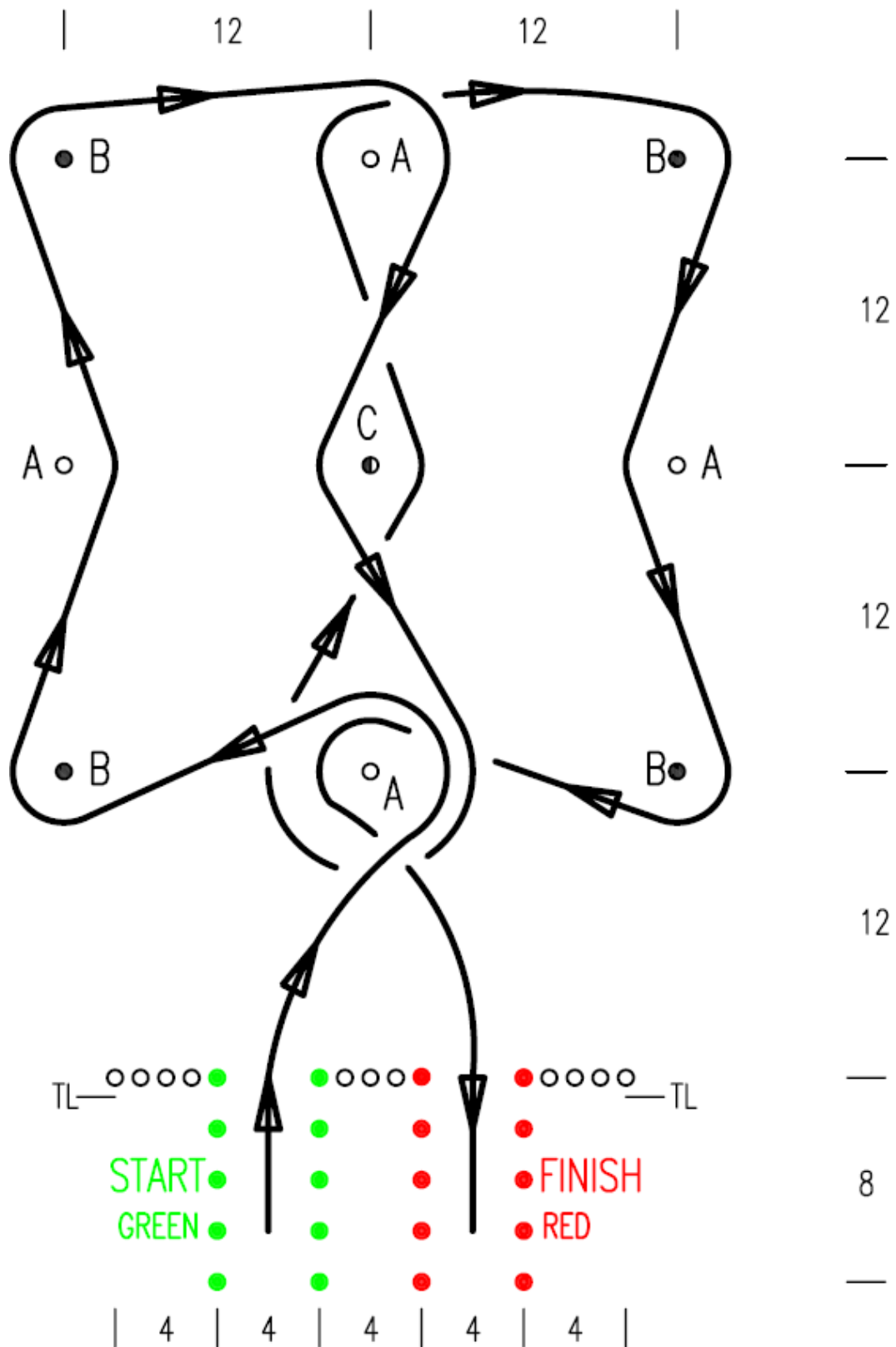


**Width: 24m**





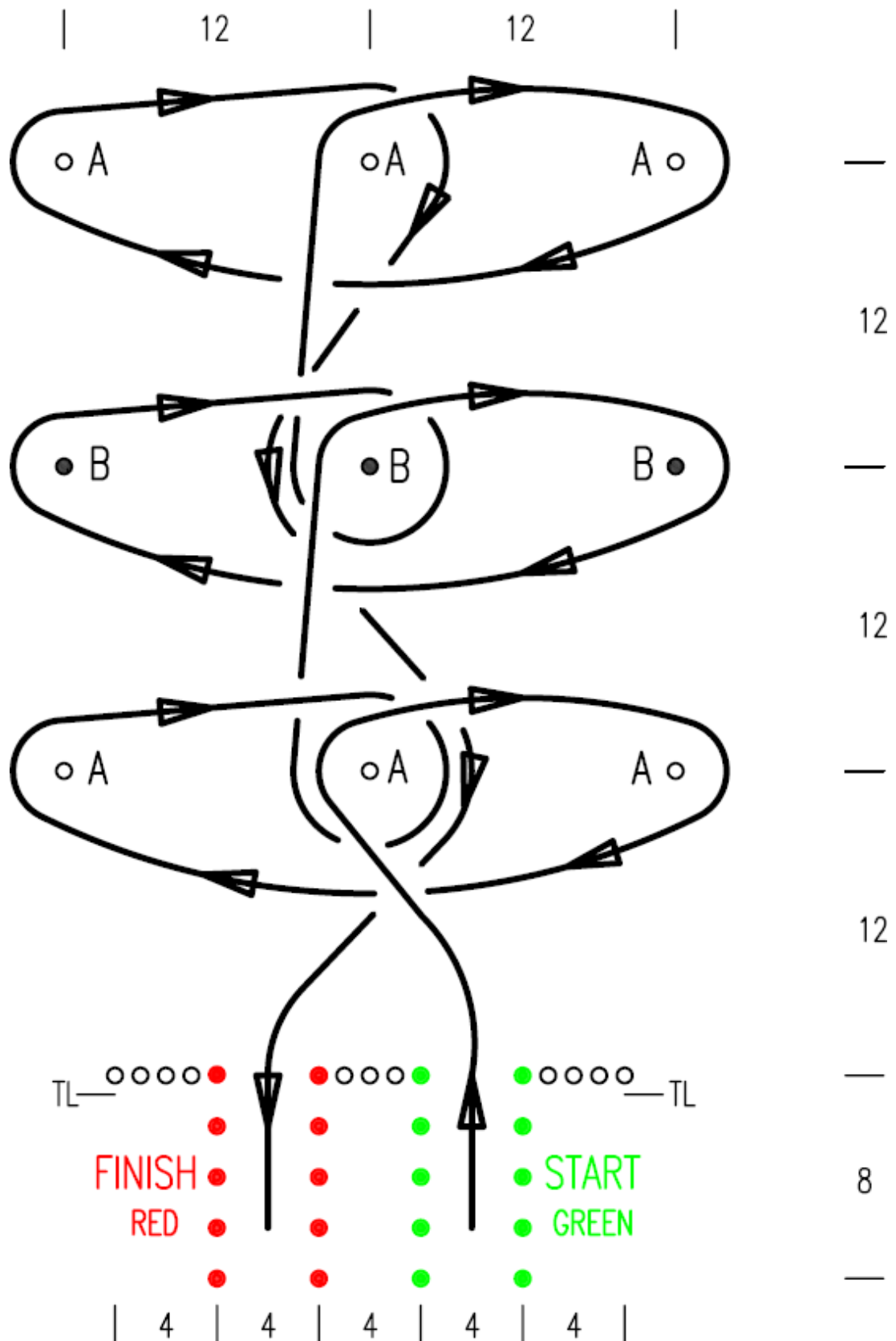
**Width: 24m**



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**Width:** 24m



**Similar test layouts:** Pg. 162,163,164,166,167,168,169,199



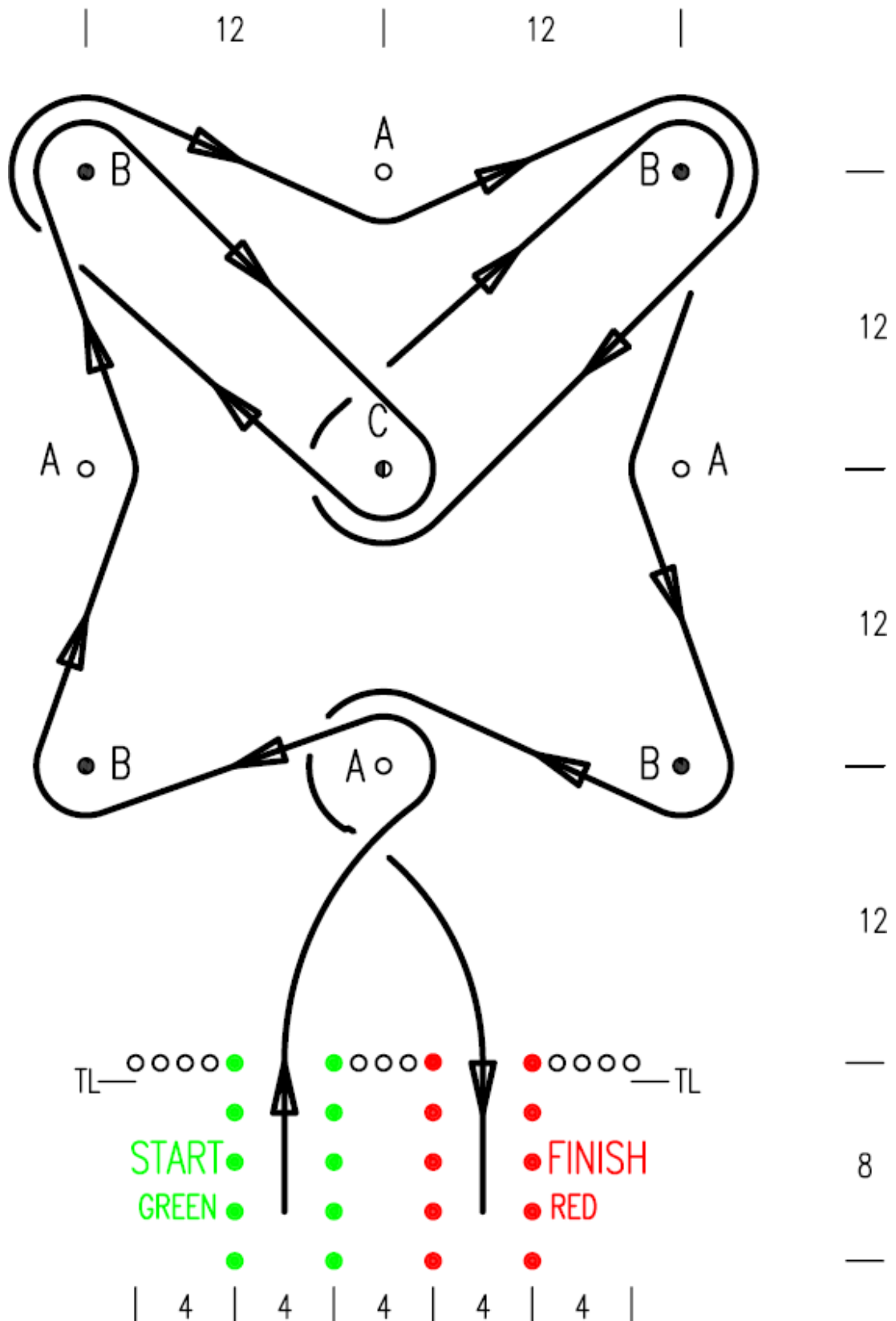
# Gables

Forward: →

Timing line (0.5 - 1m): TL—

Length: 44m

Width: 24m



Similar test layouts: Pg. 162,163,164,165,167,168,169,199



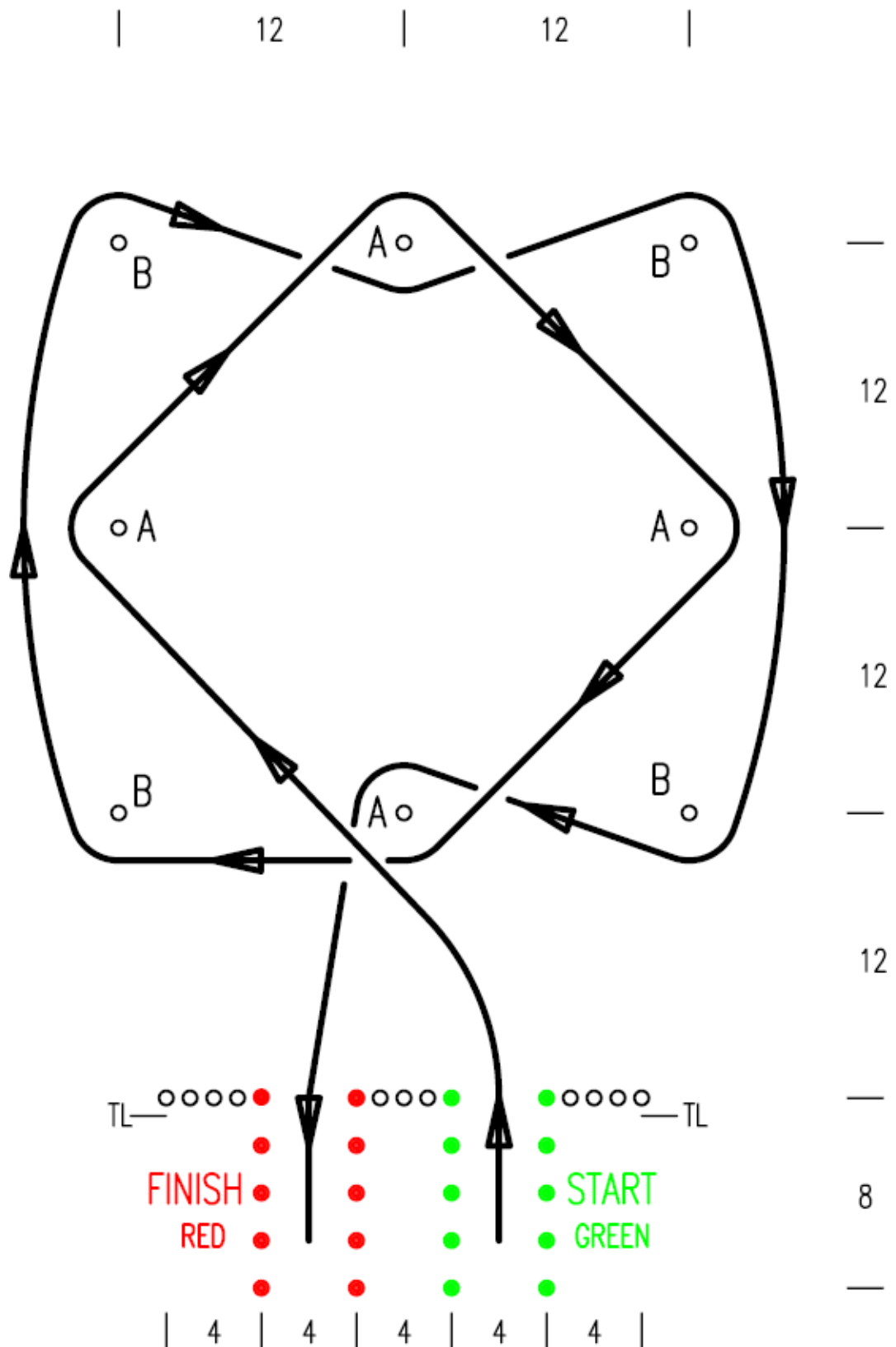
# **Diamond Slalom**

**Forward:** →

**Timing line (0.5 - 1m):** TL—

**Length:** 44m

**Width:** 24m



**Similar test layouts:** Pg. 162,163,164,165,166,168,169,199



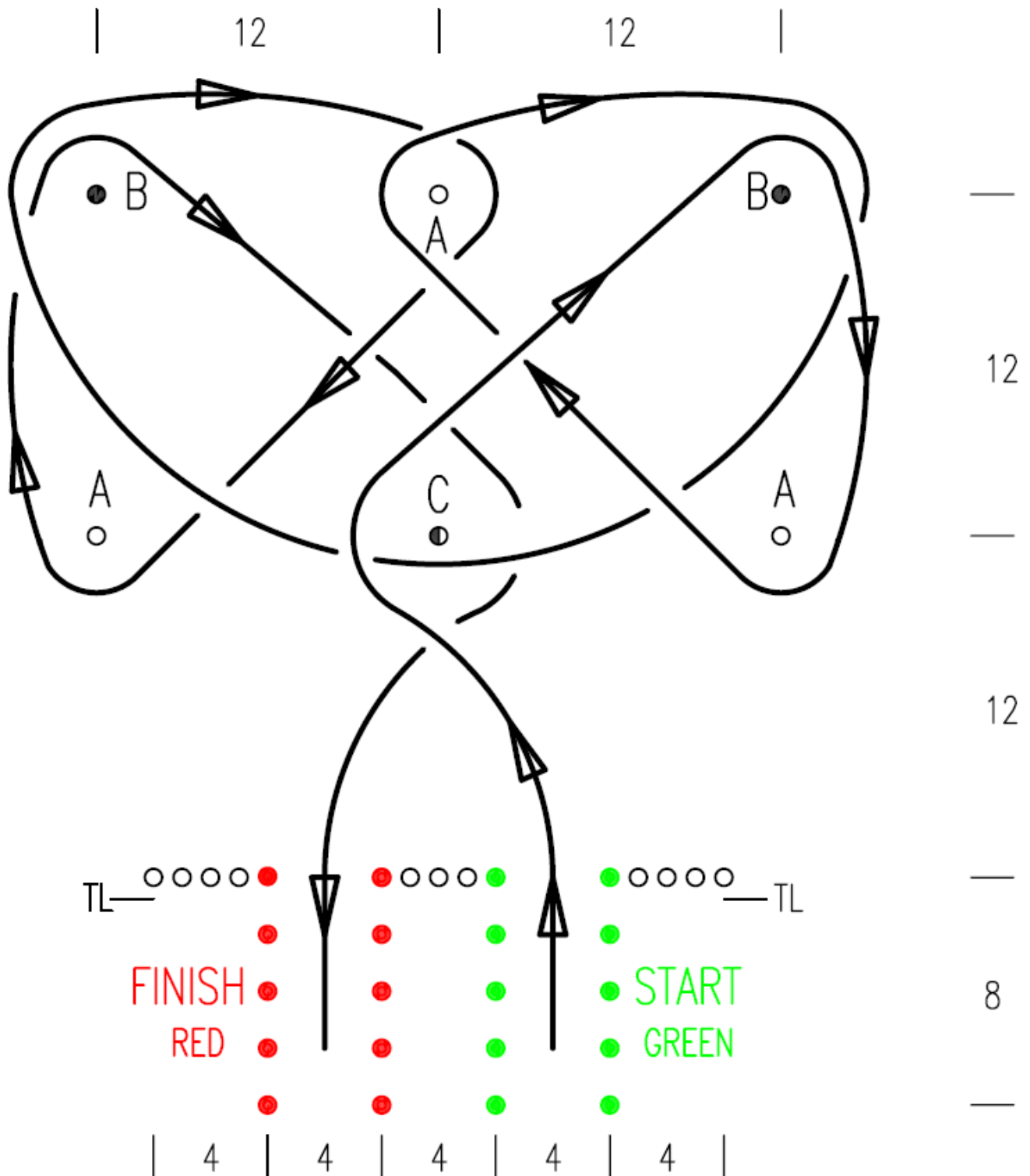
Try angles

Forward: →

Timing line (0.5 - 1m): TL—

Length: 32m

Width: 24m



Similar test layouts: Pg. 162,163,163,165,166,167,169,199



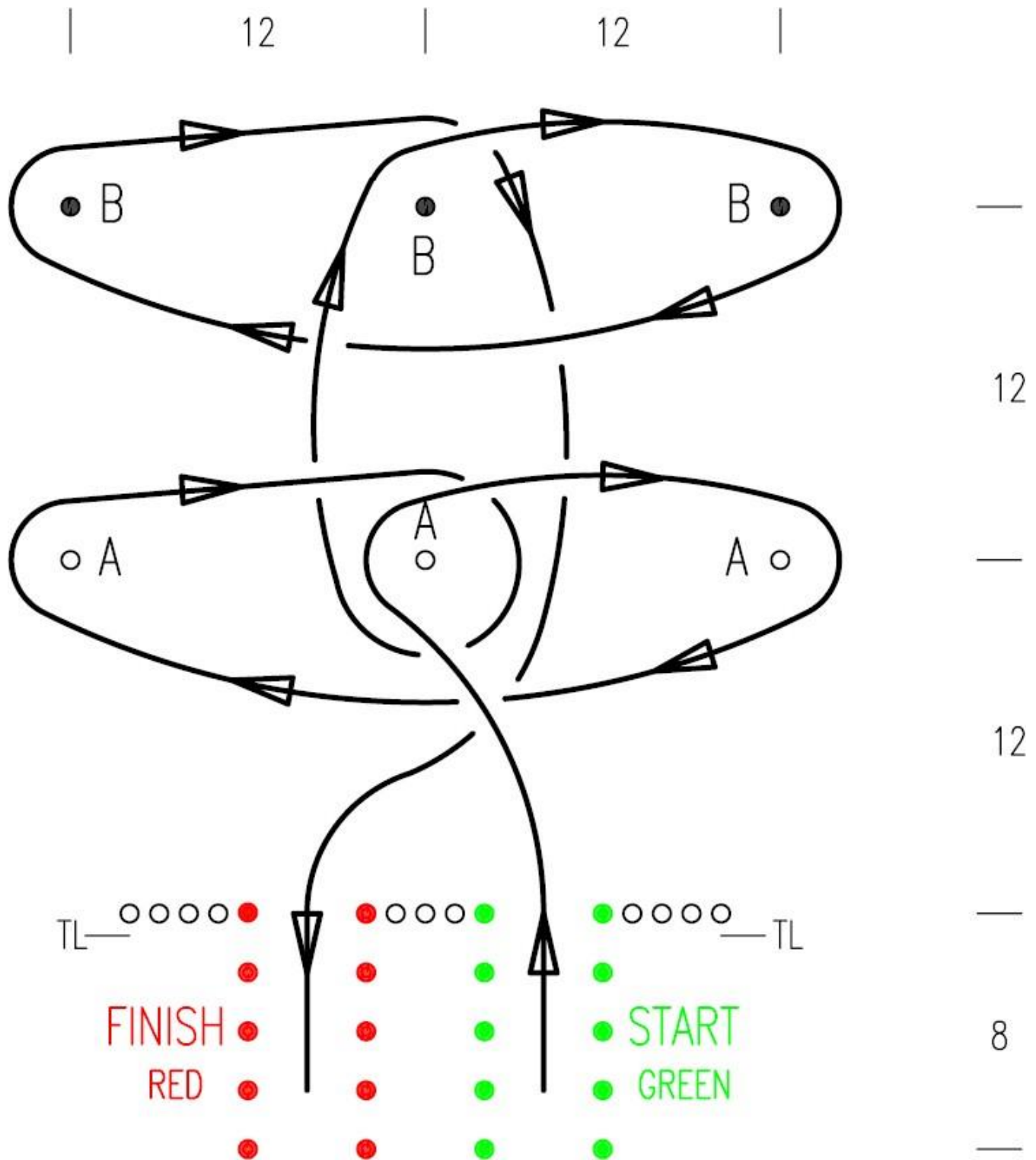
**Double Loop**

Forward: →

Timing line (0.5 - 1m): TL—

Length: 32m

Width: 24m



Similar test layouts: Pg. 162,163,164,165,166,167,168,199



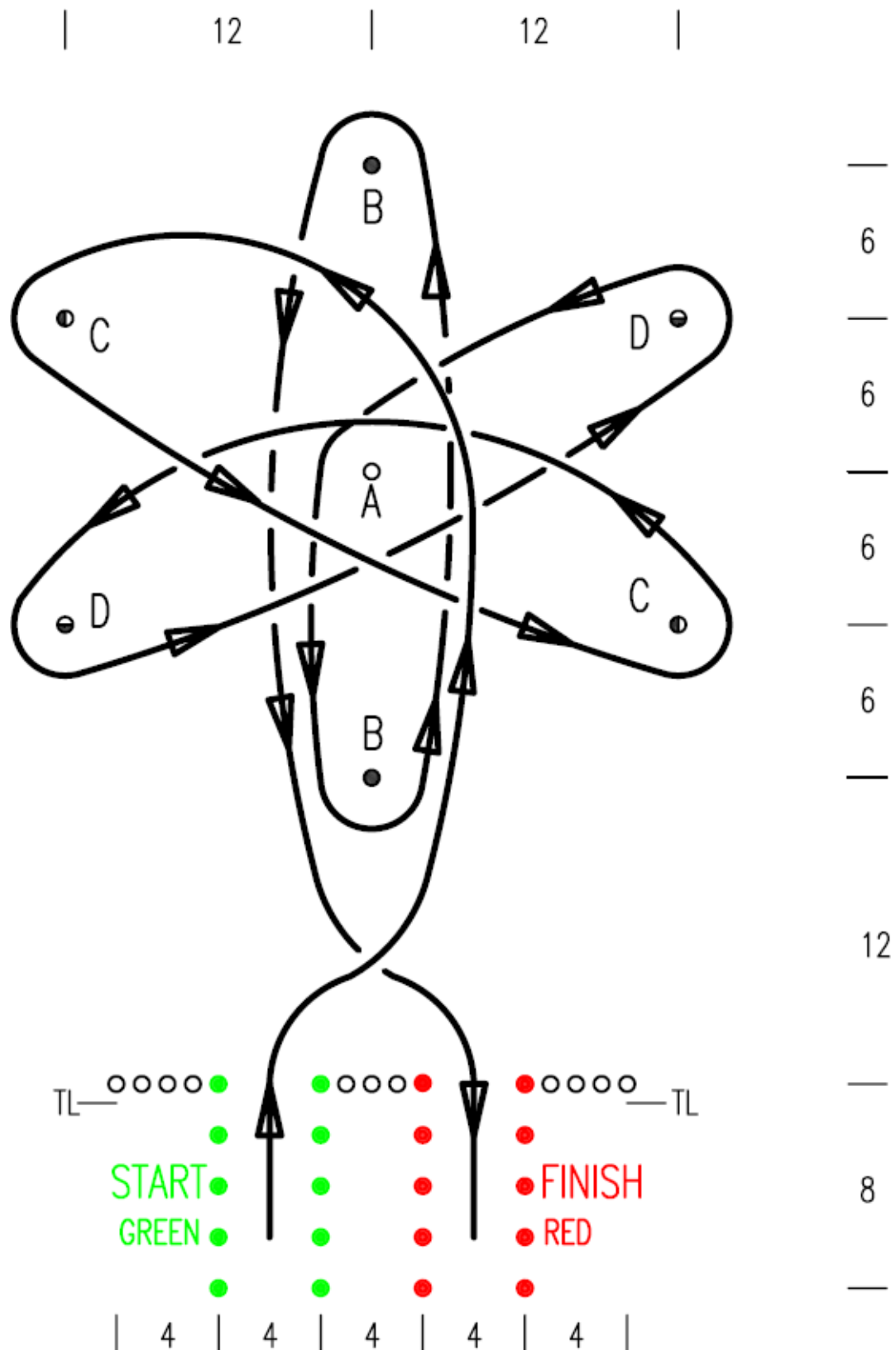
Atom

Forward: 

Timing line (0.5 - 1m): TL—

Length: 44m

Width: 24m



Similar test layouts: Pg. 171,172



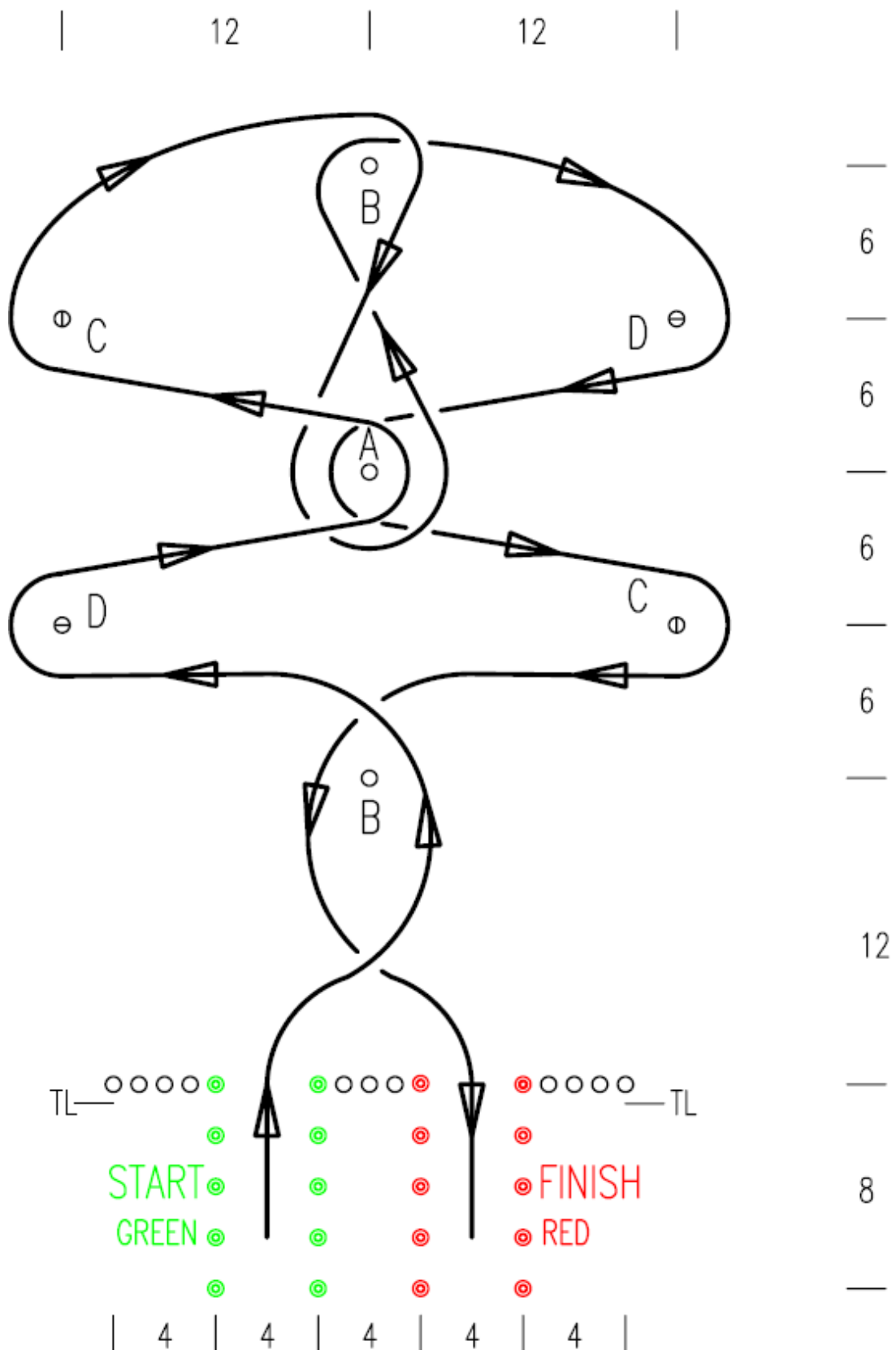
# Atom Bomb

Forward: 

Timing line (0.5 - 1m): TL—

Length: 44m

Width: 24m



Similar test layouts: Pg. 170,172



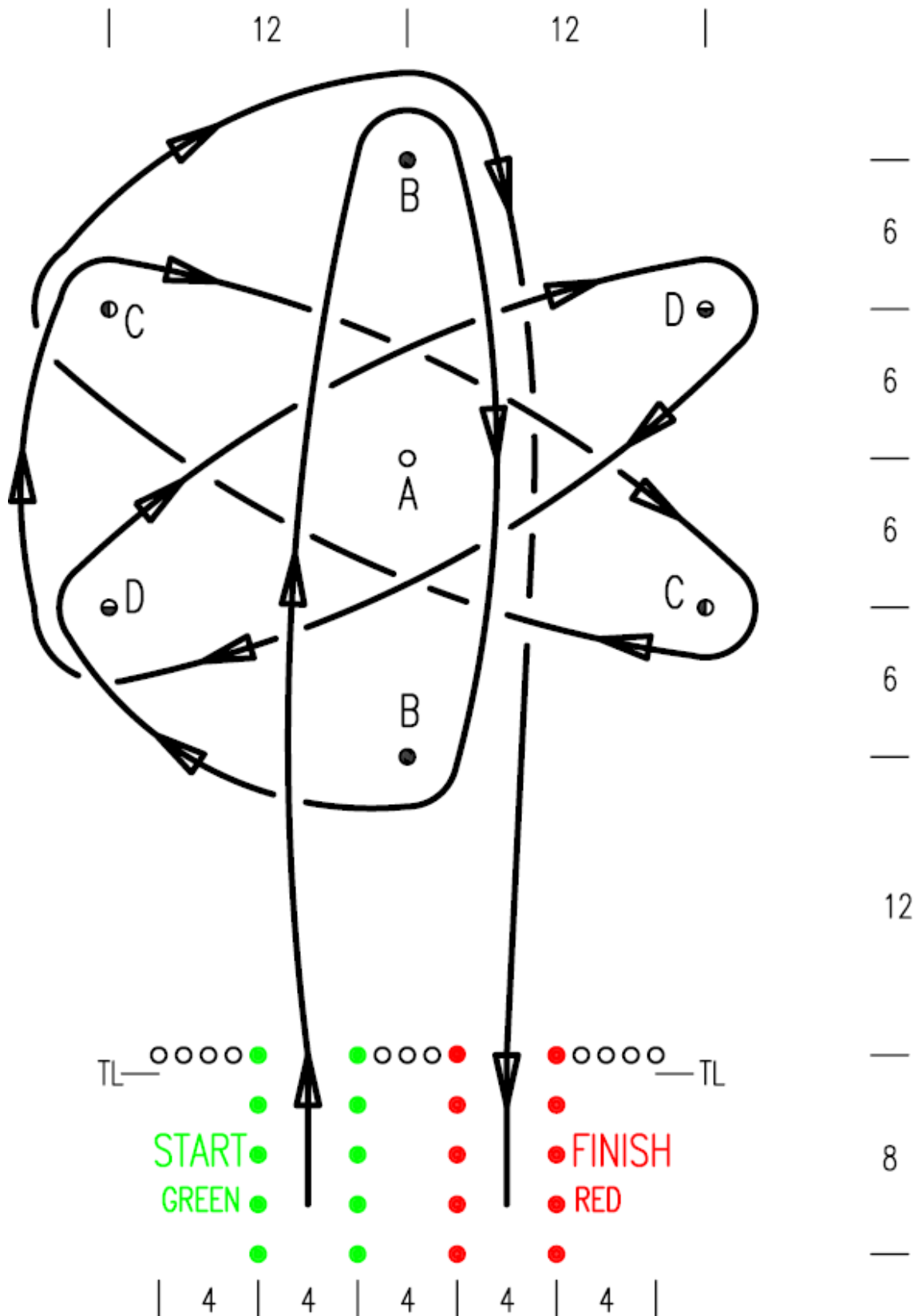
Nucleus

Forward: →

Timing line (0.5 - 1m): TL—

Length: 44m

Width: 24m



Similar test layouts: Pg. 170,171



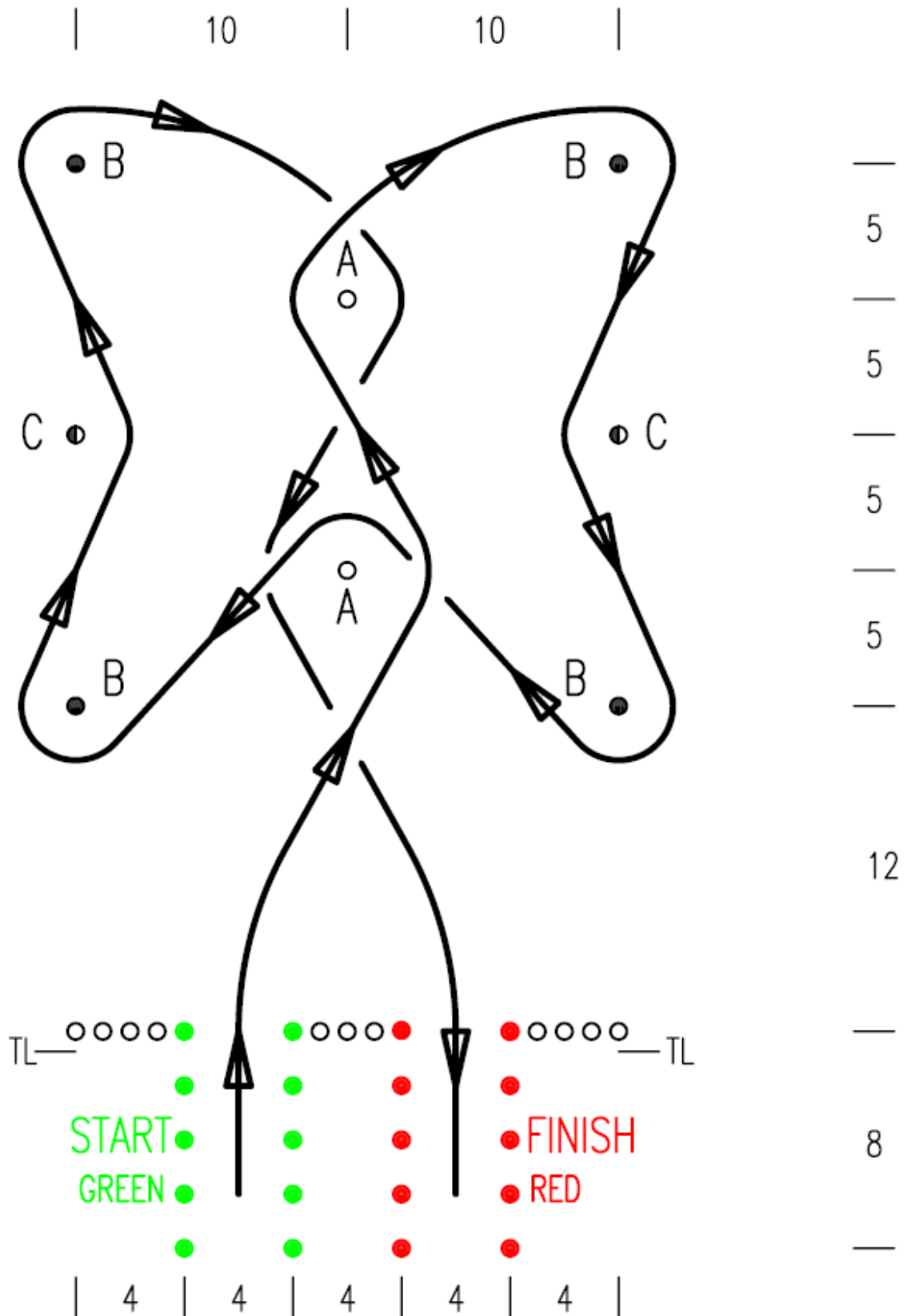
## Butterfly

**Forward:** 

### Timing line (0.5 - 1m): TL-

**Length:** 40m

**Width:** 20m



**Similar test layouts: Pg. 174**



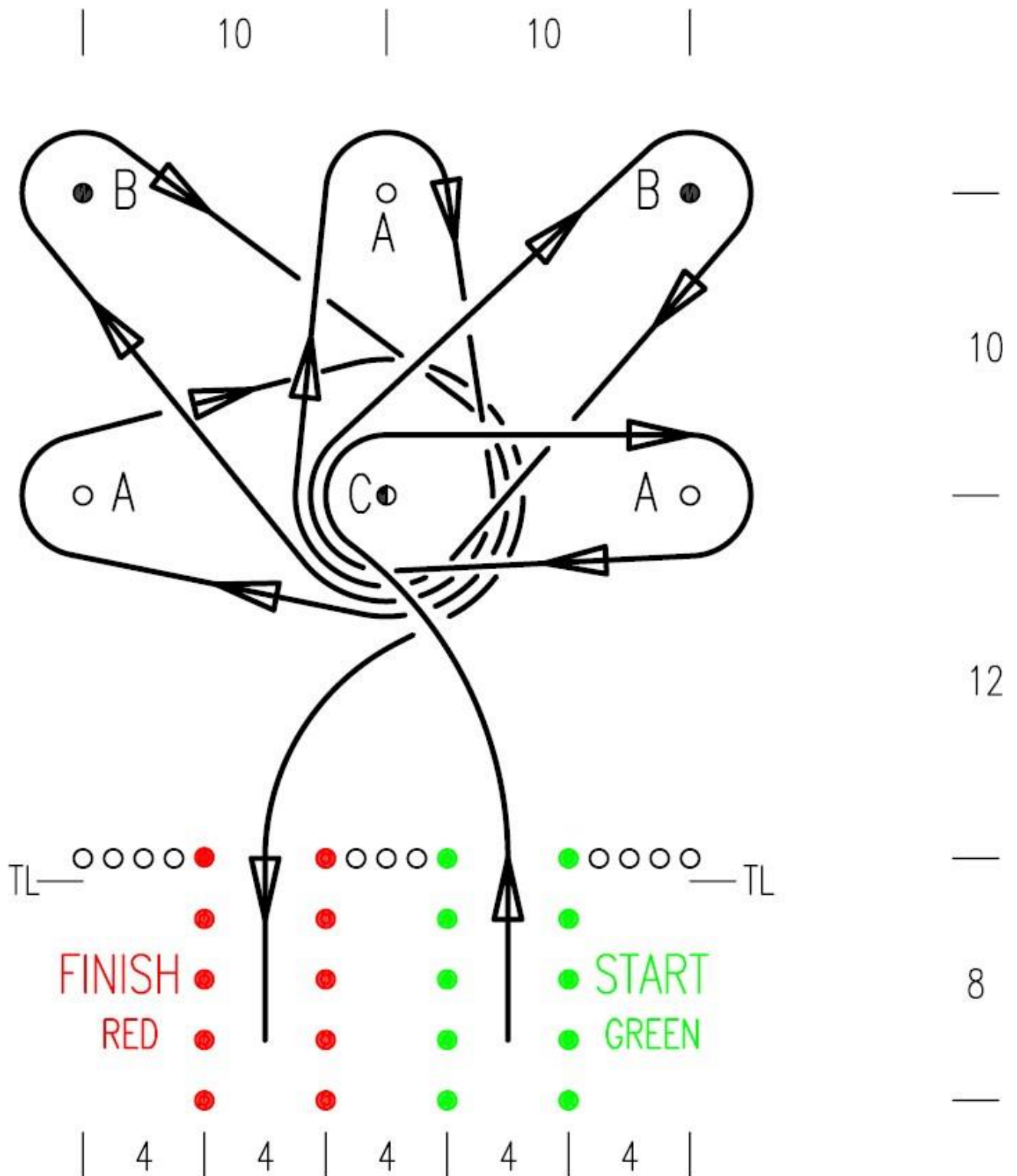
# **Multiple Loop**

**Forward:** →

**Timing line (0.5 - 1m):** TL—

**Length:** 30m

**Width:** 20m



**Similar test layouts:** Pg. 173



**Width: 24m**





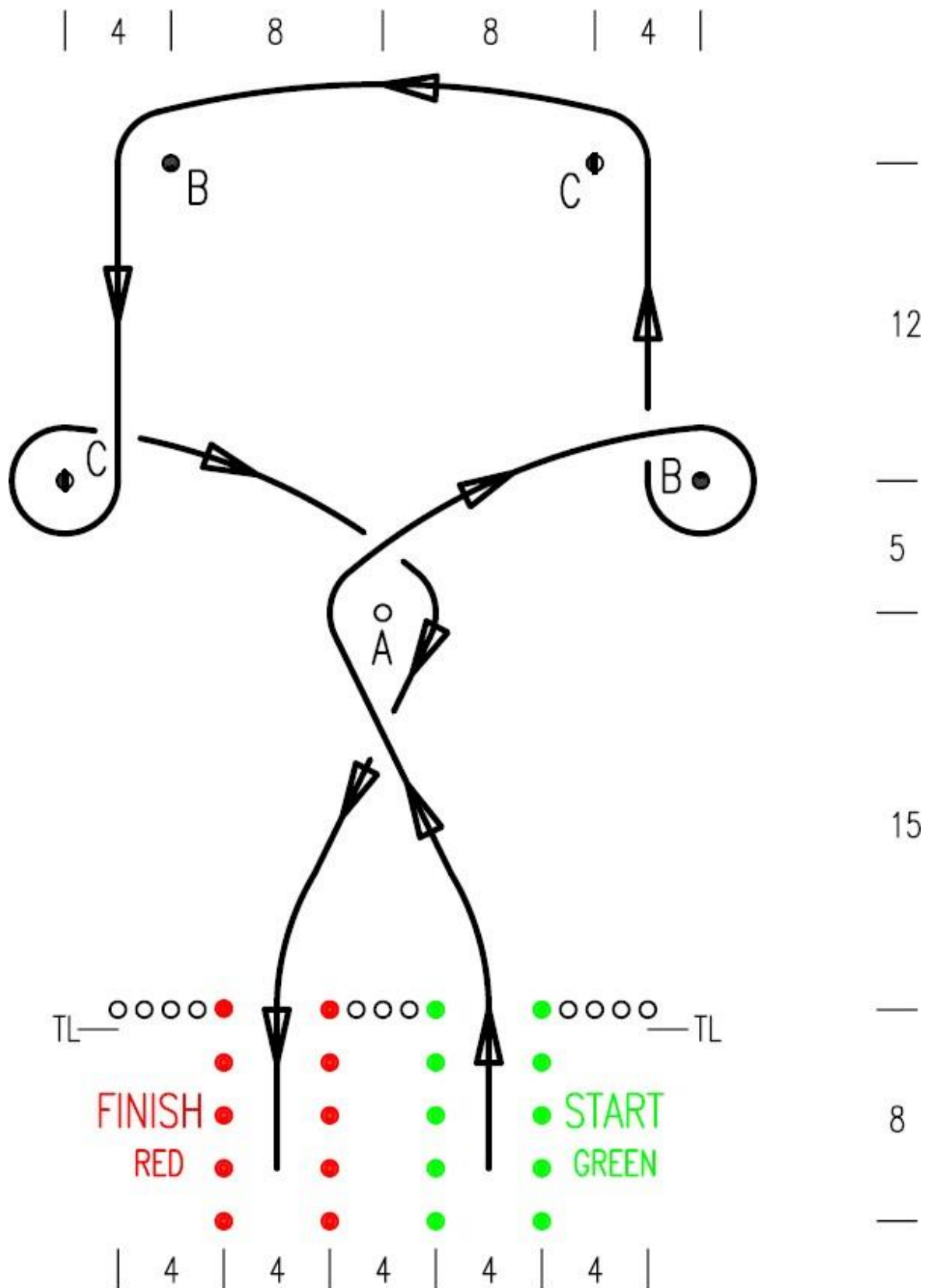
**Bowler**

**Forward:** →

**Timing line (0.5 - 1m): TL—**

**Length: 40m**

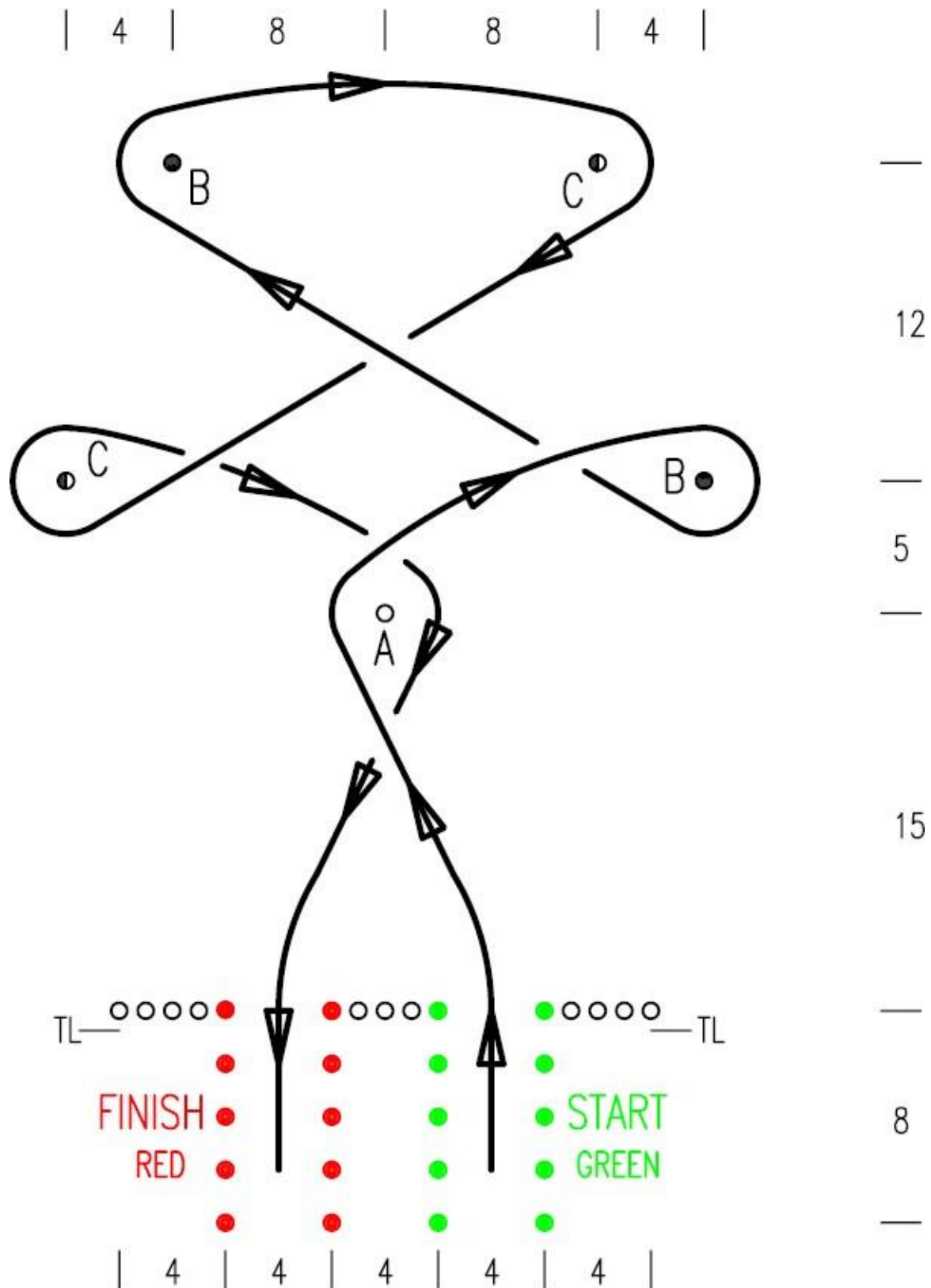
**Width: 24m**



**Similar test layouts:** Pg. 175,177,178



**Width: 24m**



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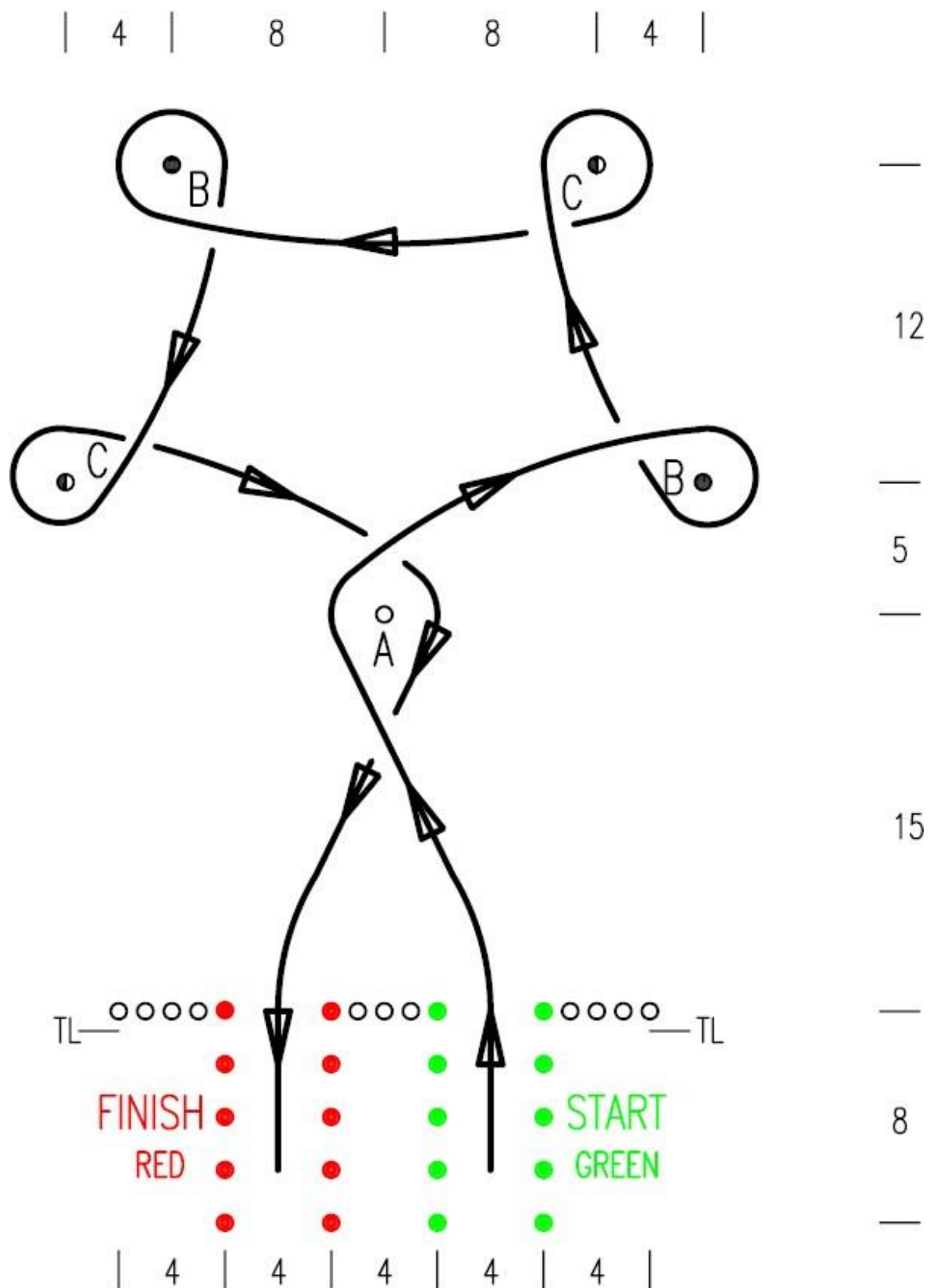
## Pentagon

Forward: 

**Timing line (0.5 - 1m):** TL—

**Length: 40m**

**Width: 24m**



**Similar test layouts:** Pg. 175,176,177



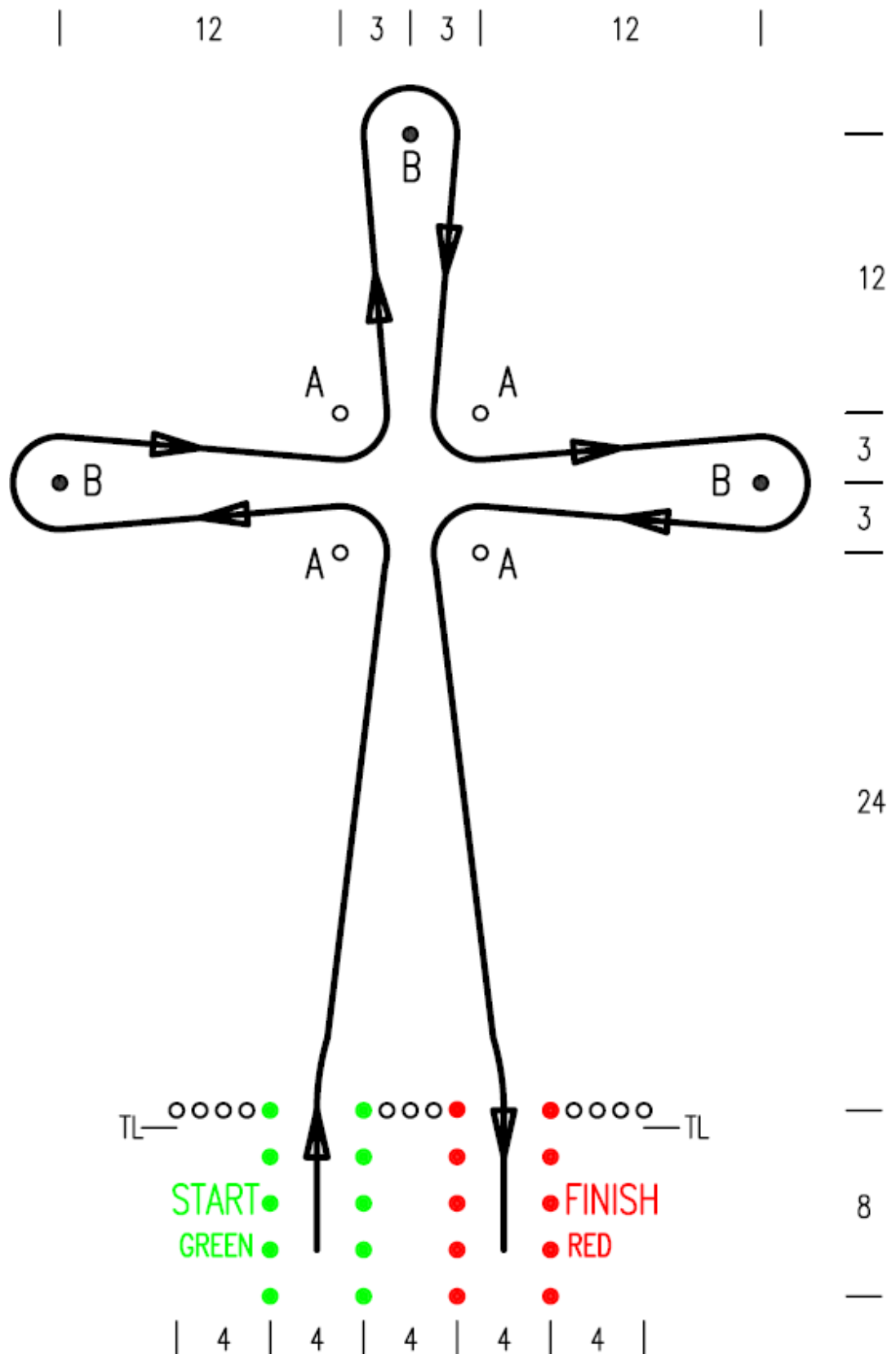
# **Trefoil**

**Forward:** →

**Timing line (0.5 - 1m):** TL—

**Length:** 50m

**Width:** 30m



**Similar test layouts:** Pg. 180,181,182



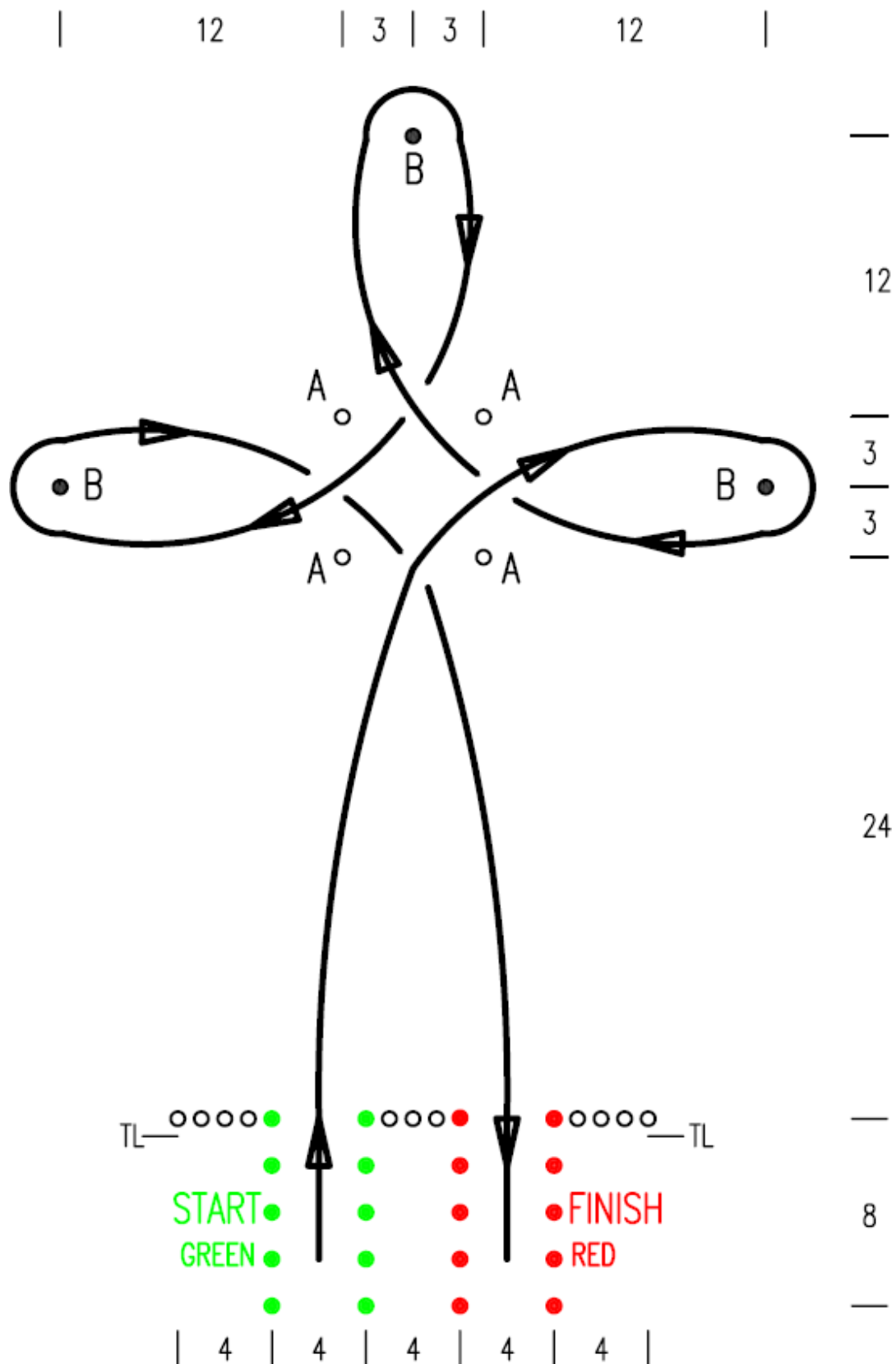
Fluer-de-lis

Forward: →

Timing line (0.5 - 1m): TL—

Length: 50m

Width: 30m



Similar test layouts: Pg. 179,181,182



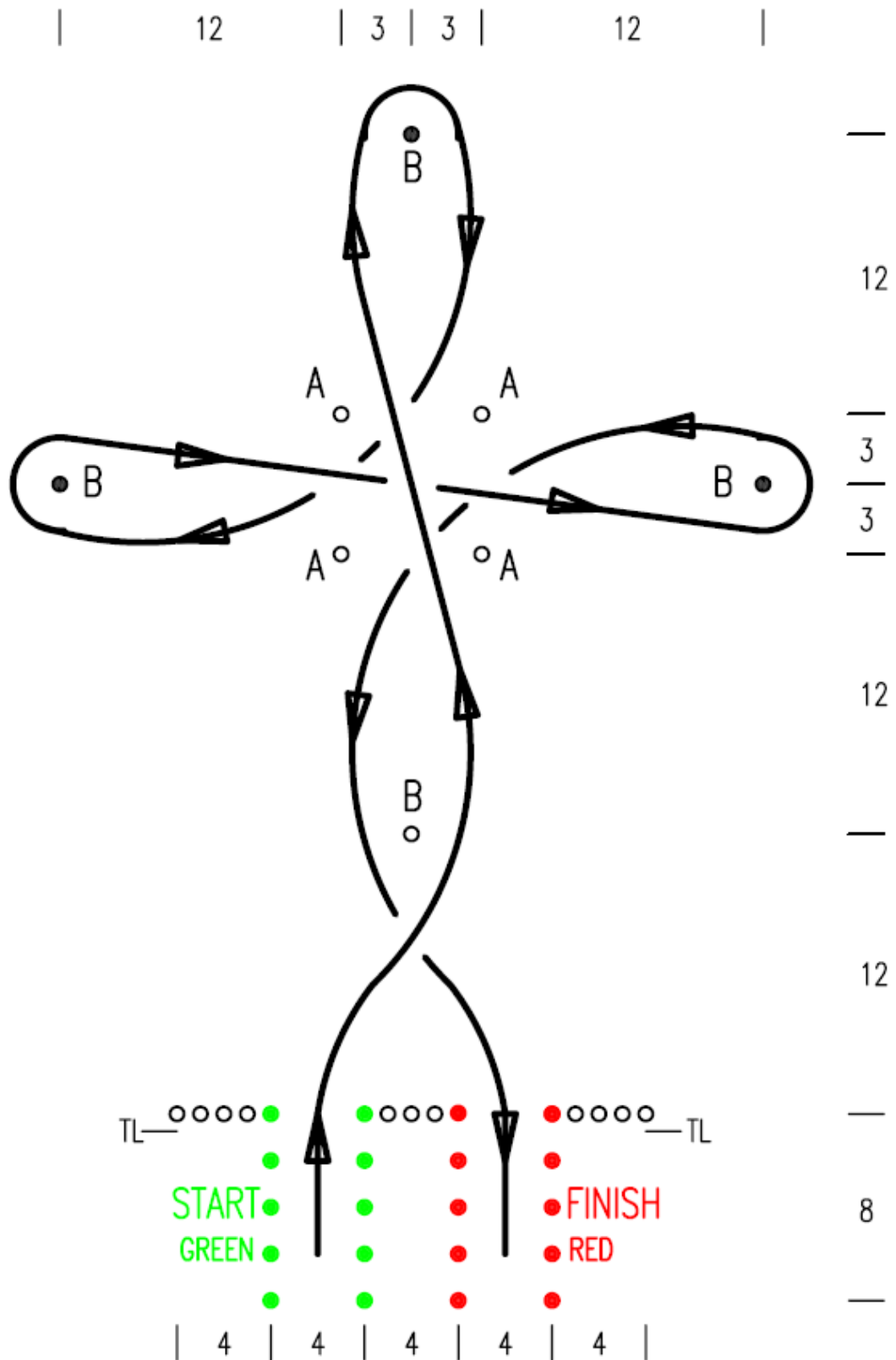
Crossed four point

Forward: →

Timing line (0.5 - 1m): TL—

Length: 50m

Width: 30m



Similar test layouts: Pg. 179,180,182



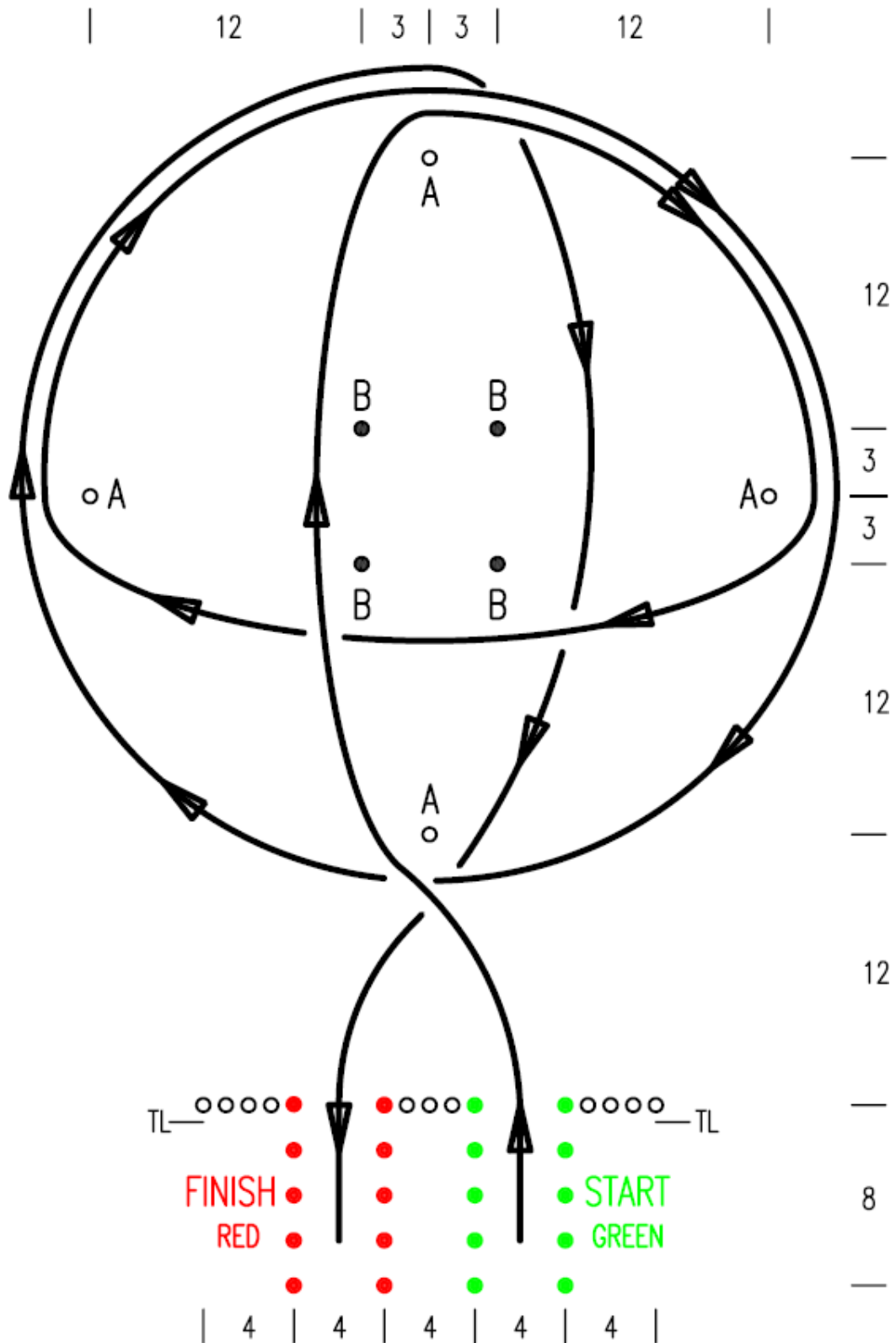
Oh what a feeling

Forward: →

Timing line (0.5 - 1m): TL—

Length: 50m

Width: 30m



Similar test layouts: Pg. 179,180,181



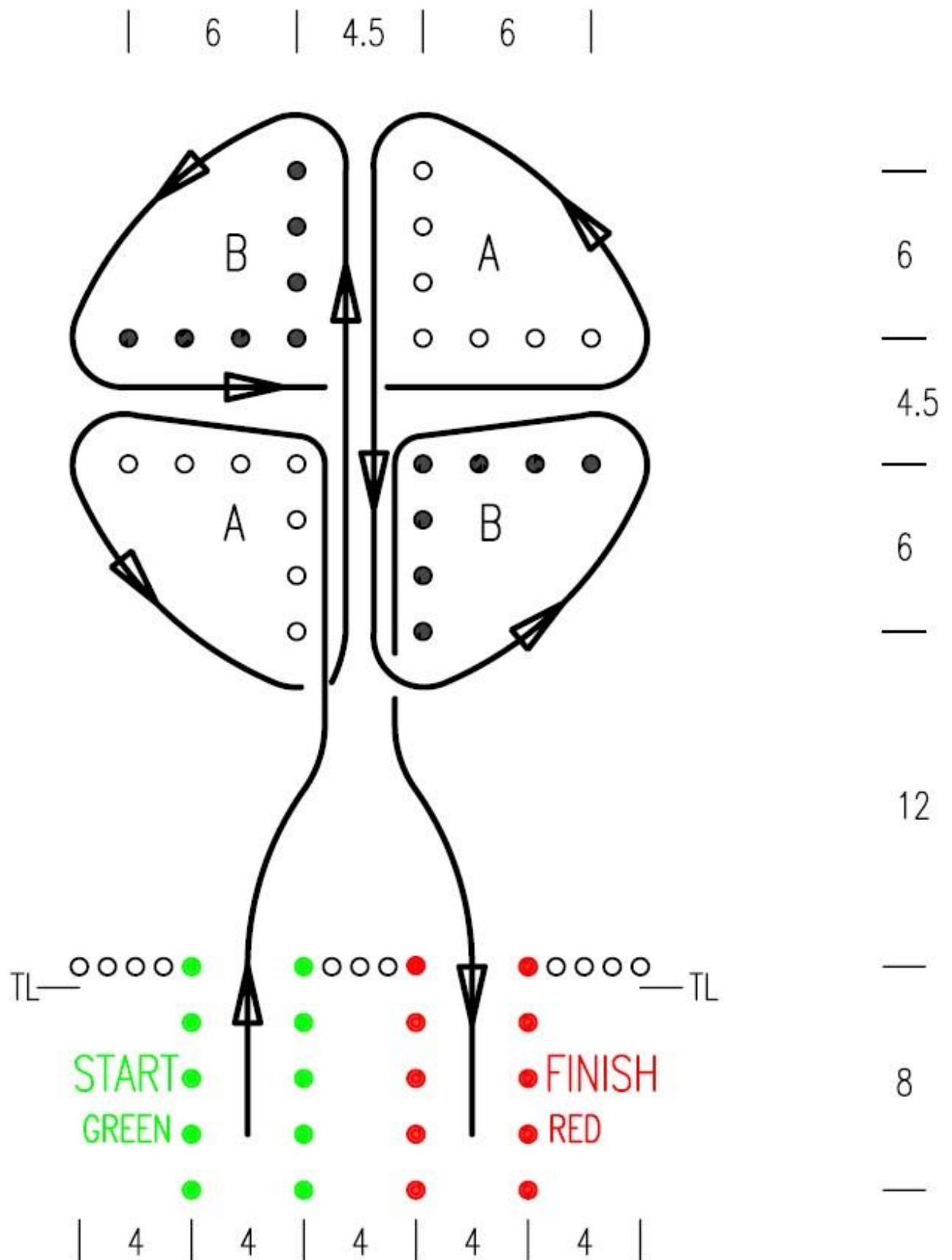
**Double Kidney**

**Forward:** →

**Timing line (0.5 - 1m):** TL—

**Length:** 36.5m

**Width:** 20m



Similar test layouts: Pg. 184,185



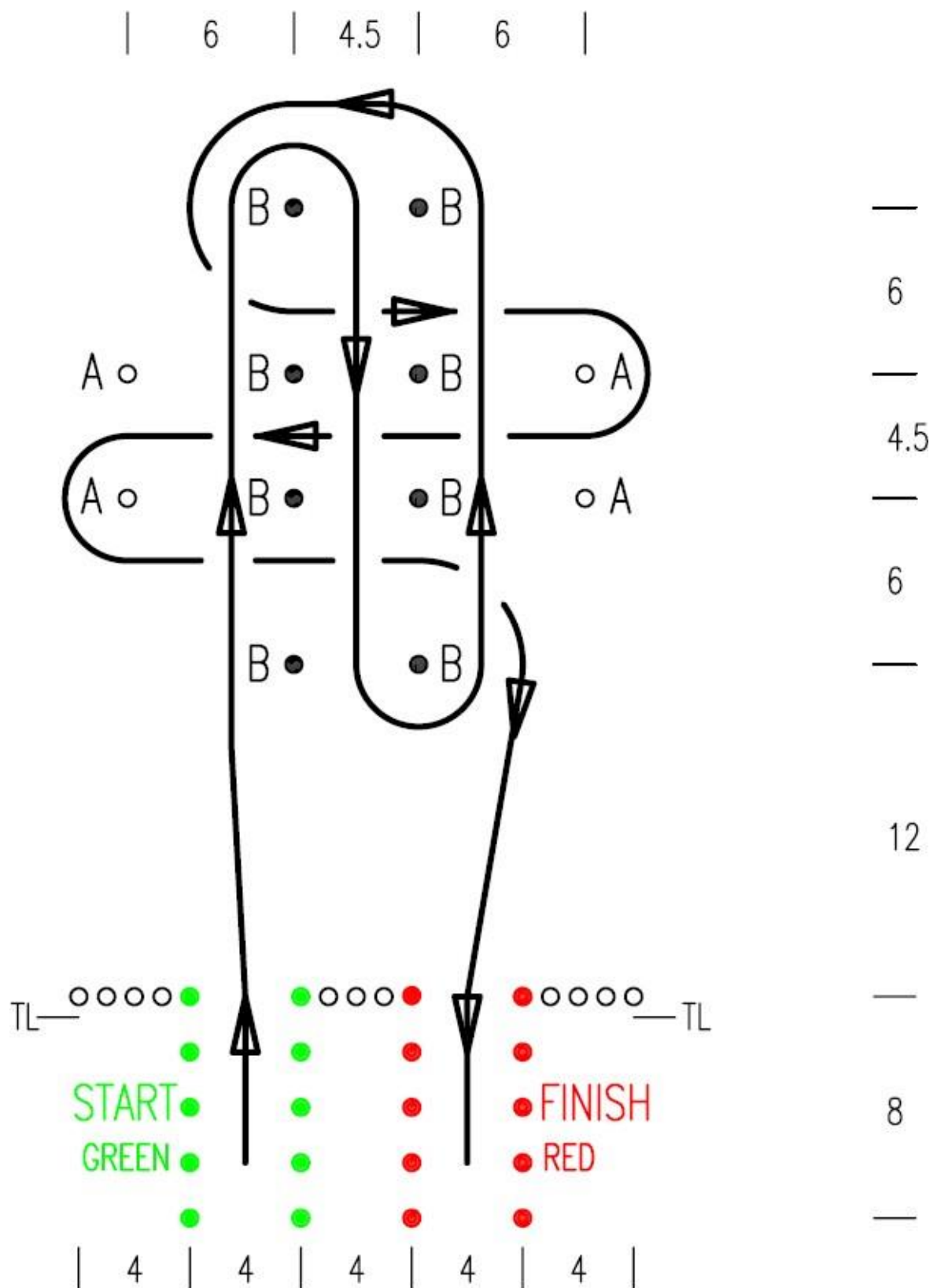
# Noughts & Crosses

Forward: →

Timing line (0.5 - 1m): TL—

Length: 36.5m

Width: 20m



Similar test layouts: Pg. 183,185



**Dollar**

The line ST must be crossed in a forward direction and then the line YZ in a reverse direction.

Turn/s and change of direction may be made at any point between the lines ST and YZ.

The turn from reverse to forward may be made in either direction.

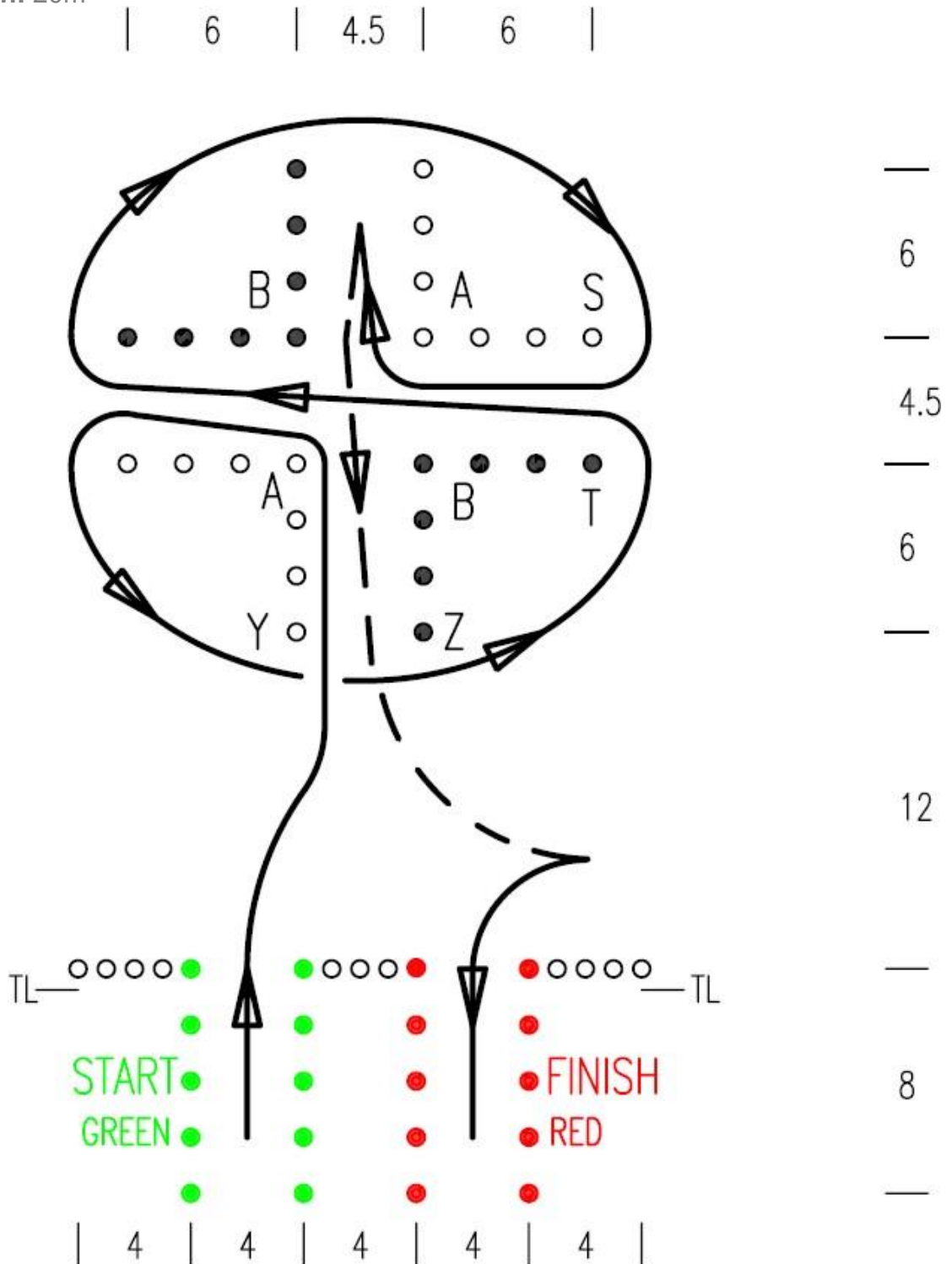
**Forward:** 

**Reverse:** - - - ➔

### Timing line (0.5 - 1m): TL-

**Length: 56.5m**

**Width:** 20m



**Similar test layouts:** Pg. 183,184



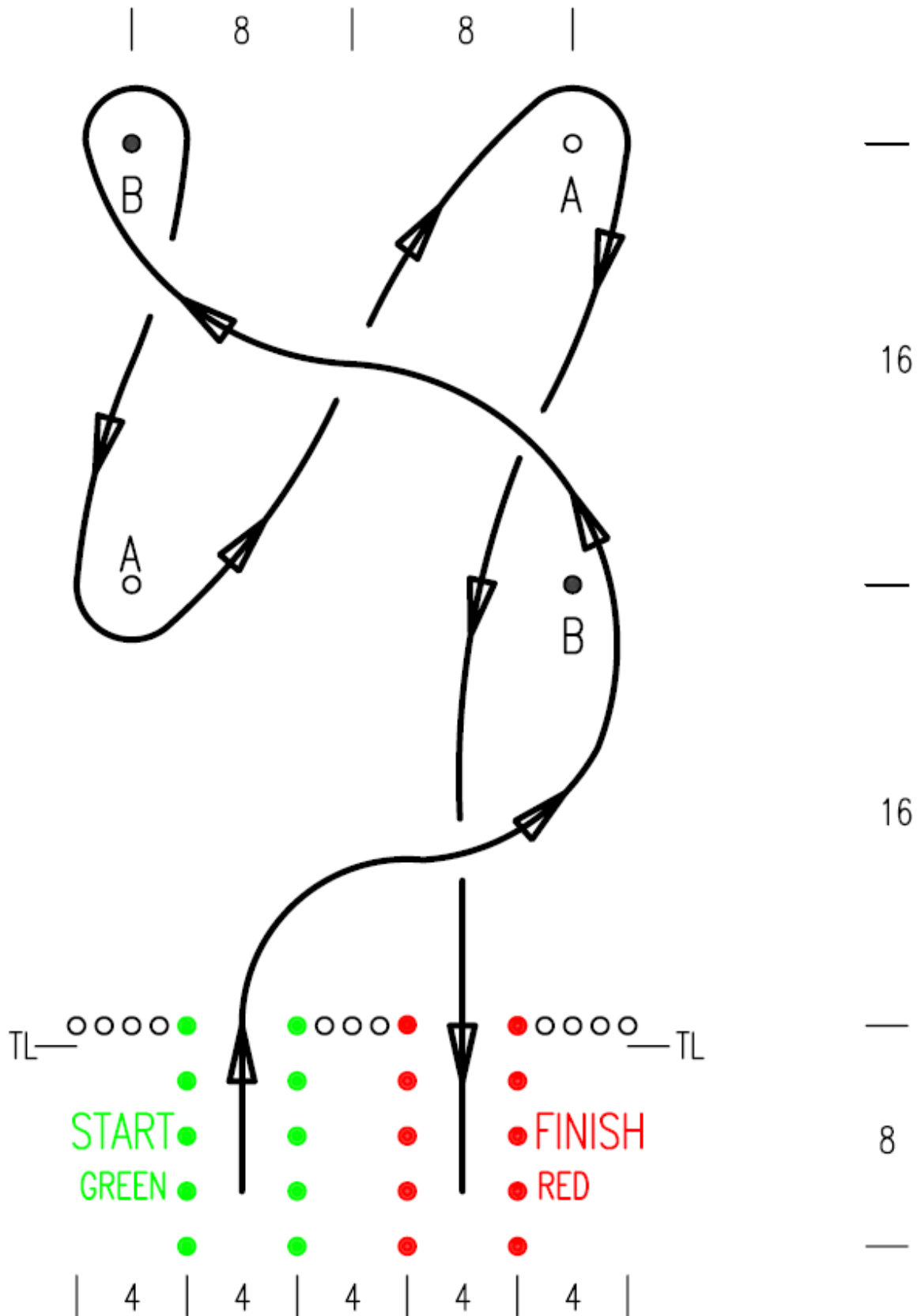
## Crazy Square

**Forward:** 

### Timing line (0.5 - 1m): TL-

**Length:** 40m

**Width:** 20m



**Similar test layouts: Pg. 187**



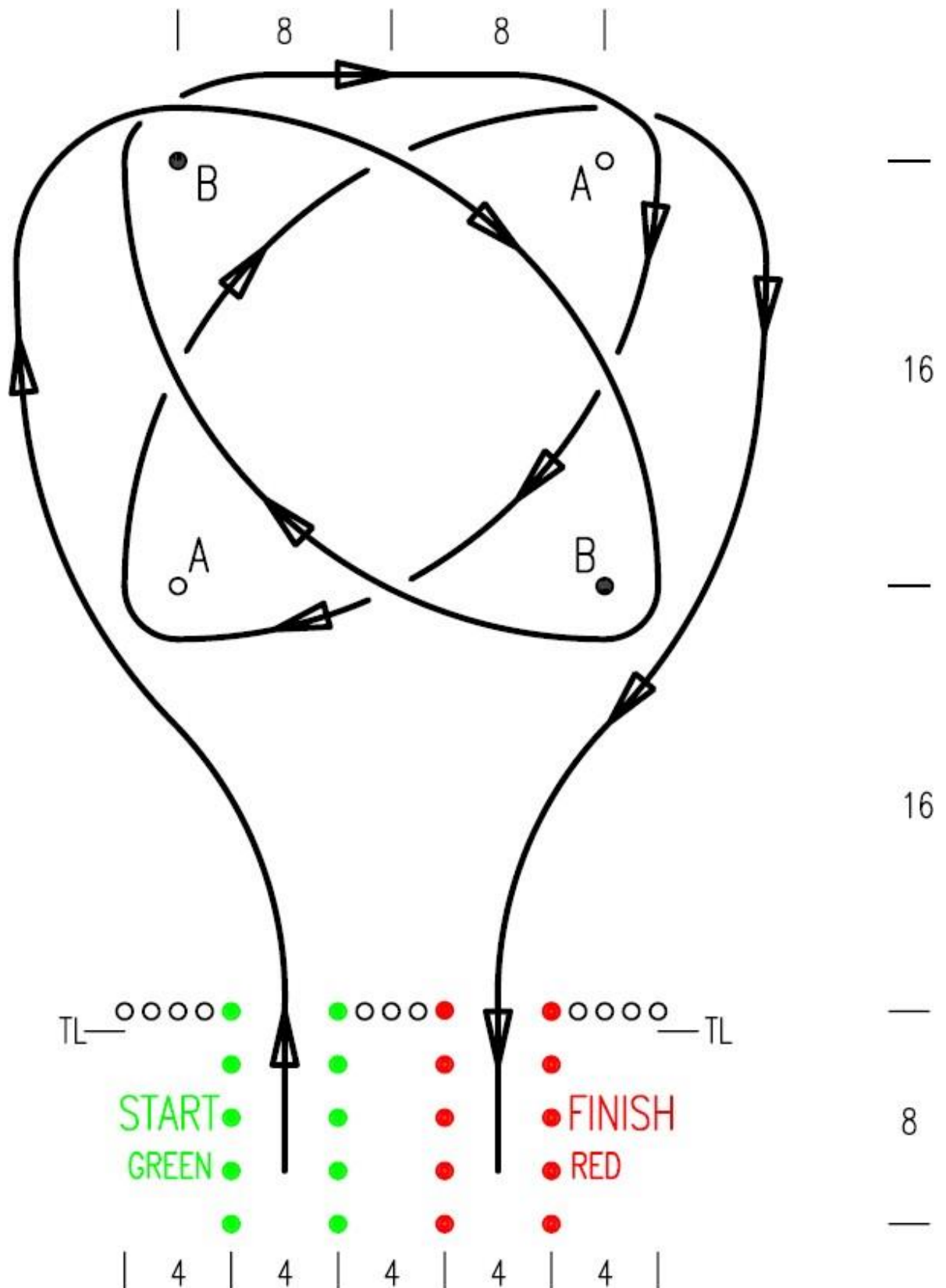
# Plumb Crazy

Forward: →

Timing line (0.5 - 1m): TL—

Length: 40m

Width: 20m



Similar test layouts: Pg. 186



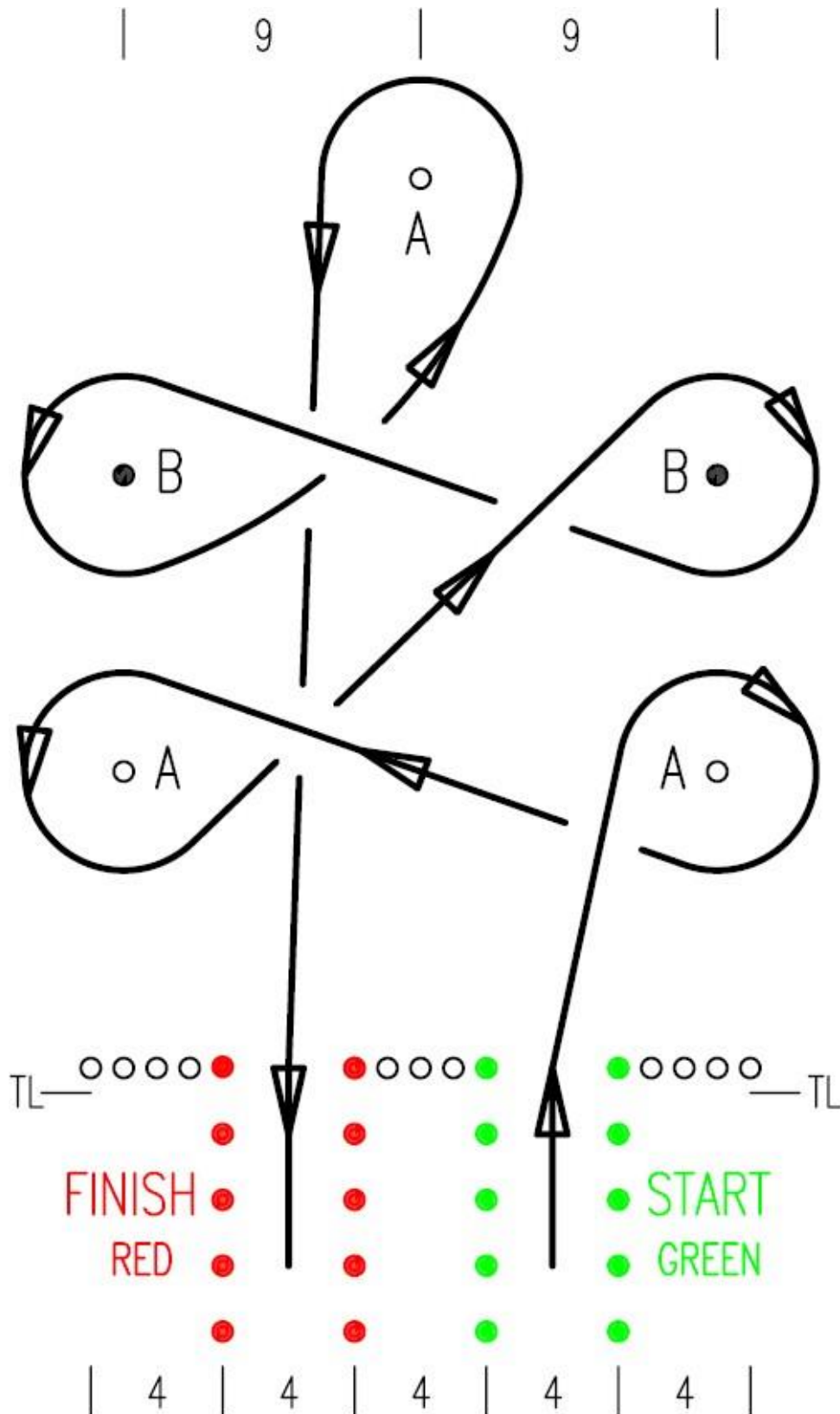
# Lazy Eight

Forward: →

Timing line (0.5 - 1m): TL—

Length: 35m

Width: 20m



Similar test layouts: Pg. 189



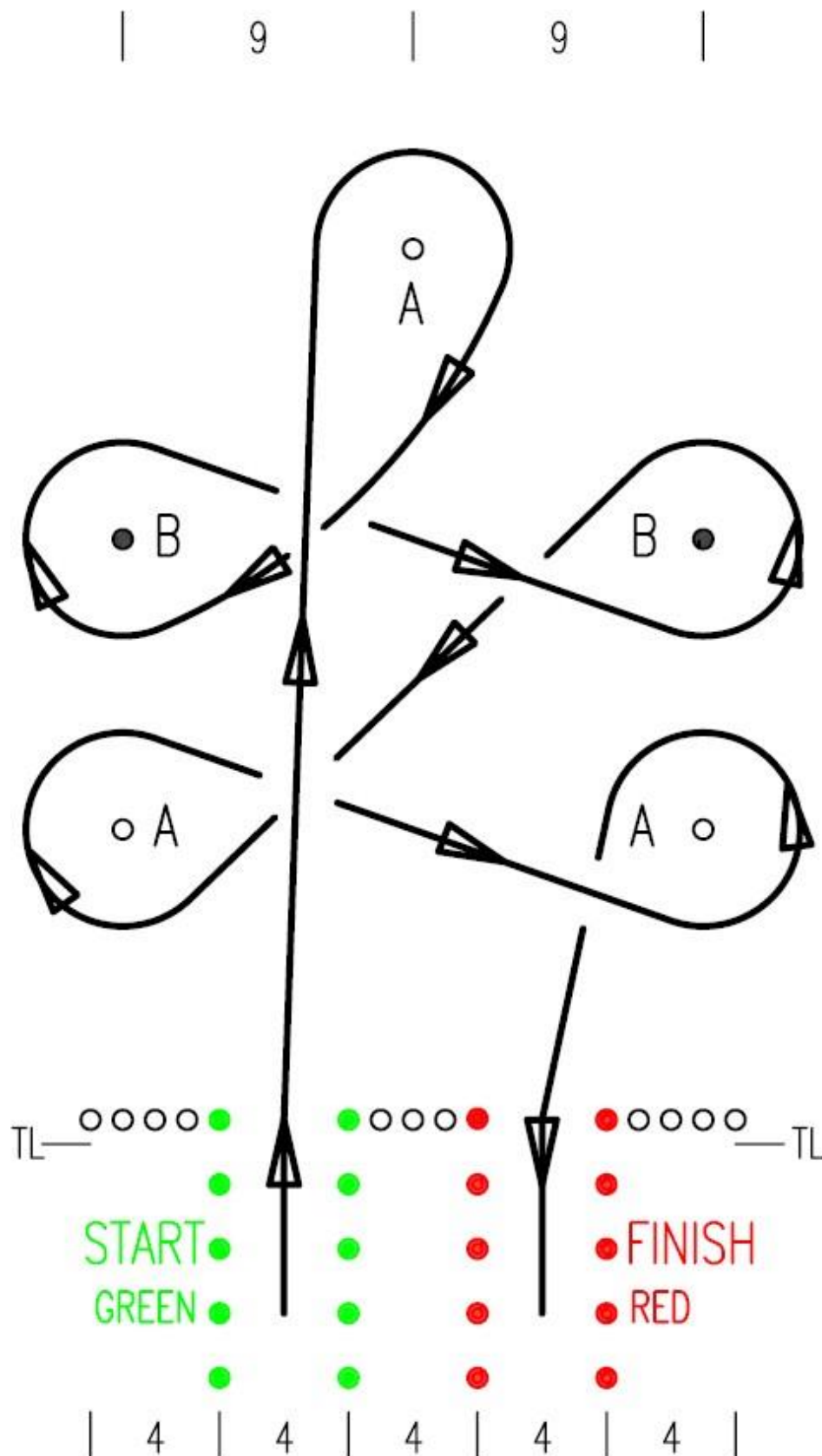
# Reverse Lazy Eight

Forward: →

Timing line (0.5 - 1m): TL—

Length: 35m

Width: 20m



Similar test layouts: Pg. 188



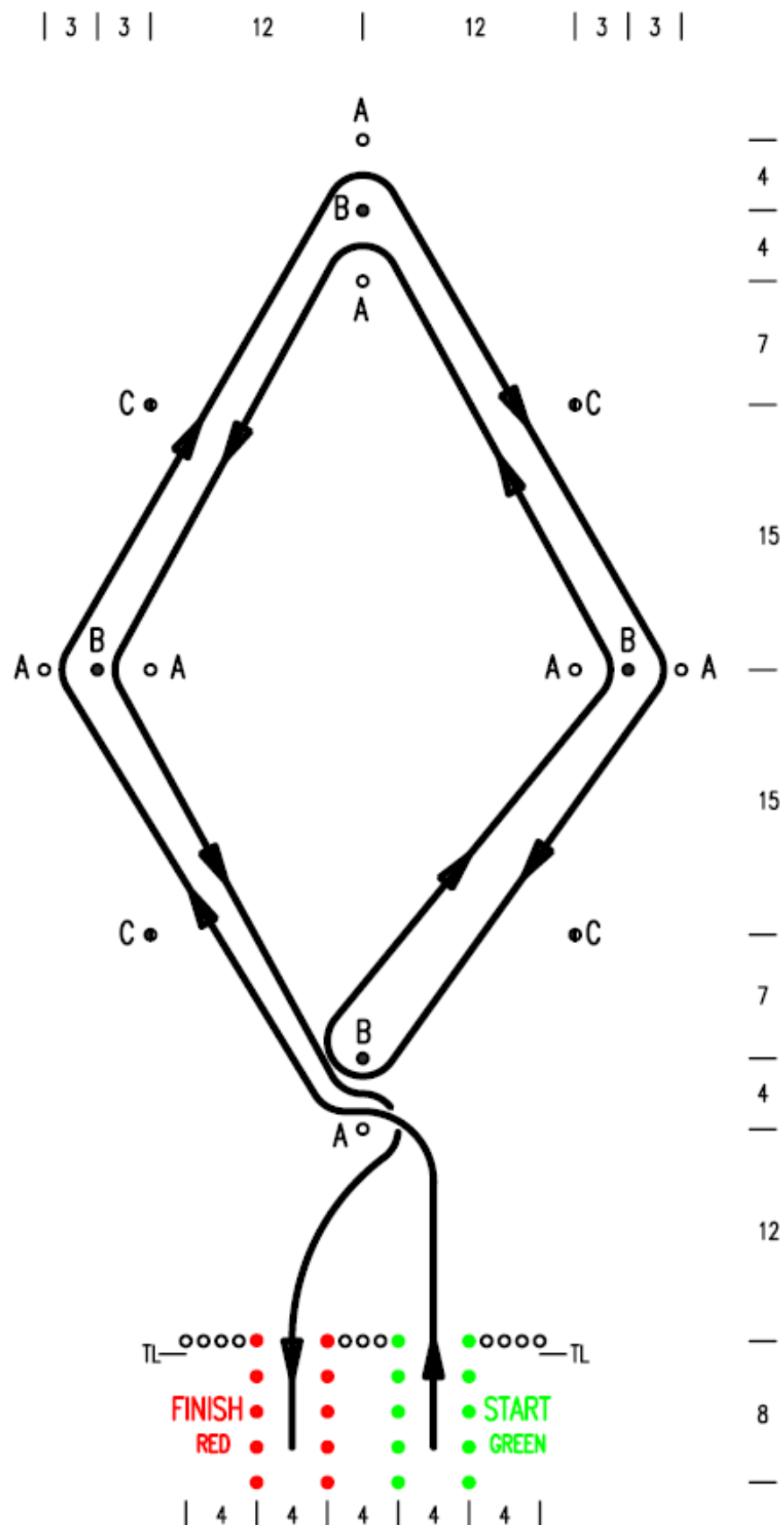
# Serpentine

Forward: →

Timing line (0.5 - 1m): TL—

Length: 68m

Width: 20m





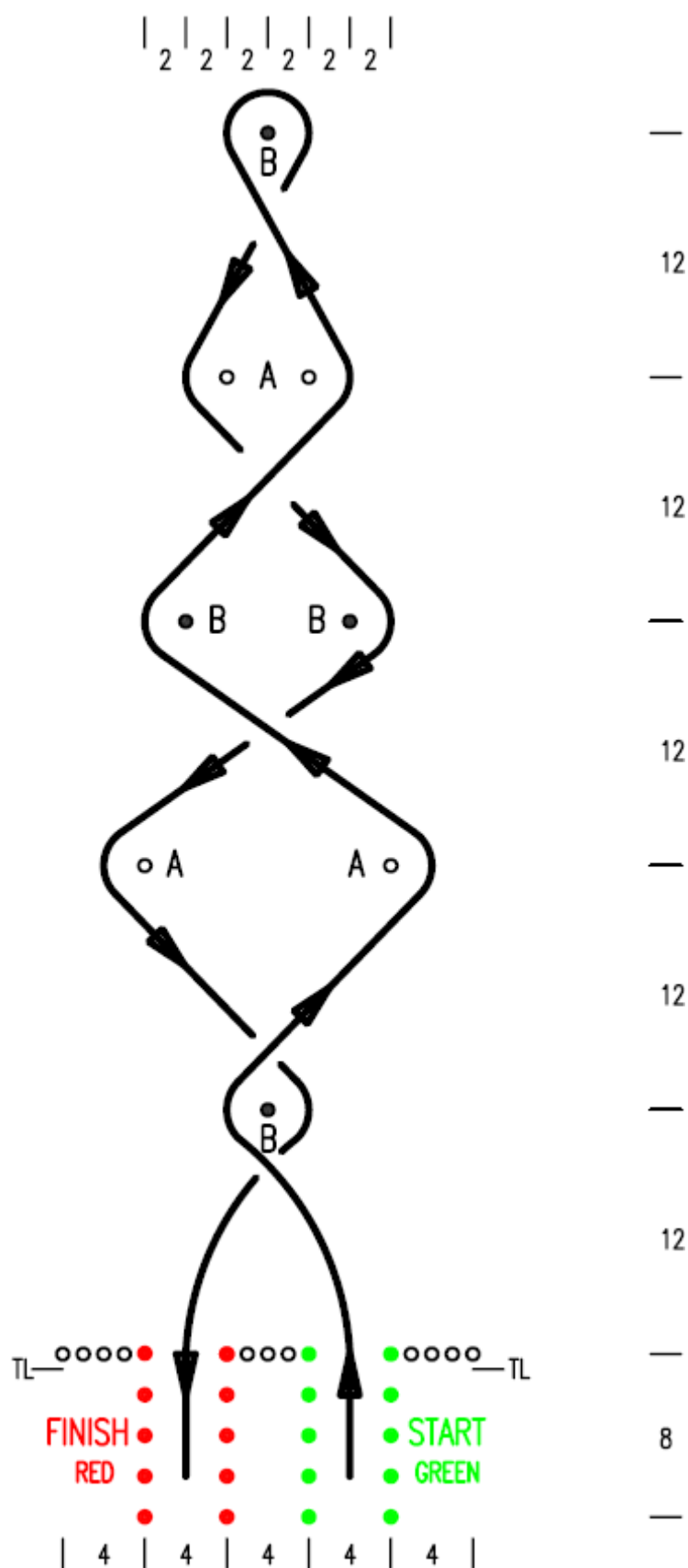
# Serpentine

Forward: →

Timing line (0.5 - 1m): TL—

Length: 68m

Width: 20m



Similar test layouts: Pg. 138,207,208



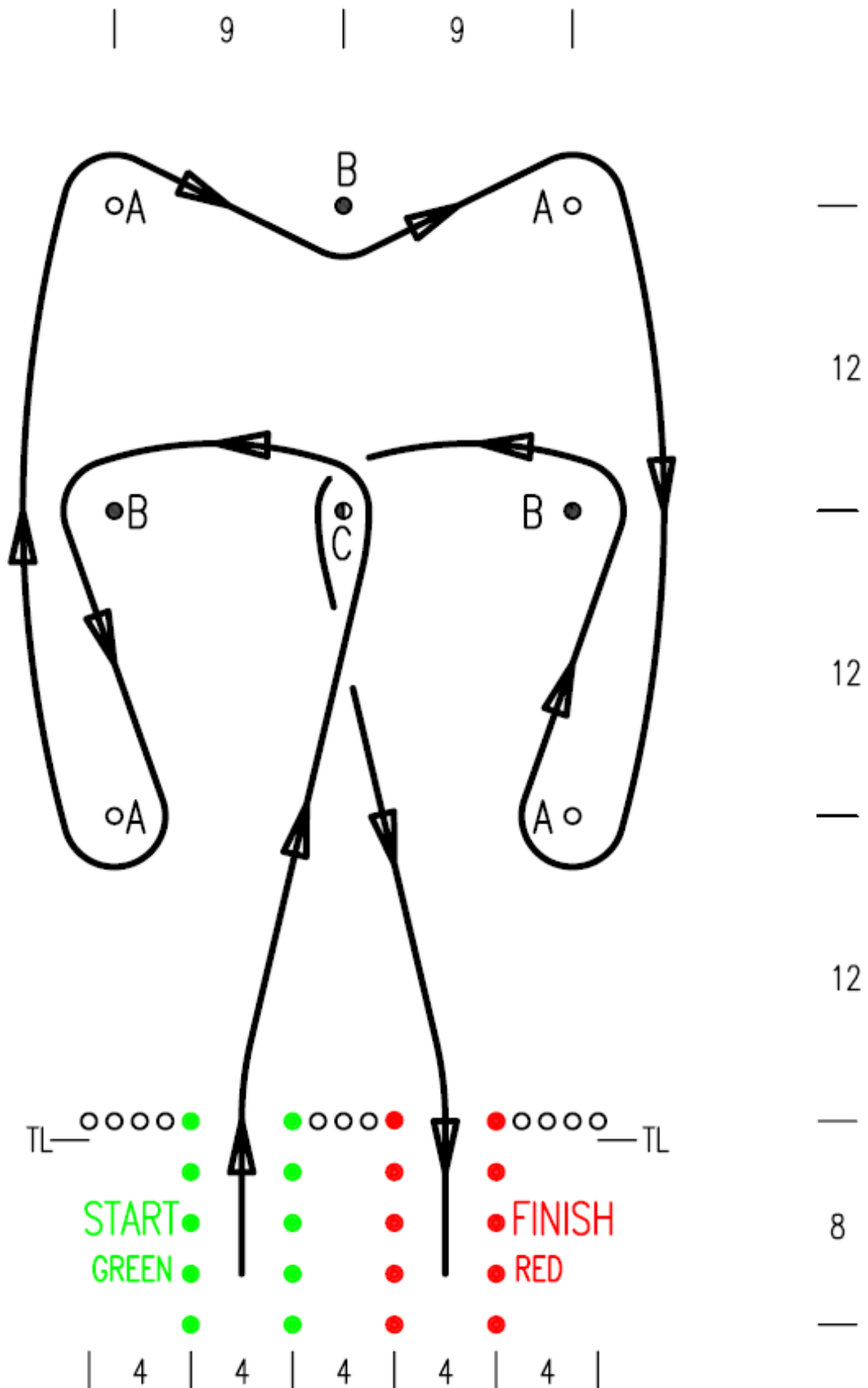
# Manoeuvring

Forward: →

Timing line (0.5 - 1m): TL—

Length: 44m

Width: 20m



Similar test layouts: Pg. 211



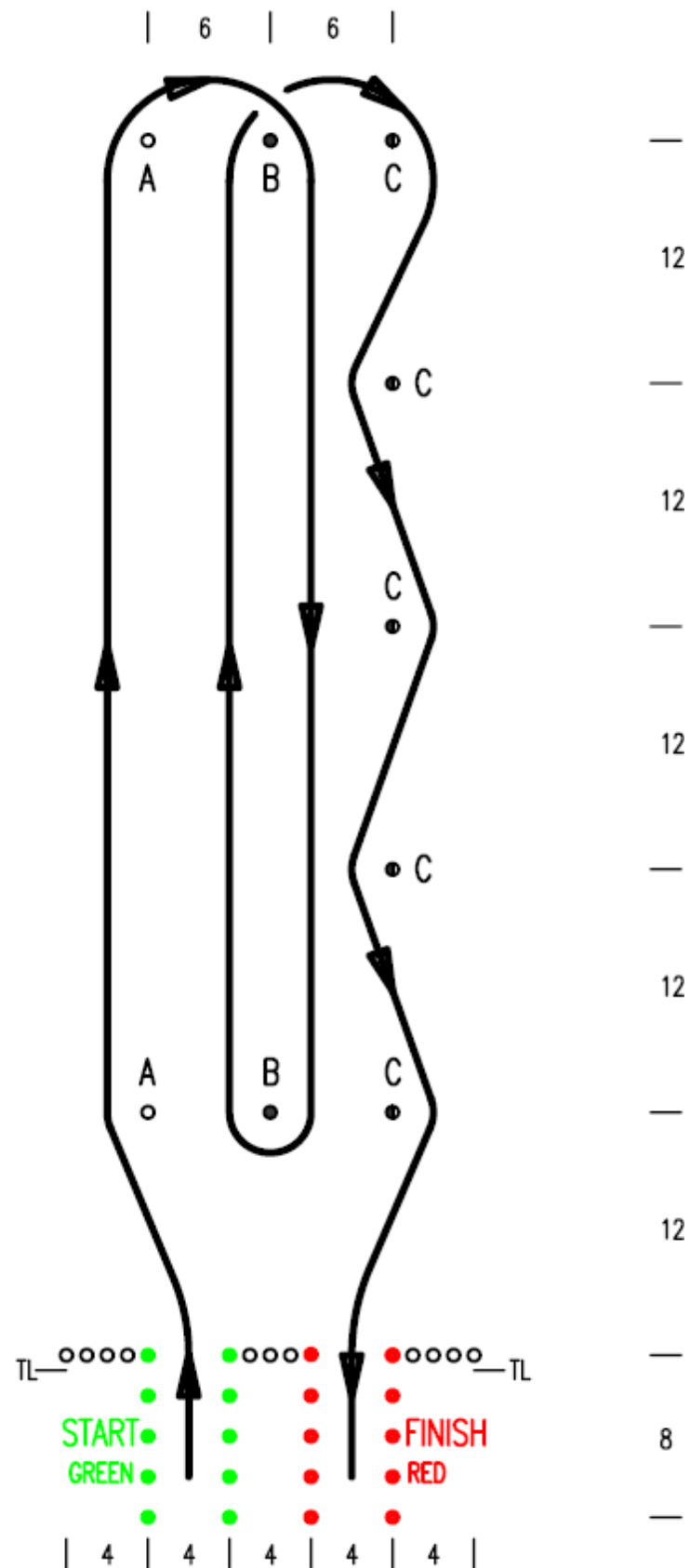
# Spiro Slalom

Forward: →

Timing line (0.5 - 1m): TL—

Length: 68m

Width: 20m



Similar test layouts: Pg. 194



# Reverse Spiro Slalom

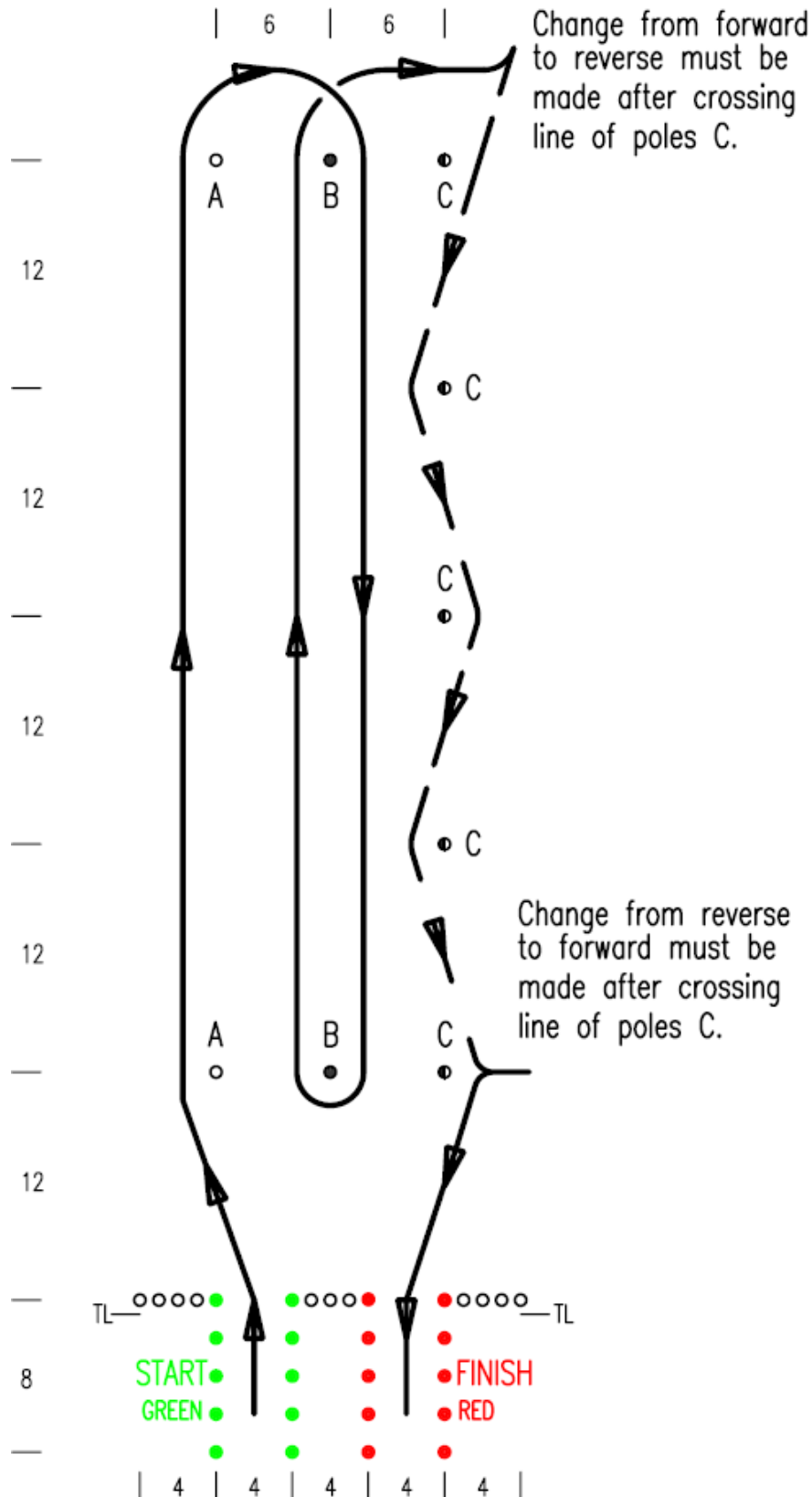
Forward: ———→

Reverse: - - - ->

Timing line (0.5 - 1m): TL—

Length: 68m

Width: 20m



Similar test layouts: Pg. 193



# Non-Championship Tests

M: Manoeuvring Test

R: Reversing Test

S: Slalom Test

Test	Type	Start	Length	Width	Flag Colours				Page
					A	B	C	D	
Bandit	M	Left	44	20	4	3	1	-	211
Double Hat	M	Left	56	20	4	1	-	-	196
Enterprise	M	Right	20	48	3	2	-	-	202
Four Leaf Clover	M	Left	37	25	4	4	4	-	209
Gable Slalom	M	Left	44	24	3	4	1	-	199
G.M.	M	Left	58	26	22	3	2	-	205
Goblet	S	Left	50	36	3	4	-	-	200
Half Dozen Gates	R	Left	37	25	4	4	4	-	210
Happy Birthday	M	Left	44	24	3	2	-	-	197
Pine Tree	M	Right	68	20	4	4	-	-	208
Reverse Tee Garage	R	Right	38	48	13	4	-	-	204
Reverse Tee Slalom	R	Right	20	48	1	5	-	-	203
Spearhead	R	Right	68	20	4	6	-	-	207
Track 86	M	Right	62	25	7	6	-	-	212
Twin Garages	R	Right	52	28	22	3	2	-	206
Vee Slalom	S	Left	50	36	3	4	-	-	201
World Tour	M	Left	44	24	1	2	1	-	198



**Width: 20m**





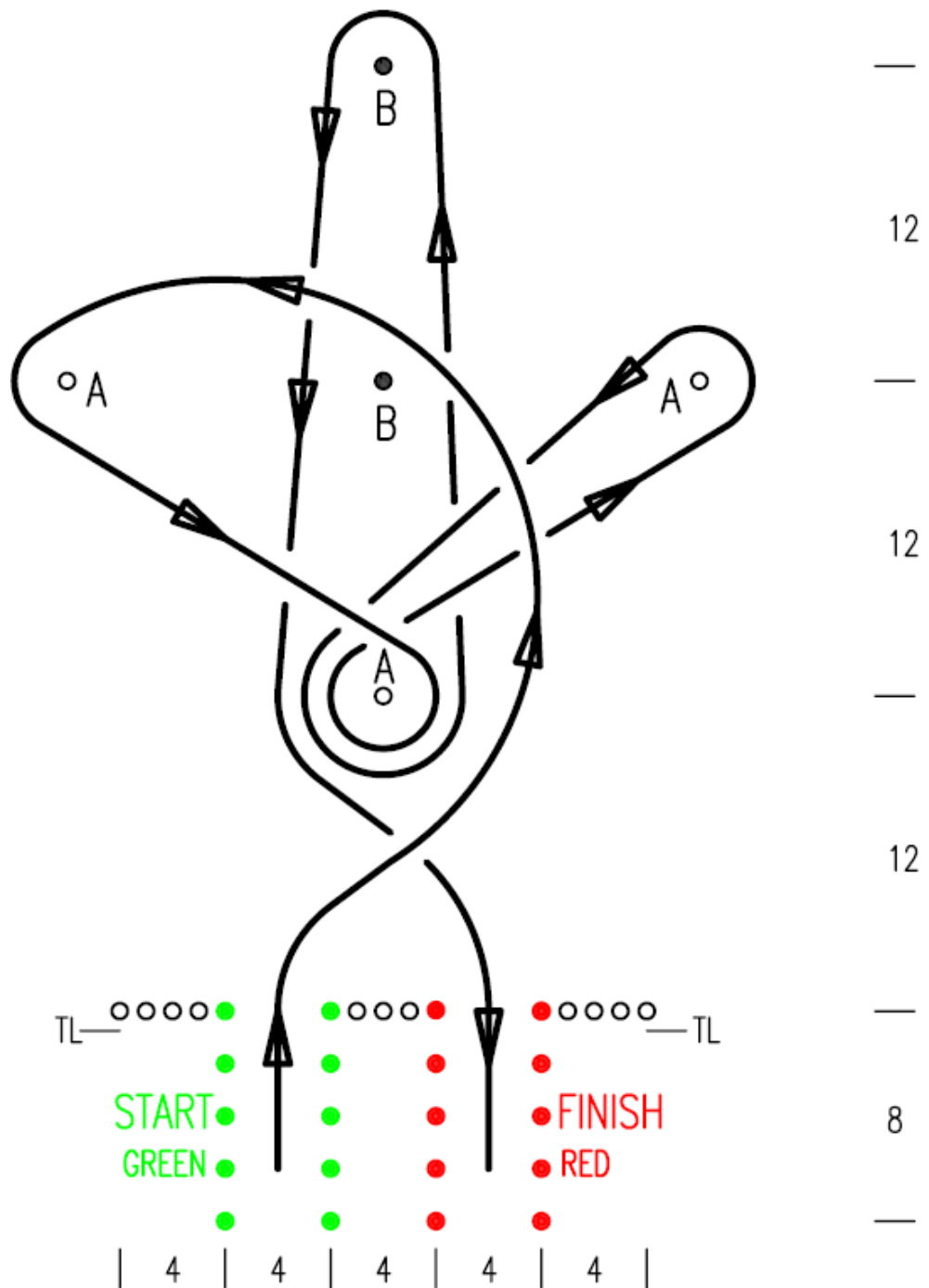
## Happy Birthday

Forward: →

Timing line (0.5 - 1m): TL—

Length: 44m

Width: 24



Similar test layouts: Pg. 162,163,164,165,166,167,168,169,198,199



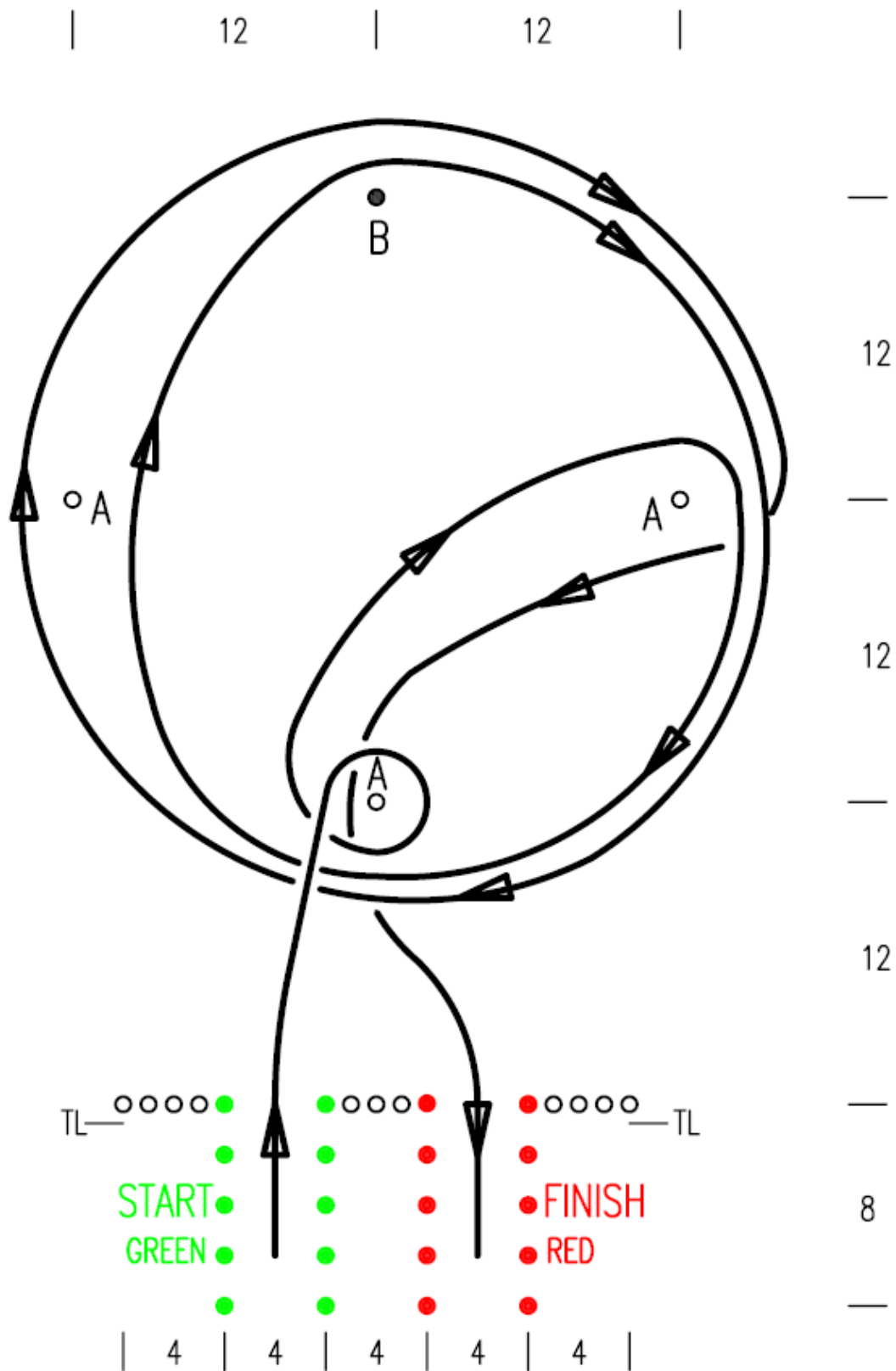
# WORLD TOUR

Forward: →

Timing line (0.5 - 1m): TL—

Length: 44m

Width: 24m



Similar test layouts: Pg. 162,163,164,165,166,167,168,169,197,199



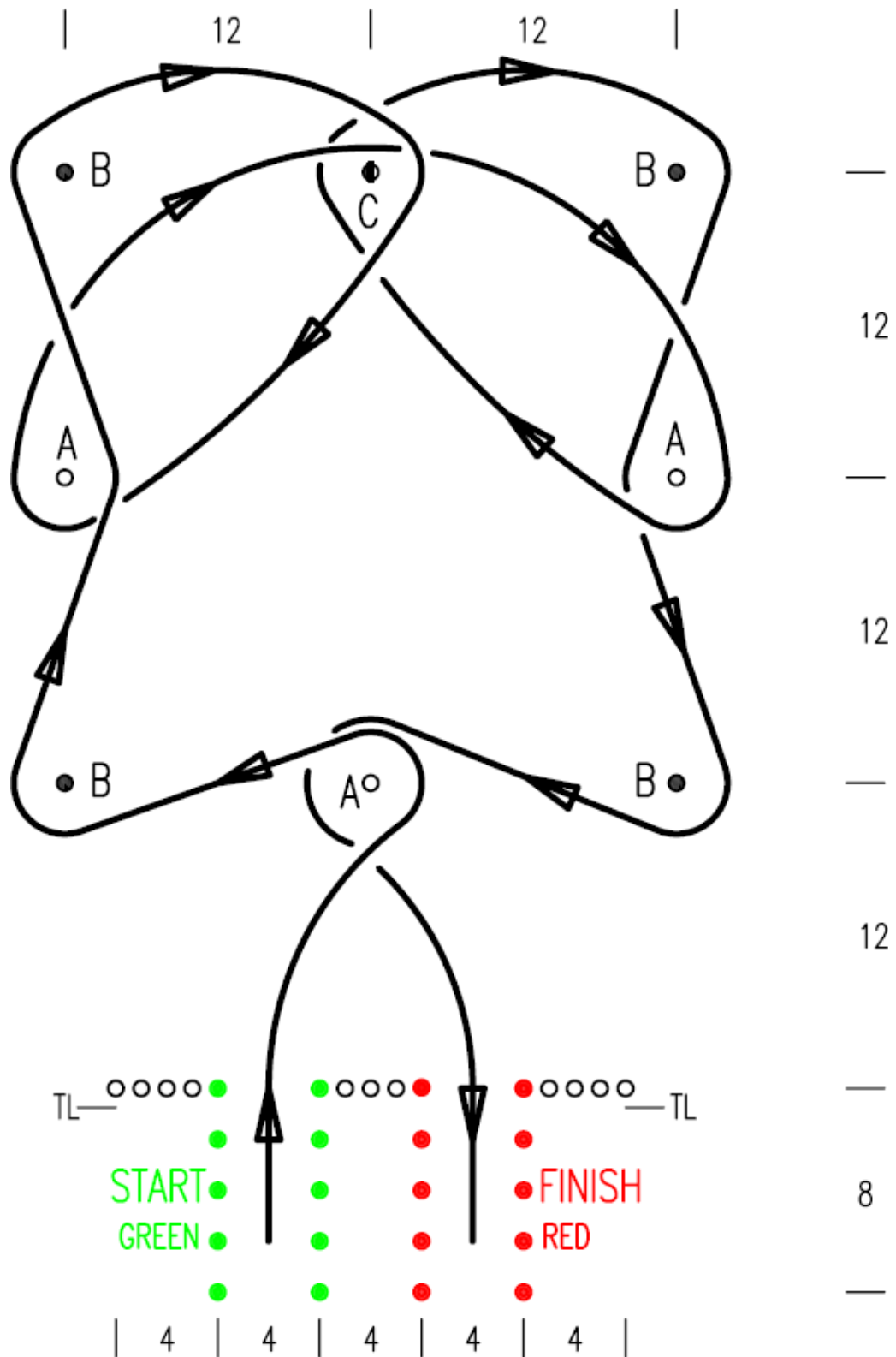
# GABLE SLALOM

Forward: →

Timing line (0.5 - 1m): TL—

Length: 44m

Width: 24m



Similar test layouts: Pg. 162,163,164,165,166,167,168,169,197,198



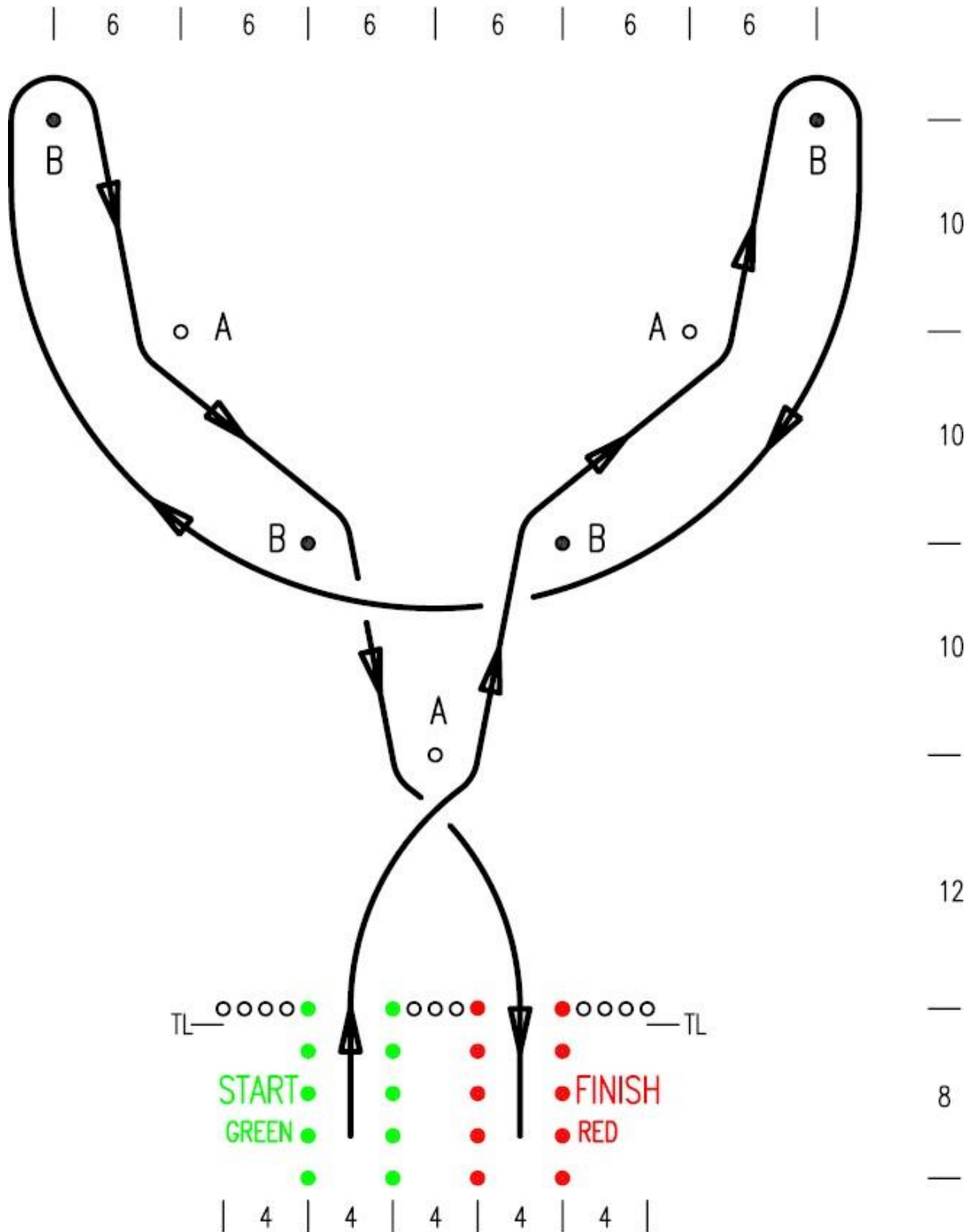
# **GOBLET**

Forward: →

Timing line (0.5 - 1m): TL—

Length: 50m

Width: 36m



Similar test layouts: Pg. 160,161,201



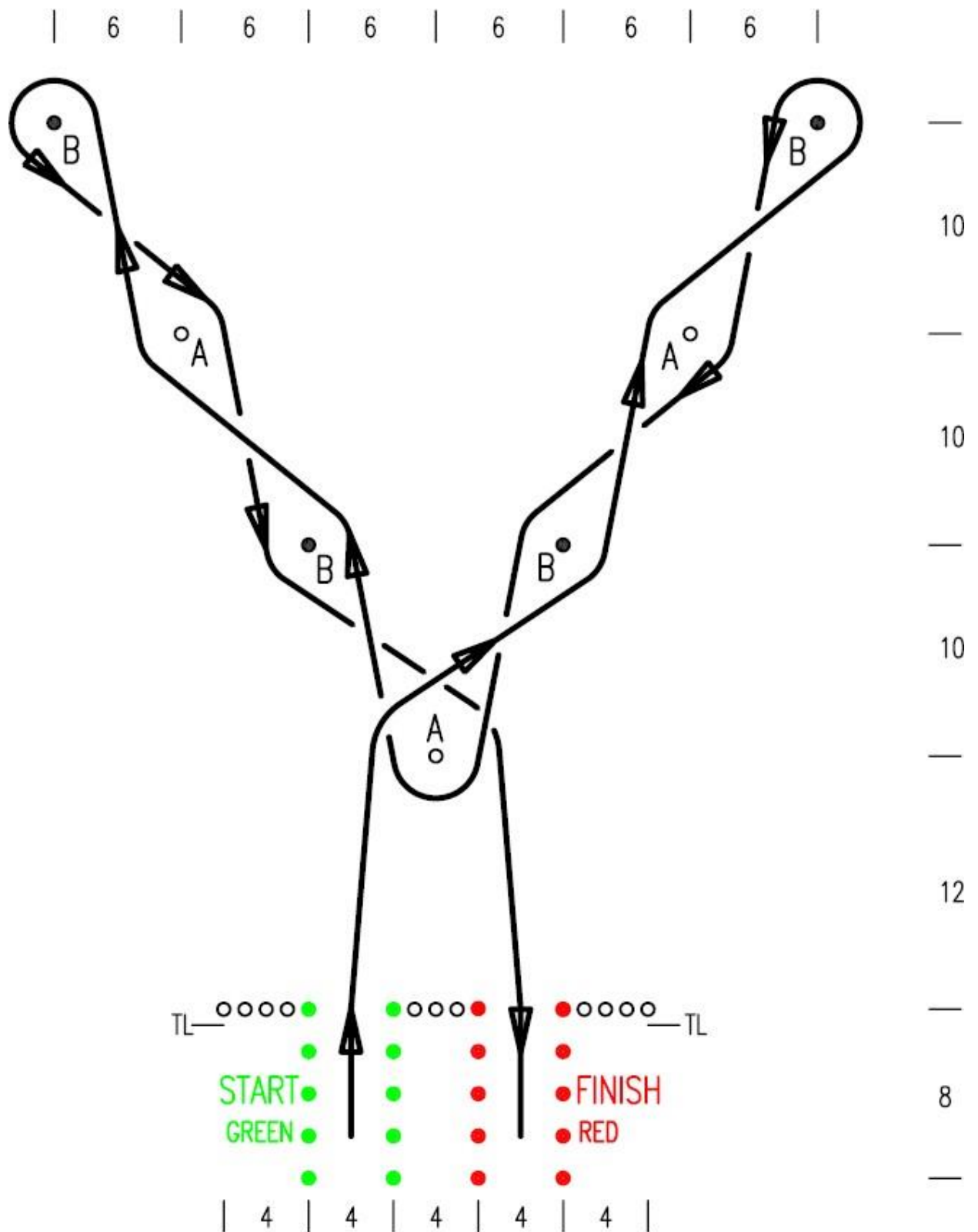
# VEE SLALOM

Forward: →

Timing line (0.5 - 1m): TL—

Length: 50m

Width: 36m



Similar test layouts: Pg. 160,161,200



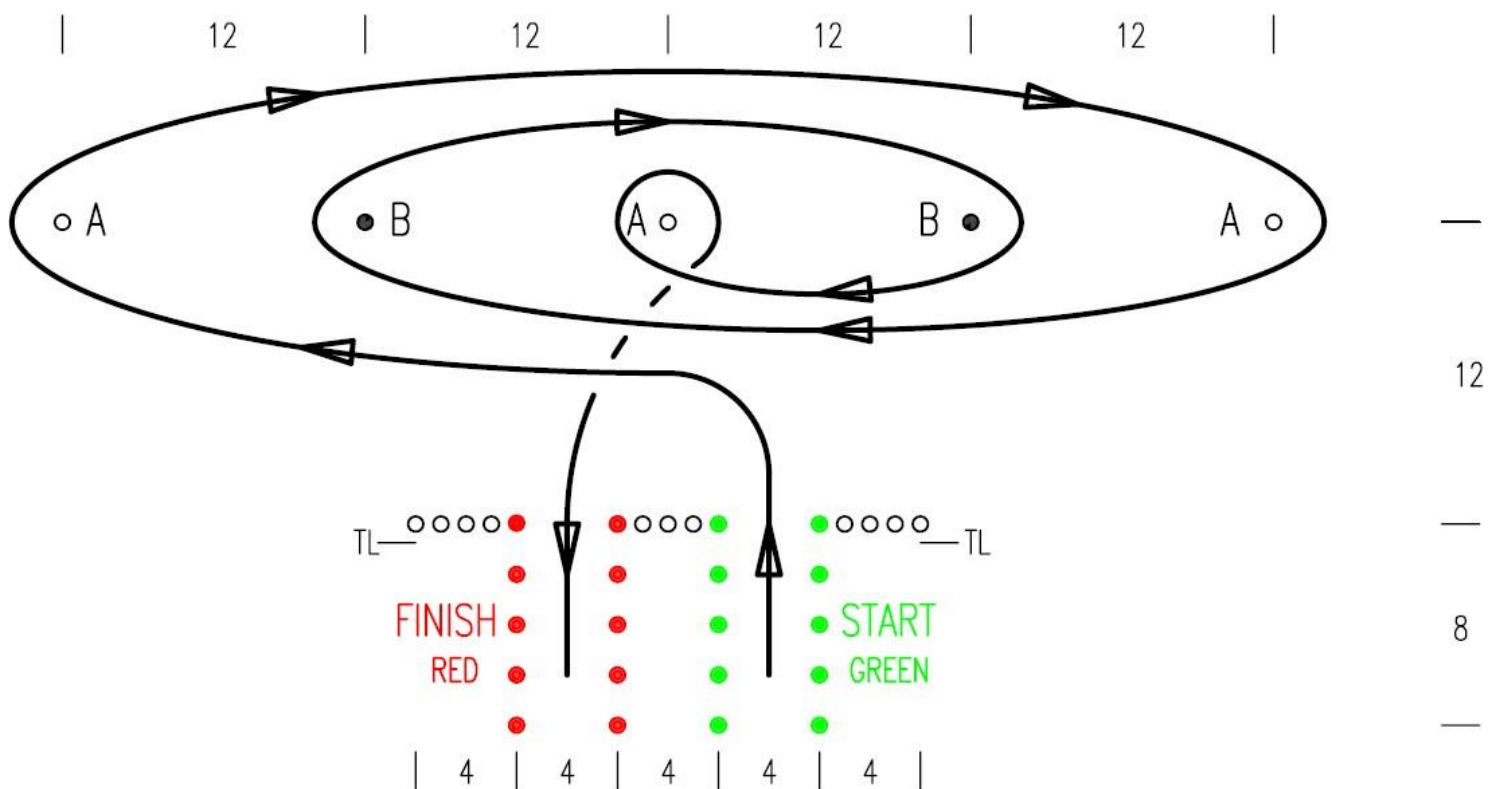
**ENTERPRISE**

**Forward:** →

**Timing line (0.5 - 1m):** TL—

**Length:** 20m

**Width:** 48m



**Similar test layouts:** Pg. 159,203,204



## REVERSE TEE SLALOM

The first and last time the line B-A-B is crossed must be in a forward direction and all other crossings must be in a reverse direction. Changes from reverse to forward and forward to reverse may be made at any point.

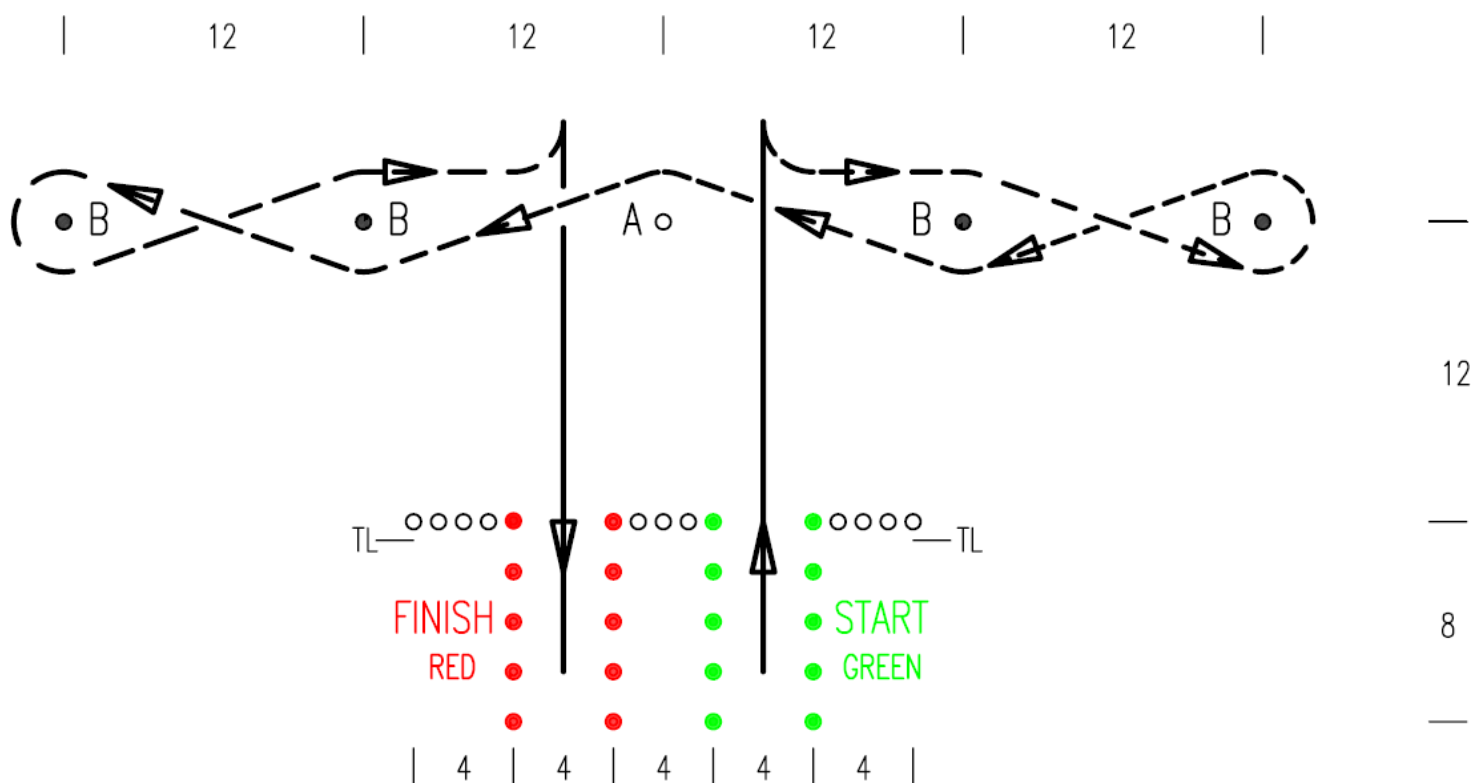
**Forward:** ———→

**Reverse:** - - - ->

**Timing line (0.5 - 1m):** TL—

**Length:** 20m

**Width:** 48m



Similar test layouts: Pg. 159,202,204



### REVERSE TEE Garage

Field garage (O) shall be colour A.

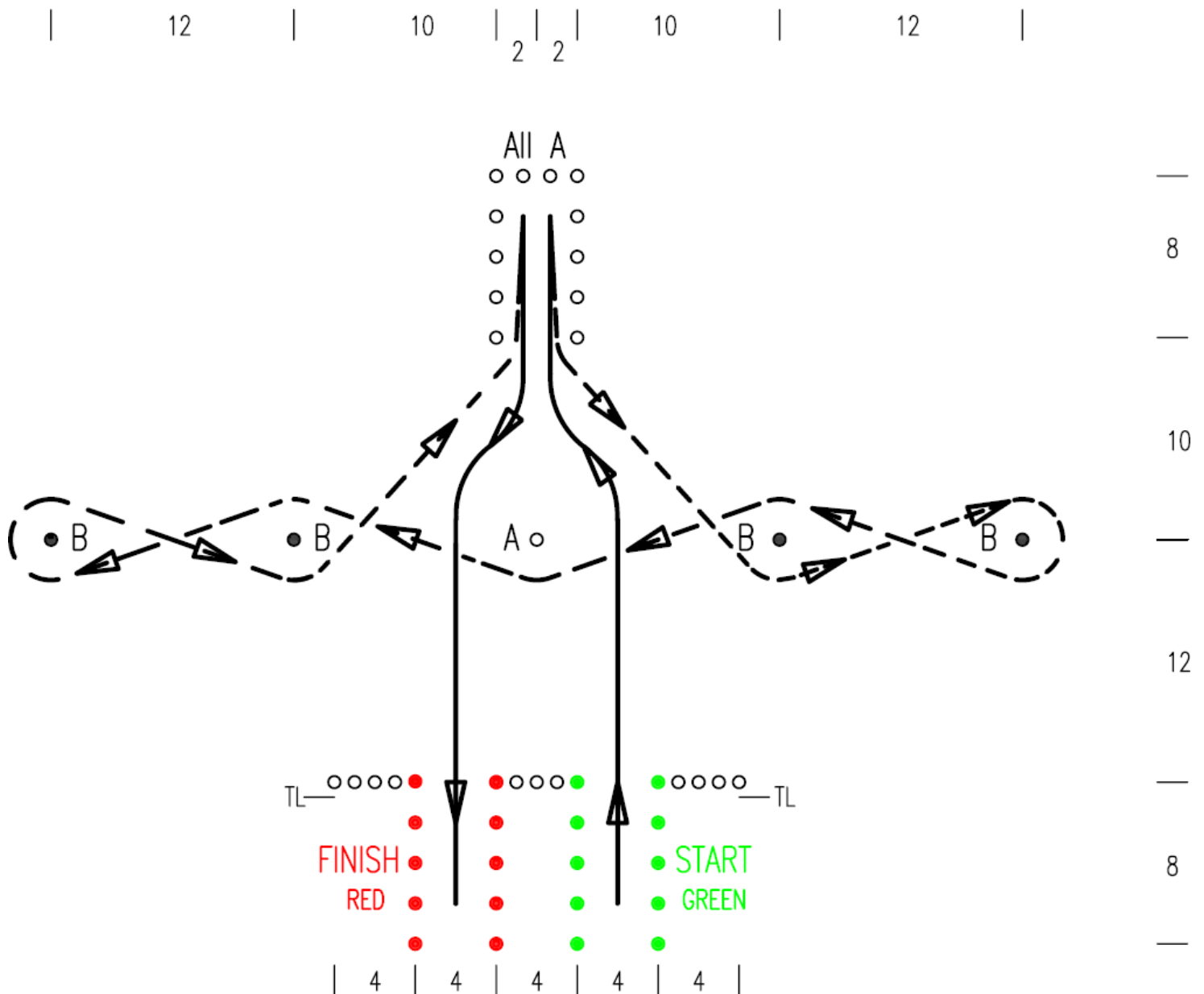
Forward: ———→

Reverse: - - - ->

Timing line (0.5 - 1m): TL—

Length: 38m

Width: 48m



Similar test layouts: Pg. 159,202,203



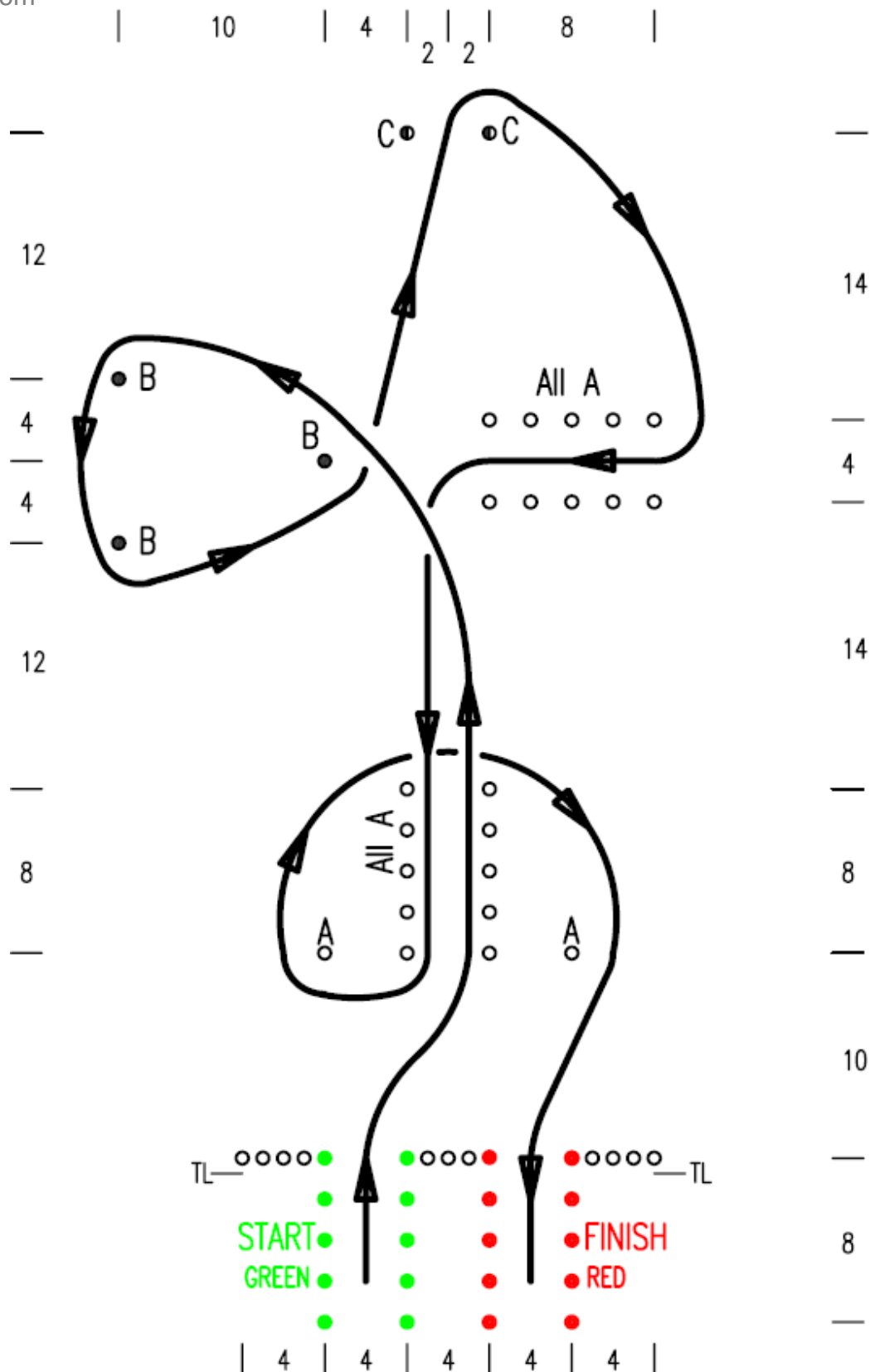
G.M.

Forward: →

Timing line (0.5 - 1m): TL—

Length: 58m

Width: 26m



Similar test layouts: Pg. 151



# **Twin Garages**

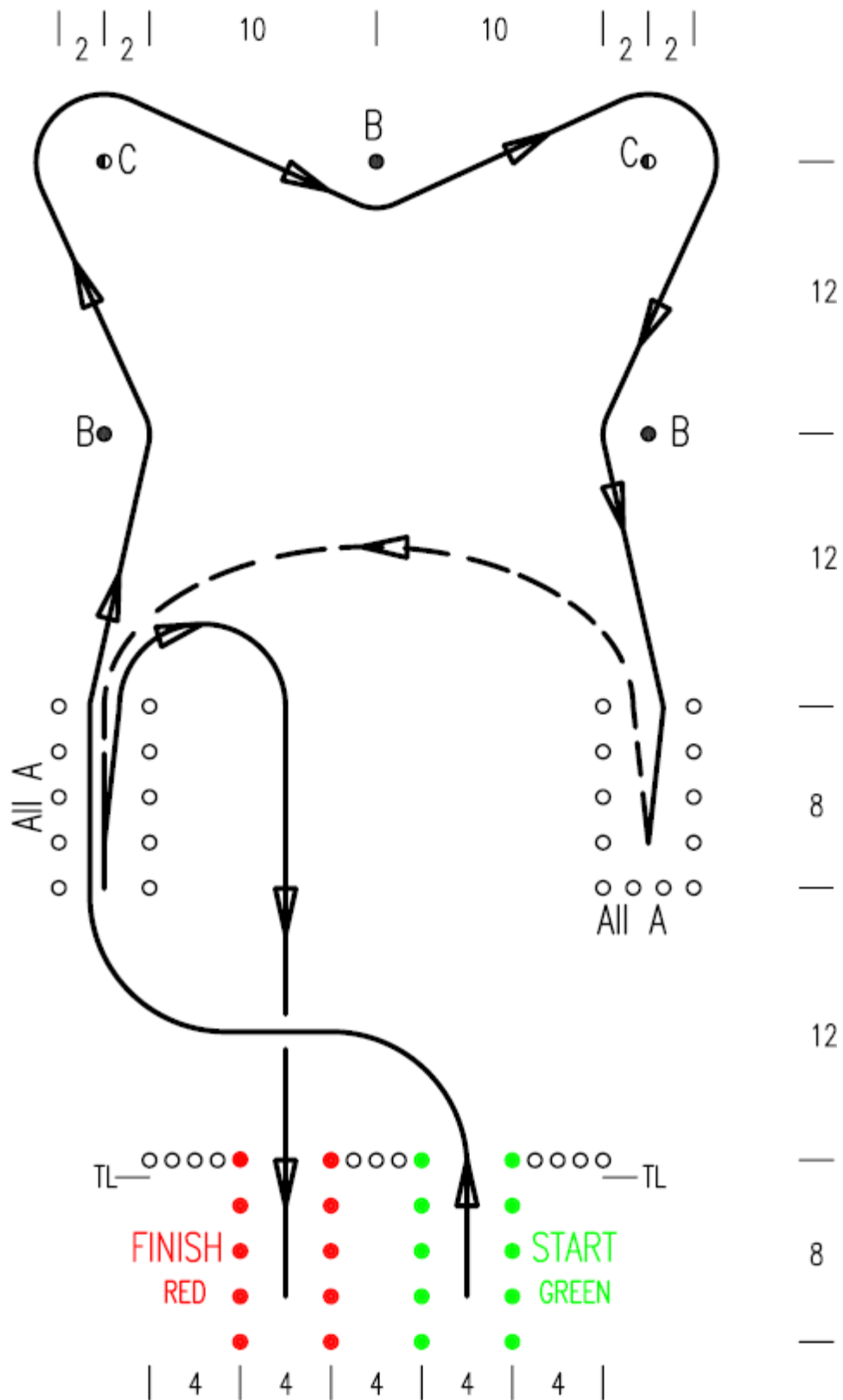
**Forward:** ———→

**Reverse:** - - - ->

**Timing line (0.5 - 1m): TL—**

**Length: 52m**

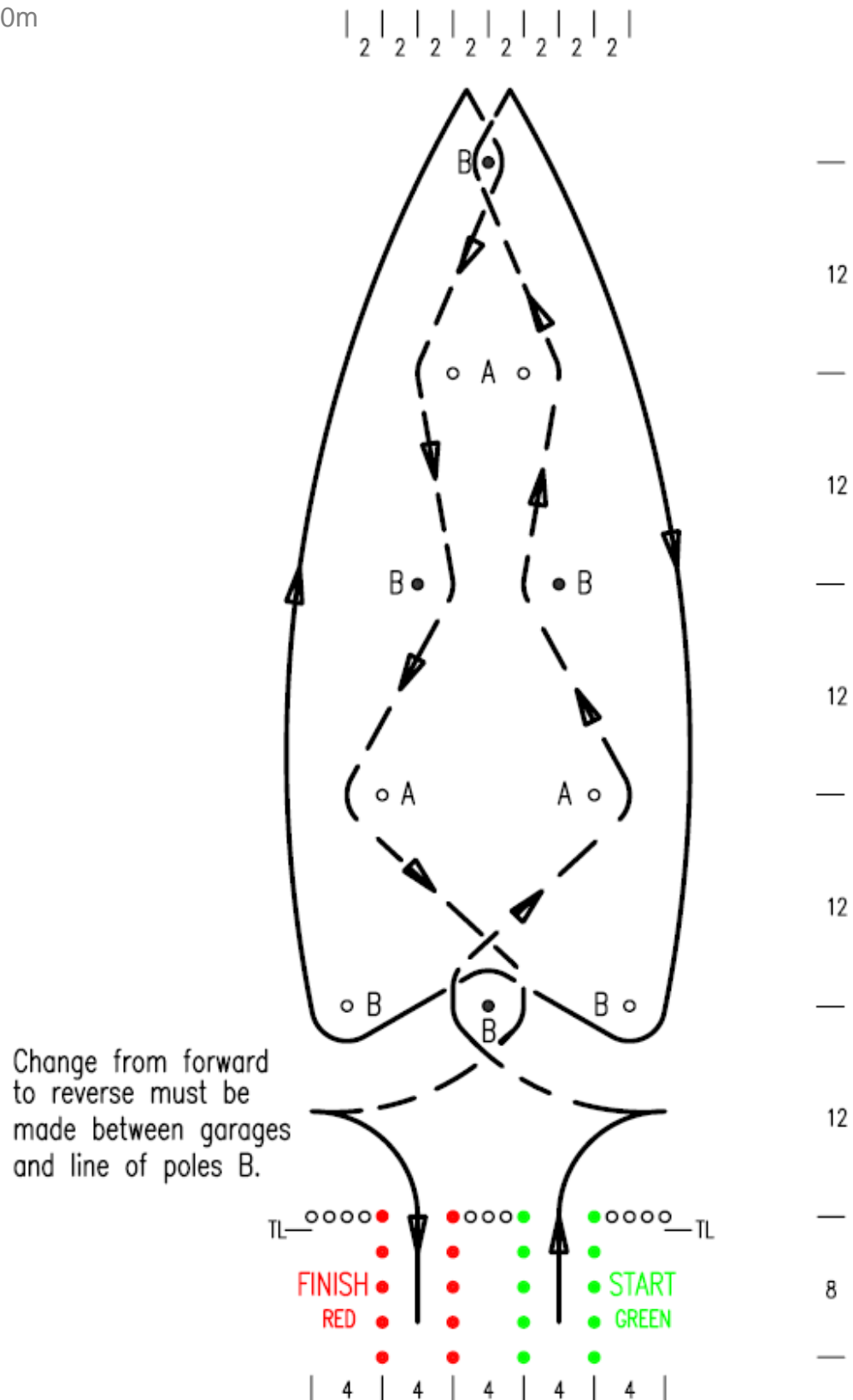
**Width: 28m**



**Similar test layouts:** Pg. 156



**Spearhead**  
**Forward:** ———→  
**Reverse:** - - - ->  
**Timing line (0.5 - 1m):** TL—  
**Length:** 68m  
**Width:** 20m



**Similar test layouts:** Pg. 138, 191,208



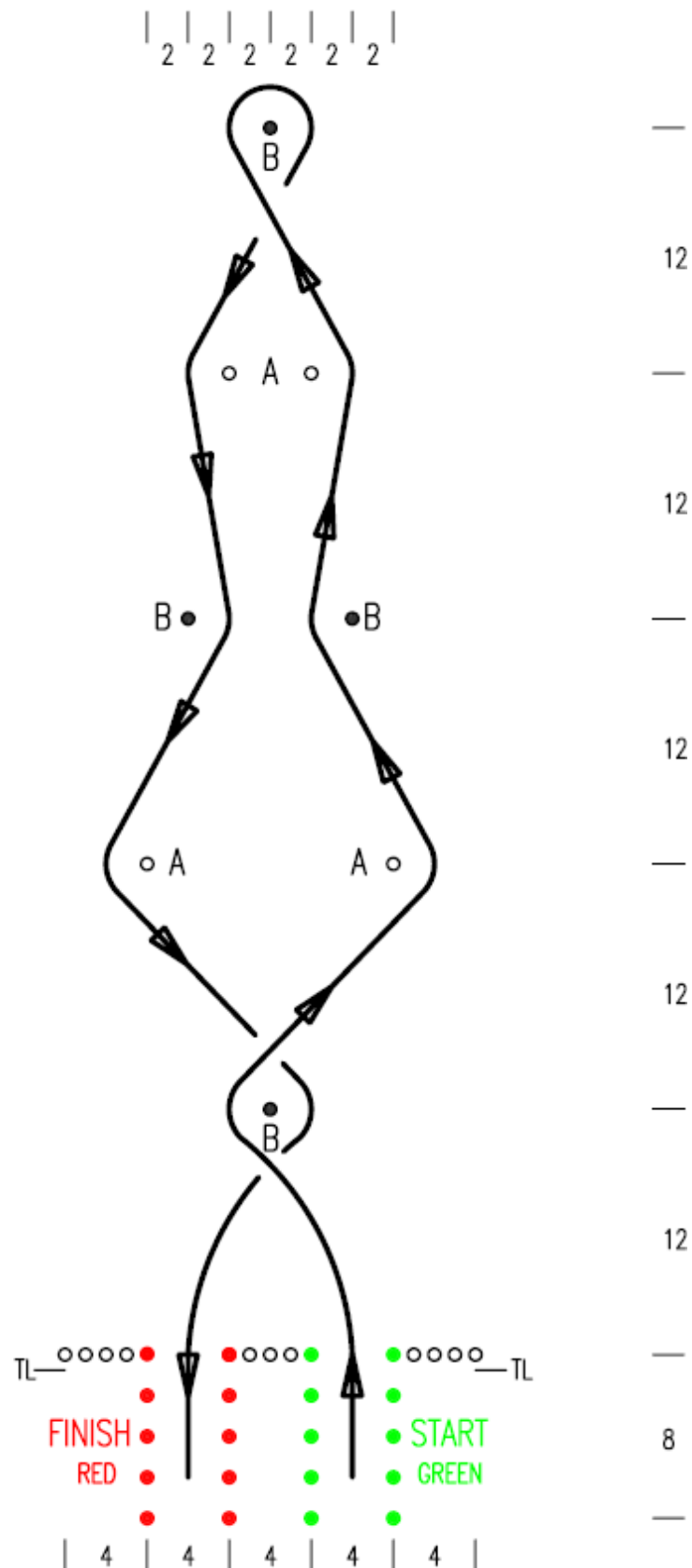
# Pine Tree

Forward: 

Timing line (0.5 - 1m): TL—

Length: 68m

Width: 20m



Similar test layouts: Pg. 138,191,207



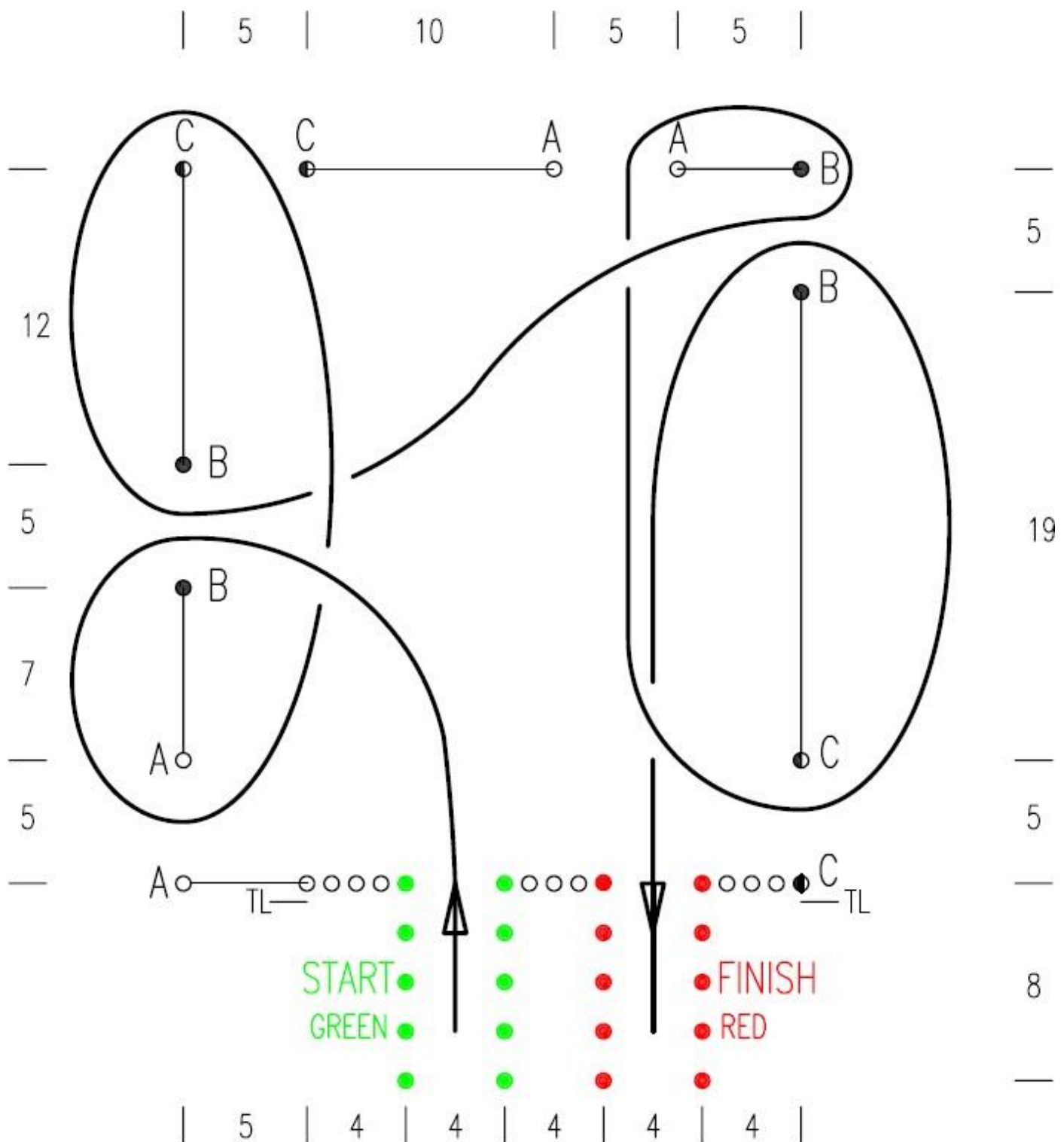
# Four Leaf Clover

Forward: →

Timing line (0.5 - 1m): TL—

Length: 37m

Width: 25m



Similar test layouts: Pg. 155,210



### Half Dozen Gates

The lines between the gates (bounded by differently coloured flags) form boundaries and must not be crossed.

**Forward:** →

**Timing line (0.5 - 1m):** TL—

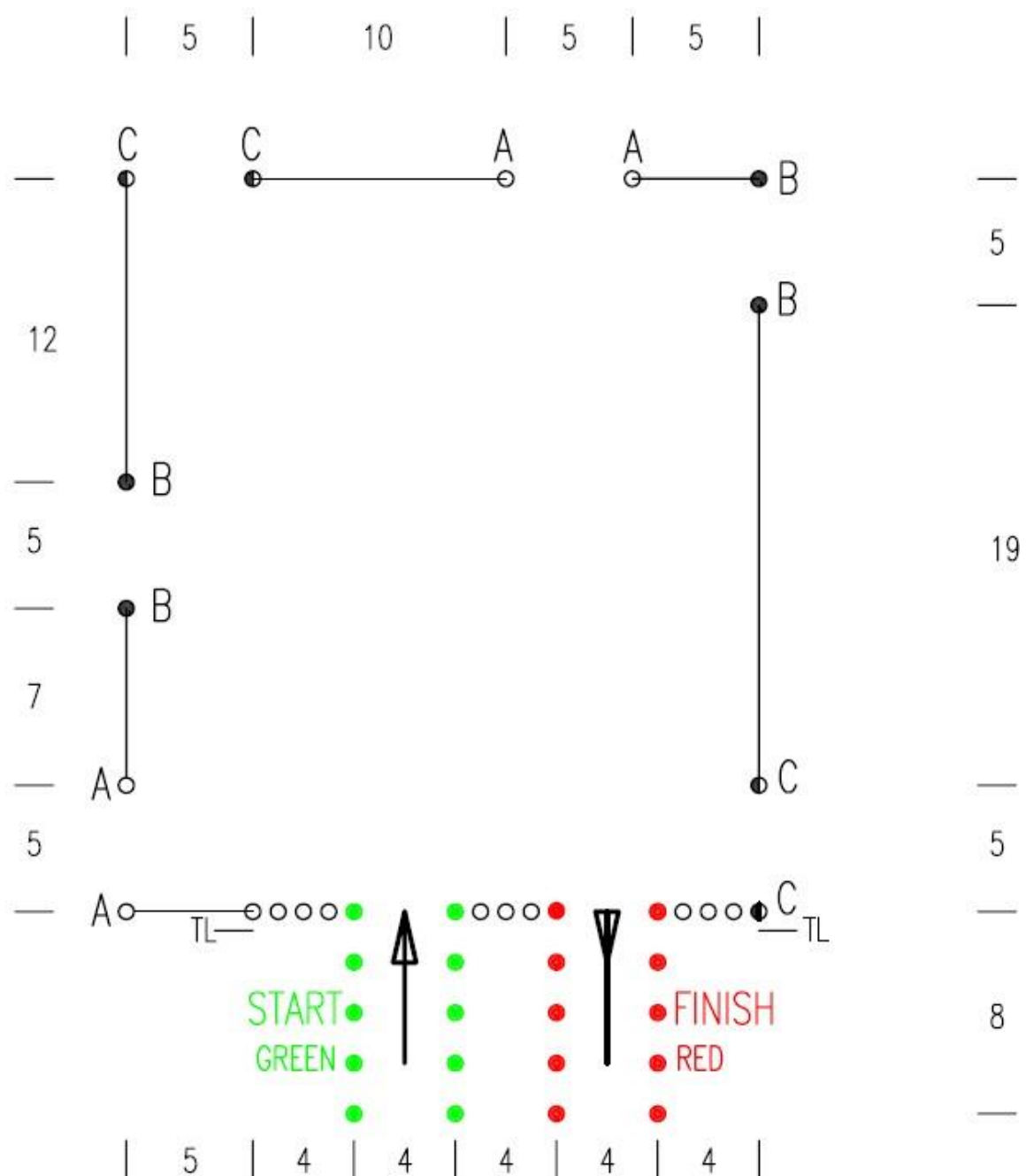
**Length:** 37m

**Width:** 25m

YOU MUST PASS THROUGH GATES A FROM INSIDE THE AREA TO OUTSIDE.

YOU MUST PASS THROUGH GATES B FROM OUTSIDE THE AREA TO INSIDE.

YOU MUST PASS THROUGH GATES C IN REVERSE.



**Similar test layouts:** Pg. 155,209



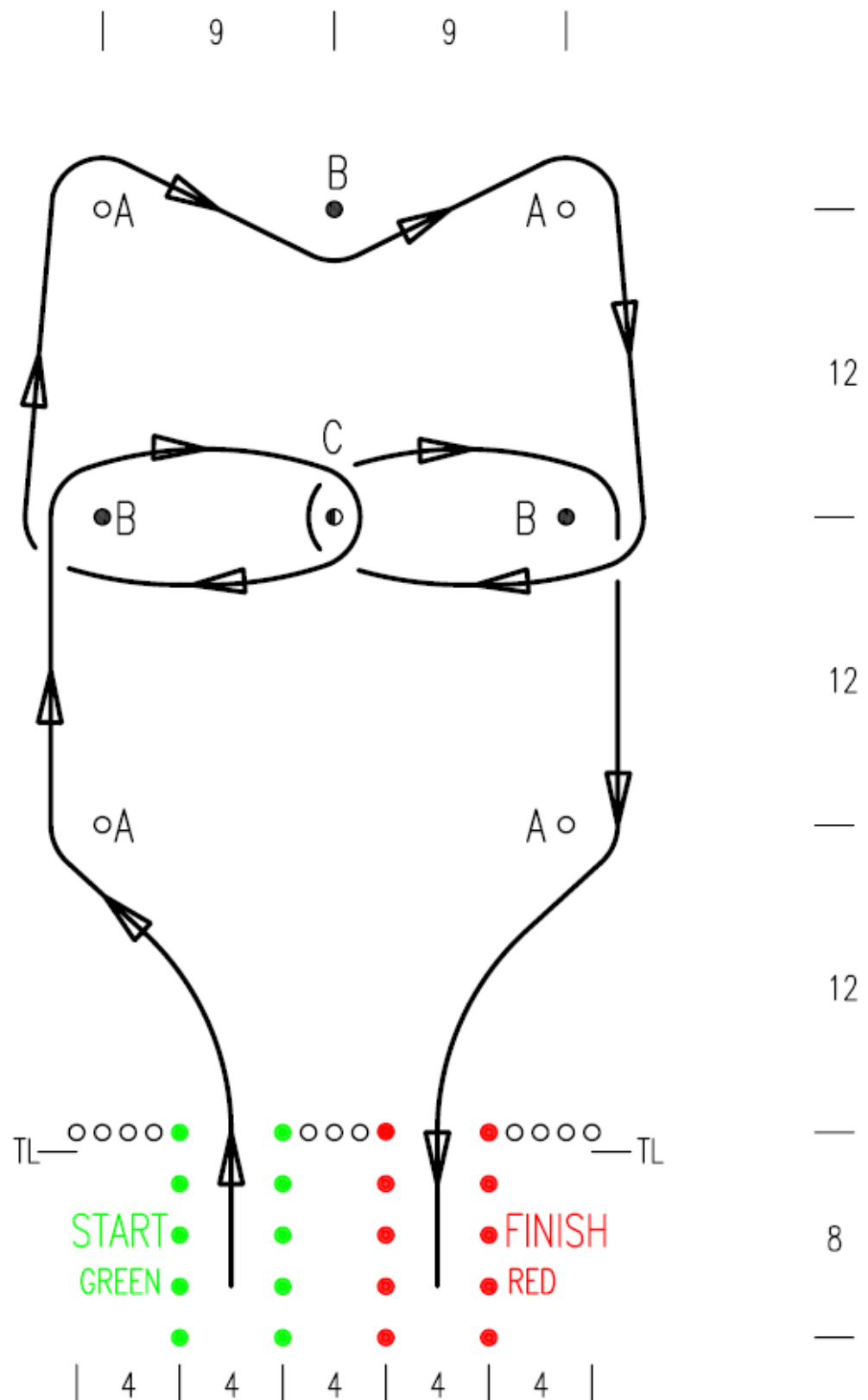
**Bandit**

**Forward:** —————→

**Timing line (0.5 - 1m):** TL—

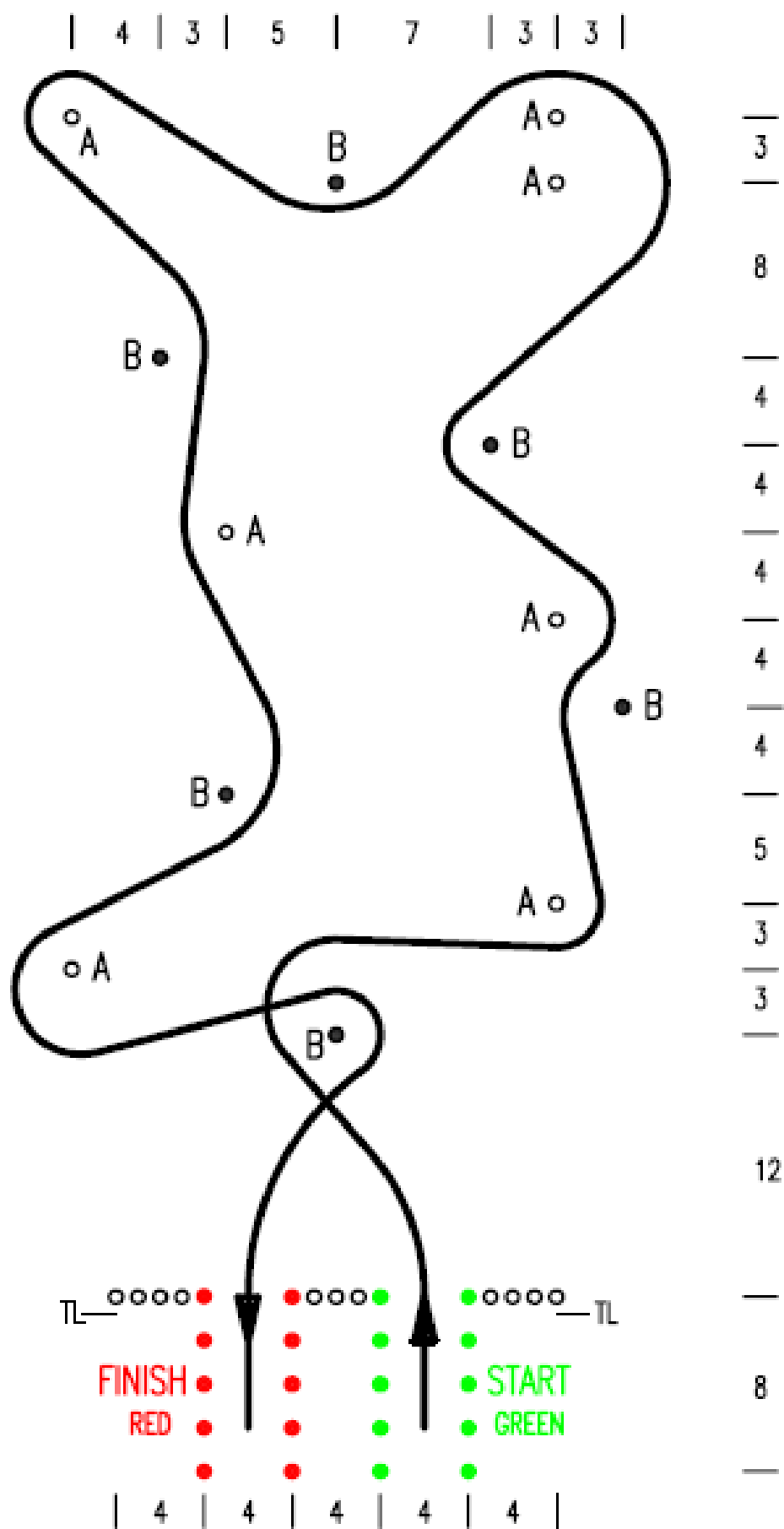
**Length:** 44m

**Width:** 20m

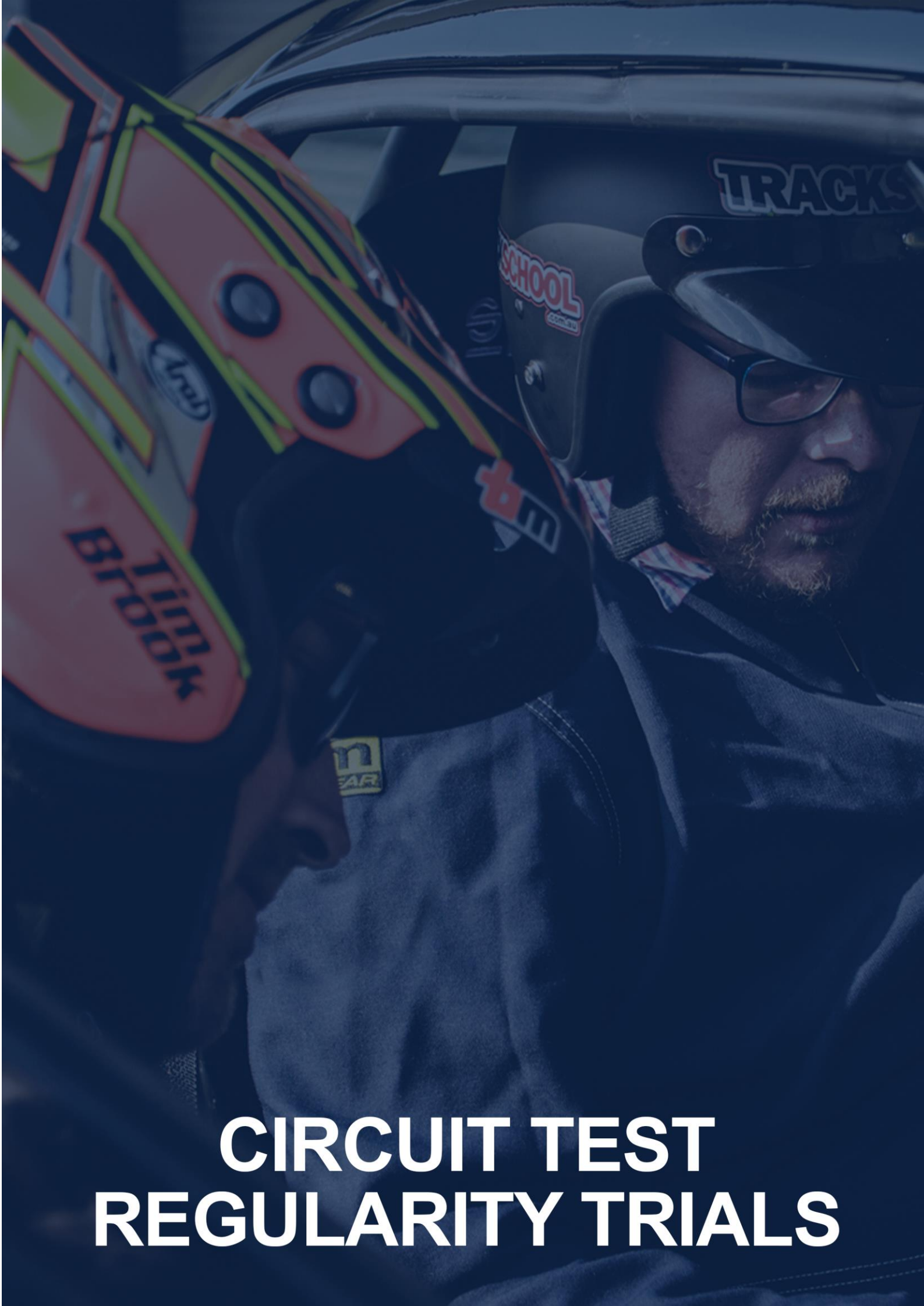


Similar test layouts: Pg. 192









# **CIRCUIT TEST REGULARITY TRIALS**



6. CIRCUIT TESTS – REGULARITY TRIALS
Part 1 – General overview
Definition
<p><b>REGULARITY TRIALS</b></p> <p>A multi-car speed event in which each competitor nominates the driver's target time beforehand and in which the results are determined on the basis of variation from that time.</p>
Type of activity – Speed
<p>A Regularity Trial is a <b>SPEED</b> event.</p> <p>The purpose of a Regularity Trial is to set consistent lap times on a circuit, at less than the full potential of the driver and vehicle. It's a non-competitive environment, where the driver competes with himself.</p> <p>Part of the skill involved in Regularity Trial, is learning to drive the car consistently on a circuit to a nominated lap-time.</p> <p>Each driver shall nominate a lap time, which shall be greater than the Organiser nominated minimum lap time and within 130% of each other driver nominated lap time in that field.</p>
Facilities
<p>A road course or track, and the inherent installations, used for motor sport competitions.</p> <p>A course may be non-permanent, semi-permanent or permanent depending on the character of its installations and its availability for competitions. It should have the relevant ASN homologation and licence.</p> <p>The venue should be operated as it would be for any other circuit-based activity, with appropriate marshal, medical and rescue cover, managed by experienced officials from a central Race Control.</p>
Drivers / Crew Safety
<p>Drivers shall wear protective equipment (helmet, Frontal Head Restraint devices and protective Clothing) in accordance with the Chapter III of Appendix L to the International Sporting Code.</p>
Sporting framework
<ul style="list-style-type: none"> <li>• Licence</li> </ul> <p>Each Driver shall hold, as a minimum, an appropriate ASN Licence.</p>
<ul style="list-style-type: none"> <li>• Passengers</li> </ul> <p>Passengers are not permitted.</p> <p>However, instructors may be allowed to ride with inexperienced drivers for the purpose of instruction, and in this case, the driver may not drive at competitive speeds.</p>
<ul style="list-style-type: none"> <li>• Competition framework</li> </ul>
<p>Sporting Regulations, must be draw up by the ASN accordingly to the sporting activity or special tests, together with the appropriate Supplementary Regulation for the specific event.</p>
<p>Assembly of a field:</p> <p>The Organiser shall assemble each field based on lap times, vehicle type or category.</p> <p>Due consideration should be given to avoiding widespread disparity in vehicle type, category, lap time, maximum speed, closing speed and driver experience.</p>



<p><b>Duration:</b> There is no specific length for a Regularity Trial.</p>
<p><b>Scoring:</b> For each lap time which varies from the driver nominated lap time, a points penalty as specified in the Supplementary Regulations shall apply. The winner shall be the driver who has completed the required number of laps and has accrued the fewest penalty points. Once a driver has completed the required number of laps no further scoring for that driver shall apply. A driver who records a lap time lower than the Organiser nominated minimum lap time shall be shown the black flag and excluded from that trial. Repeated lap times lower than the Organiser nominated minimum lap time may result in the driver being excluded from the event. This includes any extra laps that a driver may complete after the required number of laps.</p>
<p><b>Penalties</b> A points penalty as specified in the Supplementary Regulations shall apply. The penalty for each lower lap time shall be two times the penalty for each greater lap time.</p>
<p><b>Technical framework</b></p>
<ul style="list-style-type: none"> <li>• <b>Scrutiny</b> Scrutiny of vehicles is carried out to ensure they meet safety requirements for the event and should be checked by scrutineers using a prepared scrutiny check sheet. Vehicles should be presented in a "ready-to-go" condition.</li> </ul>
<p>Vehicle scrutiny checks shall comply with the safety regulation described in Article 253 of Appendix J.</p>
<p><b>Eligible cars</b></p>
<p>Vehicle eligibility will be as prescribed in the Event Entry form or as determined by the ASN.</p>
<p>Each automobile of any category shall compete only in such category and may not change categories during the event.</p>
<p><b>Cars Safety</b></p>
<p>The vehicles must comply with safety regulations described in Article 253 of Appendix J to the International Sporting Code.</p>
<p>Cruise control systems and on-board timing devices must not be used.</p>



## Part 2 - Document examples: ASN

The following document examples, should be considered as guidelines or reference which could help ASN to draw up its own regulations.



<b>Sporting &amp; Technical Framework</b>	
1.	<b>PREAMBLE</b>
The purpose of a Regularity Trial is to set consistent lap times at less than the full potential of the driver and vehicle. It is not a Regularity. It provides an opportunity for drivers to compete in a different style of speed event with less vigour than racing.	
2.	<b>SPECIAL CONDITIONS</b>
(a)	Driving in a manner designed to achieve positional advantage over another vehicle is not acceptable.
(b)	Passengers are not permitted.
3.	<b>ASSEMBLY OF A FIELD</b>
The Organiser shall assemble each field based on lap times, vehicle type or category. Due consideration should be given to avoiding widespread disparity in vehicle type, category, lap time, maximum speed, closing speed and driver experience.	
4.	<b>NOMINATION OF MINIMUM LAP TIME BY THE ORGANISER</b>
The Organiser shall nominate a minimum lap time for each field taking into consideration factors used to assemble a field and an allowance for a driver to 'break' their nominated lap time without compromising the safety of the trial. Subject to the approval of the Stewards, on the recommendation of the Clerk of the Course, the Organiser nominated minimum lap time may be varied.	
5.	<b>NOMINATION OF LAP TIME BY DRIVER</b>
Prior to each trial, in accordance with the Supplementary Regulations, each driver shall nominate a lap time. The driver nominated lap time shall be greater than the Organiser nominated minimum lap time and within 130% of each other driver nominated lap time in that field. The Organiser will refuse a driver nominated lap time if it is deemed inappropriate. In such a case, the driver will be required to nominate a lap time acceptable to the Organiser. Where the variation of driver nominated lap times for a field exceeds 130% the following will apply:	
(a)	Regrouping of vehicles into other fields; or
(b)	Subject to the approval of the Stewards, on the recommendation of the Clerk of the Course, accepting a driver nominated lap time exceeding 130% for that field.
(c)	Subject to the approval of the Stewards, on the recommendation of the Clerk of the Course, a driver who fails to take part in the Official Practice or who fails to nominate a lap time will be allowed to compete.
6.	<b>SCORING</b>
Each lap for each vehicle will be timed.	
For each lap time which varies from the driver nominated lap time, a points penalty as specified in the Supplementary Regulations will apply. The penalty for each lower lap time will be two times the penalty for each greater lap time.	



The winner will be the driver who has completed the required number of laps and has accrued the fewest penalty points.
Once a driver has completed the required number of laps no further scoring for that driver will apply. A driver who records a lap time lower than the Organiser nominated minimum lap time will be shown the black flag and excluded from that trial. Repeated lap times lower than the Organiser nominated minimum lap time may result in the driver being excluded from the event. This includes any extra laps that a driver may complete after the required number of laps.
<b>7. TRACK DENSITY</b>
The maximum track density will be as listed on the track licence.
<b>8. ELIGIBLE VEHICLES</b>
(a) Vehicle eligibility will be as prescribed in the Event Entry form or as determined by the ASN.
(b) Cruise control systems and on-board timing devices must not be used.
(c) All vehicles must be fitted with a fire extinguisher, compliant with the requirements of a Hand-Held Extinguisher FIA STANDARD 8865-2015 and be securely mounted in a metal bracket;
<b>9. START PROCEDURE</b>
For each field each vehicle will be marshalled in order of driver nominated lap time, with the vehicle with the fastest driver nominated lap time at the front.
Prior to the commencement of each trial a one-minute board will be shown to the field. A driver failing to be marshalled when the one-minute board has been shown will not be permitted to commence that trial.
Each vehicle will then enter the circuit in single file for a warm-up lap. During the warm-up lap each vehicle must remain in single file. Timing for each vehicle will commence as it crosses the control timing line at the end of the warm-up lap (flying start) and will continue until the display of the chequered flag.
Any variations to the start procedure must be approved by the ASN.
<b>10. LICENCE REQUIREMENTS</b>
Each Driver shall hold a minimum of an ASN Speed Licence.
The Organiser may require a higher level of licence/experience.
<b>11. SAFETY EQUIPMENT – APPAREL</b>
Each Driver must wear apparel in accordance with the requirements of the ASN.. The use of a full-face helmet when driving an open vehicle is highly recommended.
The Organiser may require a higher level of apparel.
<b>12. VEHICLE LOG BOOKS</b>
Each automobile participating must comply with the log book requirements as specified by the ASN.



<b>13. MARKINGS ON VEHICLES</b>
Any markings on a vehicle, including competition number, must comply with the requirements of the ASN.
<b>14. DRIVING STANDARDS</b>
Each Driver must comply with a Code of Driving Conduct if prescribed and provided by the organiser or the ASN. If the Clerk of the Course deems a driver to be driving in a dangerous or inappropriate manner he may refer the driver to the Stewards with a recommendation that the driver be excluded from taking any further part in the event. The Organiser may specify a higher level of driving standard, eg; a no overtaking zone.
<b>14.1 OBSERVANCE OF SIGNALS</b>
Each Driver must abide by all signals given to them whilst on track.
<b>14.2 DEFINITION OF TRACK</b>
(a) The track, for the purpose of judging compliance with the Code of Driving Conduct, shall be taken to mean that part of the track defined by the outer edge of a solid line along each side of the track.
(b) For the pit lane, the pit entry road, and the pit exit road – the track is defined by the outer edge of the line marking the lanes or the roads as appropriate.
(c) For the avoidance of doubt, each solid line defining the track edge is considered to be part of the track but a kerb is not
<b>14.3 TRACK LIMITS</b>
(a) Each Driver must use the track at all times during competition and may not deliberately leave the track without a justifiable reason.
(b) A Driver shall be judged to have left the track if no part of the automobile remains in contact with the track.
<b>14.4 CODE OF DRIVING CONDUCT</b>
(a) Each Driver must observe the provisions of the Code of Driving Conduct relating to driver behaviour on the track at all times.
(b) Causing a collision, repetition of mistakes or the appearance of a lack of control over the automobile (such as leaving the track) shall be considered to be a breach of the Code of Driving Conduct.
(c) The following driving standards shall apply:
(i) Careless Driving: Departing from the standard of a competent Driver.
(ii) Reckless Driving: Any unintentional action by a Driver which creates a serious risk to others.
(iii) Dangerous Driving: Any intentional action by a Driver which creates serious risk to others.
<b>14.5 OVERTAKING AND CAR CONTROL</b>
(a) An automobile alone on the track may use the full width of the track.
(b) As soon as an automobile is caught by another automobile which is about to lap it the Driver must allow the faster Driver past at the first possible



<p>opportunity. If the Driver who has been caught does not seem to make full use of the rear-view mirrors, flag marshals shall display waved blue flags to indicate that the faster Driver wants to overtake. A Driver who appears to ignore the blue flags shall be reported to the Stewards.</p>
<p>(c) Overtaking, according to the circumstances, may be carried out either on the right or the left.</p>
<p>(d) More than one change of direction to defend a position is not permitted. A Driver moving back towards the racing line, having earlier defended their position off-line, should leave at least one automobile width between their own automobile and the edge of the track on the approach to the corner.</p>
<p>(e) A Driver defending their position on a straight, and before any braking area, may use the full width of the track during their first move provided no portion of an automobile attempting to pass is alongside their automobile. Whilst defending in this way the Driver may not leave the track without justifiable reason. For the avoidance of doubt, any movement to defend a position in the braking area is not permitted and once in the braking area the trajectory of the defending automobile should remain parallel to the solid line defining the track edge.</p>
<p>(f) Manoeuvres liable to hinder other Drivers such as crowding of an automobile beyond the edge of the track or any other abnormal change of direction, are not permitted. For the avoidance of doubt, a Driver should leave at least one automobile width between their own automobile and the edge of the track on the exit of a corner if any portion of another automobile is alongside their automobile.</p>
<p>(g) An automobile that leaves the track for any reason may return to the track only when it is safe to do so and without gaining an advantage.</p>
<p>(h) It is not permitted to drive an automobile unnecessarily slowly, erratically or in a manner deemed potentially dangerous to other Drivers at any time.</p>
<p>(i) It is not permitted for a Driver to unfairly gain an advantage as a result of contact to another automobile.</p>
<p>(j) It is not permitted to drive an automobile in the opposite direction to the direction of racing unless it is absolutely necessary to move the automobile from a dangerous position.</p>
<p>(k) A Driver must not consistently:</p>
<p>(i) cut a corner/s by driving over the inside of kerbs or off the track surface; or</p>
<p>(ii) cut a corner which results in material or debris being brought onto the track; or</p>
<p>(iii) perform any act which results in material or debris being brought onto the track.</p>
<p>14.6 AUTOMOBILES STOPPING DURING A REGULARITY</p>
<p>(a) The Driver of an automobile leaving the track because of being unable to maintain racing speed should signal the intention to do so in good time and is responsible for ensuring that the manoeuvre is carried out safely and as near as possible to a point of exit.</p>
<p>(b) Should an automobile stop outside the pit lane it must be moved as soon as possible so that its presence does not constitute a danger or hinder</p>



other Drivers. If the Driver is unable to move the automobile it shall be the duty of the officials to assist. If such assistance results in the Driver rejoining the Regularity, this must be done without committing a breach of the Rules and without gaining an advantage.
(c) Replenishment of any kind is prohibited save when the automobile concerned is stopped at its pit.
(d) Apart from the Driver and duly appointed officials, nobody is allowed to touch an automobile except in the pit lane.
(e) Pushing an automobile on the track is prohibited.
(f) An automobile abandoned on the circuit by its Driver, even temporarily, shall be considered as withdrawn from the Regularity except:
(i) during a Regularity suspension; or
(ii) under instruction from an official; or
(iii) specified otherwise in category specific or event regulations.
<b>14.7 ENTRANCE TO THE PIT LANE</b>
(a) The section of track leading to the beginning of the pit lane shall be referred to as the "pit entry".
(b) During competition access to the pit lane is allowed only through the pit entry.
(c) An automobile must be wholly within the fast lane when entering the pit lane.
(d) A Driver intending to leave the track or to enter the pit lane should make sure that it is safe to do so.
(e) Except in the case of force majeure (accepted as such by the Stewards), the crossing, in any direction, of the line separating the pit entry and the track by an automobile entering the pit lane is prohibited.
<b>14.8 EXIT FROM THE PIT LANE</b>
(a) There shall be a green light and red light (or similar signs) at the pit exit. An automobile may only leave the pit lane when the green light is on (or sign displayed)
(b) An automobile must be wholly within the fast lane when exiting the pit lane.
(c) Except in the case of force majeure (accepted as such by the Stewards), any line painted on the track at the pit exit for the purpose of separating cars leaving the pit lane from those on the track must not be crossed by any part of an automobile leaving the pit lane.



<b>2. PLANNING THE EVENT</b>
<b>2.1 DETERMINING THAT THE CLUB SHOULD HOLD A REGULARITY TRIAL MEETING</b>
Establish the broad period in which to conduct it and hands decision to the Sporting Committee. Factors to be taken into consideration when selecting a period are other events on the Club's calendar, other events (public or motor sport) that may affect attendance by competitors and officials.
<b>2.2 DECIDING ON RUNNING A REGULARITY TRIAL</b>
Decision likely to be influenced by the type of cars to run in the event, the availability of venues, venue hire cost and the Club's capacity to source a venue.
<b>2.3 LOOKING FOR A VENUE</b>
Guideline: Seeking a Venue – see Selection Criteria below.
A list of established venues may be available from the ASN.
The choices are to choose an established Regularity Trial venue or find a new venue that hasn't been used before. If the former, then there is a further choice as to whether the Club hires just the venue and supplies all officials, timing etc. or whether they hire the venue as a package with all officials / timing included. This needs to be discussed with the chosen venue.
All Regularity Trial venues require a Track Licence must be obtained from the ASN. Issues to consider are:
<ul style="list-style-type: none"> <li>• There is no specific length for a Regularity Trial. Regularities can range between 10 minutes and 6 hours;</li> <li>• Adequate numbers of officials to be stationed for the duration of the event;</li> <li>• Timing transmitters are required for all cars and must be fitted for all sessions. Timing transmitters can either be made available for hire or purchase from the organisers if required;</li> <li>• The maximum track density (shall be as listed on the track licence);</li> <li>• Seeding of vehicles (based on nominated lap time)</li> <li>• Eligible vehicles - Each automobile of any category shall compete only in such category and may not</li> <li>• change categories during the event.</li> <li>• May need to specify a higher level of driving standard, e.g.; a no overtaking zone.</li> </ul>
<b>2.4 SELECTING A DATE ACCORDING TO AVAILABILITY OF VENUE</b>
Guideline: Event Date
Selecting a date will be influenced by the availability of a suitable venue.
Clubs usually plan a calendar of events 12 months in advance. Usually when the national and state championship event dates are set, dates for other events can be allocated. However, for club sport activities there is no reason why a club cannot determine at any time to conduct an event.
Venues used by clubs are available, but these are often booked out well ahead, so planning to use one of these venues needs to be made well in advance. Clubs are encouraged to seek out new venues that are suitable.



<b>2.5 BUDGET</b>
<b>Guideline: Budget</b>
Unless there is a specific ruling by the Club's Committee, one of the prime objectives in running an event is to do so without making a financial loss. Therefore a budget should be drawn up to determine its financial viability and then to monitor expenditure commitments and potential income against the budgeted figures to allow any adjustments to be made so that a loss is not incurred.
Main expenditure items to consider are:
• Cost of obtaining a track licence if a new venue is chosen.
• ASN permit fee
• Hiring of a venue;
• Hiring / purchase of any equipment (determine what equipment can be borrowed)
• Car numbers (stickers and or if purchased; often water based white shoe cleaner is used to mark numbers on glass – if it is wet weather put number on inside of car);
• Fuel / accommodation for officials;
• Stationery including printing photocopy paper;
• Trophies / Awards;
• Ambulance;
• Medical Intervention Vehicle (MIV).
• Lunches (for officials and marshals)
Income will generally be based on entry fees; if sufficient entries are in doubt a club subsidy may be considered
<b>2.6 APPOINTING AN EVENT ORGANISING COMMITTEE</b>
Appoint a Clerk of Course, or Event Manager, to organise the event and to select the organising committee.
<b>2.7 THE EVENT ORGANISING COMMITTEE</b>
An Organising Committee should consist at least two persons – the Clerk of Course and the Secretary. A club may have an Event Organiser who may not necessarily be the Clerk of Course and thus the committee would consist of three persons.
This committee is invested with all necessary powers for the organisation of the meeting and the enforcement of the Supplementary Regulations. However, there is no limit to the number of positions that can be created. A suggestion for a club Regularity Trial is:
• Clerk of Course.
• Assistant Clerk of the Course.
• Secretary/Treasurer.
• Race Controller
• Chief Scrutineer.
• Chief Timekeeper – not necessary if using stopwatches but may be needed if electronic timing is being used as it may be necessary to have someone experienced in using the system.
Other officials - such as Timing Officials, Scorer/Results Official, Equipment Officer, Officials' Coordinator, Chief Spectator Marshal - will have specific



roles and may need to attend some committee meetings so that they gain an understanding of the planning of the event and their exact roles in it.
Note: Some Regularity Trial venues provide officials (even a Clerk of Course), equipment and timing, inclusive of the track hire. It is worthwhile investigating this, as it will make organising the event much easier.
The following is a listing of main responsibilities held by each of the key officials during the event's lifecycle. For your event to be as successful as you would like, these are best used as a starting point. As your club becomes more experienced in running Regularity Trials, the club will be able to obtain a better understanding of what is required from each official in order to run the event to a suitable standard.
Clerk of the Course
The Clerk of the Course is responsible for the entire conduct of the event and all officials are responsible to this official, who must ensure the following takes place:
• Event planning.
• Documentation - to be conducted prior to the event, usually on the day.
• Scrutiny - to be conducted prior to the event, usually on the day.
• Officials recruitment - ongoing from when it is decided to conduct the event.
• Track set up and operation - checking the course setup, placement of officials, safety considerations.
• Vehicle recovery
• Timing of the Regularity (accurate to 1/100 of a second)'. • Results.
If there is a single Clerk of the Course, he/she may not compete. However, the appointment of a Deputy or Assistant Clerk of the Course is necessary if the Clerk of the Course is competing in the event.
Deputy or Assistant Clerk/s of the Course
One or more Assistant Clerks of the Course may be appointed, and specific roles allocated to them, however the overall responsibility rests with the Clerk of the Course.
Secretary of the Event (Meeting)
The Secretary of the Event role includes receiving and processing entries, collecting entry fees, organising documentation (on the day) and may include organising the issue of results. The Secretary may compete.
Race Control
The Race Controller is responsible for the minute to minute running of the event via the two-way radio network and receives reports on the track status before authorising the start line to release a car. He is also in touch with the ambulance and MIV in case of an incident.
Chief Scrutineer



The Scrutineer is responsible for checking cars for safety prior to the event and re-inspecting any damaged vehicles that occurs during the event. The Scrutineer(s) may compete.																	
<b>2.8 ESSENTIAL OFFICIALS</b>																	
Guideline: ASN Requirements For Essential Officials Attending The Event																	
<ul style="list-style-type: none"> <li>The Clerk of the Course, Chief Scrutineer and (at least) a single Steward are Essential Officials.</li> </ul>																	
<ul style="list-style-type: none"> <li>The Clerk of Course may compete but only if an Assistant Clerk of the Course has been appointed. Both must be ASN accredited at least as a Club Chief. Either the Clerk of Course or the Assistant Clerk of Course must, of necessity, always be on duty while one or the other is competing and during such time the acting Clerk of Course must be clearly and readily identifiable as such (e.g. by wearing an armband or a tabard marked 'Clerk of Course');</li> </ul>																	
<ul style="list-style-type: none"> <li>Should the club not have an accredited Clerk of Course (or Assistant), it may contact the ASN and seek one to be appointed for the day's activities, or the venue may supply one as part of the hiring package;</li> </ul>																	
Race Controller should be on duty at all times and should not compete in the event unless there is another race controller available to take his / her place.																	
<ul style="list-style-type: none"> <li>The Chief Scrutineer may compete once he / she has discharged his / her duties of checking vehicles prior to the commencement of competition;</li> </ul>																	
<ul style="list-style-type: none"> <li>The duties of the Secretary of the Meeting and Timing Officials may be carried out by the Clerk of Course or by another suitably qualified official whilst these officials compete.</li> </ul>																	
<b>2.9 STEWARDS</b>																	
Guideline: Steward/s																	
The Club may appoint a Steward/s and the Chief Steward must hold at least a Club Chief Licence. Stewards cannot compete.																	
The Steward/s may modify the program and the course in consultation with the Clerk of the Course or the Organiser in the interests of safety.																	
For a speed event the Steward/s has the responsibility of investigating an incident that may give rise to an insurance claim. A written report must be submitted to the ASN as early as possible.																	
<b>2.10 PREPARE AN EVENT TIMELINE</b>																	
Guideline: Event Timeline																	
A timeline is a way of displaying a list of events in chronological order and is used to help the organising committee to know what milestones need to be achieved, and within what time schedule.																	
<table border="1"> <thead> <tr> <th>Weeks To Go</th><th>Activity</th><th>Responsible</th></tr> </thead> <tbody> <tr> <td>8</td><td>Decide to conduct event</td><td></td></tr> <tr> <td>8</td><td>Select a venue (some venues will require a longer timeline, especially if it is a new venue, which will require a track licence application and inspection from the ASN)</td><td></td></tr> <tr> <td>8</td><td>Appoint an organising committee</td><td></td></tr> <tr> <td>7</td><td>Select course. Book ambulance &amp; MIV.</td><td></td></tr> </tbody> </table>			Weeks To Go	Activity	Responsible	8	Decide to conduct event		8	Select a venue (some venues will require a longer timeline, especially if it is a new venue, which will require a track licence application and inspection from the ASN)		8	Appoint an organising committee		7	Select course. Book ambulance & MIV.	
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8	Appoint an organising committee																
7	Select course. Book ambulance & MIV.																



7	Consider safety issues (see Selection of Course Guideline below)	
6	Prepare draft supplementary regulations and entry form (with ASN disclaimers).	
6	Prepare entry form (with disclaimer)	
6	Source provision of equipment (see Guideline list below)	
4	Call for officials to run the event (see Guideline below)	
4	Submit supplementary regulations and entry form to the ASN permit department with permit application form; submit course diagrams to the ASN	
4	Complete a Medical Response/Emergency Services Information Sheet and forward to the ASN with Permit Application Form (sheet and form available on the ASN website)	
3	Prepare a Day Schedule (see Guideline below)	
2	Confirm availability of venue	
2	Notify local police and neighbors of event if the venue is an area exposed to the public, particularly in buildup areas	
2	Notify local police and neighbours of event if the venue is an area exposed to the public, particularly in buildup areas	
2	Issue supplementary regulations and entry form	
1	Organise collection of equipment; arrange for its transport	
1	Meet with officials to allocate and discuss roles on the day	
1	Finalise documents - tests layouts, time recording sheets, results sheet	
0	THE EVENT	

#### Guideline: Selection of Track

##### A Regularity Trial On Part of An Existing Race Track

A Regularity Trial on part of an existing race track should be planned in the direction of travel of the race track licence issued by the ASN.

##### Officials / Spectators

- There needs to be a minimum of one official at each corner of the course (ideally two) equipped with a white, yellow, yellow and red striped, red, green and blue flags and fire extinguisher. Such officials need to be located in a safe place behind suitable barriers. Start line officials are required to assist cars to stage at the start lights;
- Other officials may be at an assembly area at the end of the braking area;
- All crews and spectators are to remain behind the start line, except when in predetermined spectator areas approved by the ASN.

##### Scrutineers

- There needs to be a designated scrutineering area to assess vehicles prior to the event or if a vehicle has been damaged and needs to rejoin competition.
- The scrutineering bay/area needs to be covered from elemental weather whilst vehicles are inspected. In addition, an office or enclosed area should be provided for Scrutineers to handle documentation. Further consideration should be directed towards inspection equipment; e.g. wheel braces, torches, pens, clipboards, etc.

##### Guideline: Equipment and Documents List (Sample)

A check list of equipment and documents needed should be made well in advance. Markers and/or flags (including sufficient to cover breakages), Timing equipment (electronic or hand-held stop watches with reliable batteries) and safety bunting or barriers must all be organised and checked to make sure they will do the job required. Sufficient replacement markers



should be available, along with any equipment needed to replace them (hammers, sand, bases, etc.).
Equipment
• Barricades if deemed required;
• Boards - finish line boards, count down for slow down area if required
• Broom/s to clear away any rubble (bitumen course);
• Car numbers if numbers are issued; or provision for marking numbers on vehicles (e.g. stickers and or use of liquid chalk or white shoe cleaner to write number on window);
• Equipment (shovels, rakes, etc.) to tidy up course on corners;
• Flags - At each event each flag marshal shall be provided with white, yellow, yellow and red striped, red, green and blue flags and shall understand the use of these flags. The flag marshals' stations shall be arranged to take into account the places where there may be special danger and also where a Driver is likely to have opportunity for overtaking
• Equipment (shovels, rakes, etc.) to tidy up course on corners;
• Fire extinguishers;
• First aid kit;
• Rope or bunting for controlling spectators, to mark 'no go' areas; mark competition areas;
• Pens, clipboards to hold documents for recording vehicle numbers and times;
• Provision for marking numbers on vehicles (e.g. use of white shoe cleaner to write number on window);
• Safety vests for all officials;
• Table and chairs where considered required;
• Timing equipment (electronic, or hand held stop watches with reliable batteries);
• Two-way radios (handheld) between start, corner and finish officials if electronic timing is not used;
• Tyres (old) for assisting to define course
• Weather protection (hot or cold)
Documents
• ASN Permit (for posting on notice board).
• OH&S Policy (for posting on notice board).
• ASN "Official's Trainee Licence" forms for issue on the day.
• Course diagram/s for competitors' inspection if posted on notice board, or for issue.
• Course diagrams with set up instructions for officials.
• Entry Forms for issue on the day.
• Medical Response/Emergency Services Form (copy from Permit Application Form).
• Officials' Sign On Sheet.
• Passenger Indemnity Sheets (ASN).
• Results sheets (to fill in on the day); or these can be by computer and printer.
• Supplementary Regulations and Further Regulations (if any) for entries on the day.



<ul style="list-style-type: none"> <li>Timing Record Sheets.</li> </ul>																																																		
Guideline: Officials																																																		
<p>The number of officials required to run the event will vary according to whether spectators are likely to be present, as well as the number of observers who may be required around the course. If need be contact your ASN for assistance with appropriately accredited officials.</p>																																																		
3. ON THE DAY – BEFORE THE EVENT																																																		
3.1 DAY SCHEDULE																																																		
Guideline: Day Schedule (Sample)																																																		
<p>Conducting an event on the day successfully depends very much on the day schedule being prepared with care, and its issue to relevant officials. Once the number of entries is known (or anticipated) and the number of tests to be conducted determined, as well as the number of runs by competitors at each test, the day's schedule can be prepared in detail.</p>																																																		
Some issues that need to be considered are:																																																		
<ul style="list-style-type: none"> <li>time for setting up.</li> <li>time to transport officials to designated flag points.</li> <li>Time for any timed practice sessions.</li> <li>time for competitors to complete a session.</li> <li>on some events, time for competitors held at end of a Regularity Trial waiting to return to the holding area</li> <li>buffer time:               <ul style="list-style-type: none"> <li>delays in recovering vehicles (stalled, broken down)</li> <li>planned breaks (e.g. lunch)</li> </ul> </li> </ul>																																																		
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Guideline; Documentation																																																		
<p>An official (usually the event secretary) receives entries and conducts documentation checks. This can be carried out at a suitable location at the event venue, or at scrutiny. Checks are to cover:</p>																																																		



• competitor's competition licence and club membership – checking expiry dates.
• entry form is correctly completed, and disclaimer/s signed.
• under-age indemnity form completed by a parent or guardian.
• passenger indemnity form completed (if applicable).
The following can be issues to competitors:
• car number for affixing to the vehicle.
• (spare) supplementary regulations.
• further instructions (if any).
<b>3.3 SCRUTINY</b>
Guideline: Scrutiny
Scrutiny of vehicles is carried out to ensure they meet safety requirements for the event and should be checked by scrutineers using a prepared scrutiny check sheet. Vehicles should be presented in a "ready-to-go" condition.
Selection of the scrutiny location needs to take into consideration:
• sufficient space for more than one vehicle to be checked at any one time.
• a suitable area for unloading vehicles off trailers.
• ample parking nearby for assembly of vehicles waiting to be checked.
• area is not accessed directly from a main road (to avoiding vehicles banking back onto the road).
• if documentation is carried out in the scrutiny area make sure that it does not congest the actual scrutiny area.
It is best to rope off the actual scrutiny area to allow for a clear flow of vehicles and to avoid congestion with spectators and non-scrutiny officials.
<b>3.4 OFFICIALS' BRIEFING</b>
Guideline: Officials Briefing
• Welcome and thank you for participating.
• Ensure all officials have 'signed-on' for ASN insurance cover.
• Schedule for the day.
• If unaware of a situation, ask do not assume.
• Never turn your back on the competing car and always maintain an eye on the competing car at all times to ensure the correct route has been used – and for safety reasons.
• reminder of:
o no litter to be left behind – use bins or take rubbish.
o no smoking (where this applicable).
o no consumption of alcohol under any circumstances.
The Course
• Brief on the start of timing procedure to be adopted.
• Timing procedures; start / finish procedures
• Timing is to the tenths and hundredths of a second (eg:.01).
• Reminder of the penalties to be applied.
• Spectator marshalling instructions.
<b>3.5 COMPETITORS' BRIEFING</b>
Guideline: Competitors Briefing



A competitor briefing should be held prior to the start of competition and preferably be conducted by the Clerk of the Course. A written briefing is an alternative and can be issued at documentation.
The briefing should include:
• A welcome to the event.
• Introduce key officials, and any special guests.
• Comment on fact that motorsport is dangerous and can results in damage to vehicles and equipment and injury to persons.
• Introduction of senior officials (assistant clerk of course, steward/s – if appointed).
• Brief outline of day's activities.
• Show sample of boards, flags, signs to be used.
• Starting & finishing procedure; timing method; re-runs.
• Penalties to be applied.
• Vehicle recovery procedure.
• How to drive the event (if there are novice drivers – or could ask them to stay back after briefing for their own special briefing).
• Any safety issues/procedures.
• Medical/first aid available and procedures.
• Reminder of:
o apparel requirements.
o no speeding in area (walking pace when not competing).
o no litter to be left behind – use bins or take rubbish.
o no smoking (where this applicable).
o no consumption of alcohol under any circumstances.
4. ON THE DAY – THE EVENT
4.1 SETTING UP THE TRACK
Guideline: Setting Up Course
Before each course begins, a final check should be made by the Clerk of the Course to ensure the course complies with the track licence as published, and if electronic timing gear is used that it is correctly positioned and operating.
Check that officials are in a safe position.
4.2 COMPETITION PROCEDURE
Course Routine
• the start and finish (in particular) lines should be prominently marked;
• instructions for 'rolling start' procedure under a safety car (see 4.6)
• the finish line should be marked by large signs on each side of the track clearly indicating the end of the competition run;
• brake distance markers should be set up in braking areas;
• pit entrance clearly marked
• If more than one vehicle is entered per competitor/team, then changeover procedure should be made clear during the driver/teams briefing.
4.3 TIMING
• Timing needs to be to 0.01 second;
• the start and finish (in particular) lines should be prominently marked;



<ul style="list-style-type: none"> <li>the finish line should be marked by large signs on each side of the track clearly indicating the end of the competition run;</li> <li>brake distance markers should be set up in the slow down area;</li> </ul>	
<b>4.4 PENALTIES</b>	
Guideline: Penalties	
A points penalty as specified in the Supplementary Regulations shall apply. The penalty for each lower lap time shall be two times the penalty for each greater lap time. The winner shall be the driver who has completed the required number of laps and has accrued the fewest penalty points.	
Once a driver has completed the required number of laps no further scoring for that driver shall apply. A driver who records a lap time lower than the Organiser nominated minimum lap time shall be shown the black flag and excluded from that trial. Repeated lap times lower than the Organiser nominated minimum lap time may result in the driver being excluded from the event. This includes any extra laps that a driver may complete after the required number of laps.	
Cutting a corner excessively	That run's time disallowed
Failing to start run in correct order	That run's time disallowed
<b>4.5 SCORING / RESULTS</b>	
Guideline: Results	
For each lap time which varies from the driver nominated lap time, a points penalty as specified in the Supplementary Regulations shall apply. The penalty for each lower lap time shall be two times the penalty for each greater lap time. The winner shall be the driver who has completed the required number of laps and has accrued the fewest penalty points.	
Once a driver has completed the required number of laps no further scoring for that driver shall apply. A driver who records a lap time lower than the Organiser nominated minimum lap time shall be shown the black flag and excluded from that trial. Repeated lap times lower than the Organiser nominated minimum lap time may result in the driver being excluded from the event. This includes any extra laps that a driver may complete after the required number of laps.	
<b>4.6 ROLLING START PROCEDURE</b>	
Guideline: Rolling Start	
For each field each vehicle shall be marshalled in order of driver nominated lap time, with the vehicle with the fastest driver nominated lap time at the front.	
Prior to the commencement of each trial a one-minute board shall be shown to the field. A driver failing to be marshalled when the one-minute board has been shown shall not be permitted to commence that trial. Each vehicle shall then enter the circuit in single file for a warm-up lap. During the warm-up lap each vehicle must remain in single file. Timing for each vehicle shall commence as it crosses the control timing line at the end of the warm-up lap (flying start) and shall continue until the display of the checkered flag.	



5. POST EVENT
5.1 DOCUMENTS TO ASN
• Clerk of the Course Report
• Stewards Report – Race, Speed and Non-Speed Events (sent in by Steward/s)
• Incident Report – if an incident occurred, together with either one or both of:
o Vehicle Damage Report (if substantial damage to a vehicle/s)
o Personal Injury Report (if an injury has been sustained)
• Venue and Personnel Report
• Any Trainee Officials Licence Application Forms
• A set of results
These documents are to be completed & forwarded to the ASN within 7 days.
5.2 RESULTS
Compile results and distributed to competitors within 72 hours of the event (or place on website).
5.3 PRESENTATION
Purchase of trophies for presentation to award winners
5.4 BUDGET SUMMARY
Prepare a summary of the expenditure and income and present it to the Committee.





# AUTOCROSS CIRCUIT TESTS



7. AUTOCROSS CIRCUIT TESTS	
Part 1 – General overview	
Definition	
<p><b>AUTOCROSS</b></p> <p>A speed event conducted on a predominately unsealed licensed course</p> <p>The object of the competition is for each driver to complete the course, one at a time, in the shortest possible time, without incurring penalties. Racing it's not permitted.</p>	
Type of activity – Speed	
<p>A Autocross is a <b>SPEED</b> competition</p> <p>Autocross is a type of event providing competition involving timed laps of an earth, grass, gravel or similar circuit.</p> <p>It places emphasis on car handling and driver skill rather than on engine power and outright speed</p>	
Facilities	
<p>An off-road course or track, and the inherent installations, used for motor sport competitions.</p> <p>A course may be non-permanent, semi-permanent or permanent depending on the character of its installations and its availability for competitions.</p> <p>It should have the relevant ASN homologation and licence.</p> <p>The venue should be operated as it would be for any other circuit-based activity, with appropriate marshal, medical and rescue cover, managed by experienced officials from a central Race Control.</p>	
Drivers Safety	
<p>Drivers shall wear protective equipment (helmet, Frontal Head Restraint devices and protective Clothing) in accordance with the Chapter III of Appendix L to the International Sporting Code.</p>	
Sporting framework	
<ul style="list-style-type: none"> <li>• Licence:</li> </ul> <p>All crew members require the appropriate ASN licence for the event.</p>	
<ul style="list-style-type: none"> <li>• Passenger:</li> </ul> <p>An inexperienced driver may carry an experienced passenger (or an experienced driver may carry an inexperienced passenger) for the purpose of instruction and guidance.</p>	
<ul style="list-style-type: none"> <li>• Competition framework</li> </ul> <p>Sporting Regulations, must be draw up by the ASN accordingly to the sporting activity or special tests, together with the appropriate Supplementary Regulation for the specific event.</p>	
<p>The same car may, if permitted in the Supplementary Regulations, be entered up to three times in the same competition, provided that it is driven by a different driver in respect of each entry.</p>	
Type of penalties (Non-exhaustive)	
Penalties should be applied for:	
<ul style="list-style-type: none"> <li>• shortening the course</li> </ul>	
<ul style="list-style-type: none"> <li>• departing from the course</li> </ul>	
<ul style="list-style-type: none"> <li>• failing to complete a run (not applicable to Autocross)</li> </ul>	
<ul style="list-style-type: none"> <li>• a false the start (in the case of a standing start)</li> </ul>	



<ul style="list-style-type: none"> <li>• striking any penalty marker</li> </ul>
<b>Technical framework</b>
<ul style="list-style-type: none"> <li>• Scrutiny</li> </ul> <p>Scrutiny of vehicles is carried out to ensure they meet safety requirements for the event and should be checked by scrutineers using a prepared scrutiny check sheet.</p> <p>Vehicles should be presented in a “ready-to-go” condition.</p> <p>Vehicle scrutiny checks shall comply with the safety regulation described in Article 253 of Appendix J</p>
<b>Cars eligible</b>
Any vehicle is eligible, subject to acceptability and provided it complies with the Auto Slalom Racing Technical Regulations, as set up by the ASN.
Events typically have many classes that allow almost any vehicle, from economy sedans to purpose-built motor sport cars, to compete.
Cars may be grouped into classes or groups at the discretion of the organisers.
Spiked or studded tyres are prohibited, but otherwise tyres are free as to tread design unless further restricted by Supplementary Regulations.
<b>Cars Safety</b>
The vehicles must comply with safety regulations described in Article 253 of Appendix J to the International Sporting Code.



## Part 2 - Document examples: ASN

The following document examples, should be considered as guidelines or reference which could help ASN to draw up its own regulations.



<b>Sporting &amp; Technical Framework</b>
THIS FRAMEWORK MUST BE READ IN CONJUNCTION WITH ANY OTHER REGULATIONS AS DETERMINED BY THE ASN.
Autocross is a type of event providing competition essentially at club level, and involving timed laps of an earth, grass, gravel or similar circuit (although some sealed surfaces may be included when the event is conducted on a permanent circuit) by day or night or both.
Being timed over a distance of more than 200 metres, it falls within the definition of a “speed event”, but racing as such is not permitted in Autocross.
However, for convenience, it is permitted to have up to three cars on the circuit at the one time, provided that the circuit is of adequate length and that they are widely spaced, started separately and individually timed.
<b>1. COURSE</b>
<b>1.1 LENGTH:</b>
The course should not exceed 4km in length, nor be less than 400m unless approved by the ASN. No straight section may exceed 200m in length.
<b>1.2 UPROTECTED OBSTACLES;</b>
Must be at least 20m from the edge of the track or, if such obstacles are protected by e.g; straw bales, they must be at least 10m from the track. Wire fences must be clearly marked if within 40m of the track.
<b>1.3 ENCLOSURES FOR PADDOCK:</b>
Enclosures and/or spectator cars must be at least 40m from the track, unless protected by a barrier sufficient to stop a competing car, in which case they must be at least 20m from the track.
<b>1.4 THE EDGES OF THE COURSE;</b>
Shall be indicated by suitable markers, painted to be visible in normal light or by a competing car’s headlights, if the competition is at night. Observers shall be appointed to ensure that competing cars follow the course, and they shall be Judges of Fact in that respect.
<b>1.5 PRIOR TO ANY AUTOCROSS BEING HELD;</b>
A proposed circuit must be approved by the ASN, and such approval may be temporary or permanent, at the ASN’s discretion. The conduct of any Autocross, even on an approved track, shall be subject to the stewards’ approval on the day of the competition.
<b>2. VEHICLES</b>
<b>2.1 ENTRIES:</b>
(a) Vehicle eligibility will be as prescribed in the Event Entry form or as determined by the ASN.



(b)	All vehicles must be fitted with a fire extinguisher, compliant with the requirements of a Hand-Held Extinguisher FIA STANDARD 8865-2015 and be securely mounted in a metal bracket.
(c)	The same car may, if permitted in the Supplementary Regulations, be entered up to three times in the same competition, provided that it is driven by a different driver in respect of each entry.
2.2	CLASSES:
Cars may be grouped into classes or groups at the discretion of the organisers.	
3.	COMPETITORS
3.1	AGE:
No driver shall be under the age of 14 years.	
3.2	ACCREDITATION:
(a)	Drivers must hold a current membership card issued by one of the participating clubs together with at least a current ASN Speed Licence.
(b)	All licences must be presented at scrutineering.
3.3	COMPETITION VEHICLES:
No driver shall compete at an Autocross in more than one car.	
3.4	SAFETY GEAR:
All drivers shall wear a safety helmet, complying with the following minimum standards:	
• Snell SA2005 If used with FHR only fitted with compliant FHR tether anchors – FIA 8858-2002 or FIA 8858-2010.	
• BS 6658-85 A/FR If used with FHR only fitted with FHR tether anchors from the manufacturer.	
• SFI 31.1, SFI 31.1A, SFI 31.2A, SFI 24.1 (youth helmet standard) Level A Standard	
• Snell SA2000	
• AS/NZS1698 and updates Label may vary depending on approval body.	
Goggles or helmet visor complying with Schedule D must be worn during competition in all open cars and in closed cars to which no windscreen is fitted. If the car is equipped with a roll bar or roll cage, a safety harness complying with the prescriptions of the Code must be worn whilst competing.	
All vehicles must be fitted with a fire extinguisher, compliant with the requirements of a Hand-Held Extinguisher FIA STANDARD 8865-2015 and be securely mounted in a metal bracket;	
4.	PENALTIES
For a competition decided by time, penalties shall be:	
(a)	Run discounted: in which an automobile's run is not timed and does not count toward results of the competition. The penalty is imposed for:
(i)	shortening the course;
(ii)	departing from the course; or



(iii) failing to complete a run (not applicable to Autocross).	
(b) Double fastest: in which the time attributed to a driver for a run is deemed to equal twice the fastest time achieved without incurring any penalty. The penalty applies only to Autocross and is imposed for:	
(i) a false the start (in the case of a standing start); or	
(ii) striking any penalty marker.	
<b>5. DETERMINATION OF WINNERS</b>	
5.1	The following applies:
(a)	Winners shall be determined as by Supplementary Regulations
(b)	Special prizes may be given for the fastest lap or laps timed during the day.
(c)	The same number of runs by each competitor shall count towards the results, extra runs being discarded. However, in the event that one or more competitors have not completed the minimum number of runs stipulated in Supplementary Regulations, their failure to do so shall not necessarily reduce the eligible number of runs by other competitors to the number completed by the failed competitors.
(d)	If a driver, through their own error, fails to complete a run, they shall not be permitted a re-run, but shall be credited with the slowest time recorded by a competitor in his class, plus five seconds. If their failure to complete a run is due to any other cause outside the driver's control, they shall be permitted a re-run.
<b>6. ORGANISATION</b>	
6.1	<b>SCRUTINEERING:</b>
No vehicle may be used for practice or competition until passed by the Chief Scrutineer as fit so to do. Any vehicle which has been modified in any way after scrutineering must be represented as soon as practicable for further examination prior to starting a run.	
6.2	<b>PRACTICE:</b>
Practice of at least two laps shall be permitted to any driver unfamiliar with the course, and may be permitted (if time permits) to all entrants.	
6.3	<b>FIRST AID:</b>
The organiser must comply with the requirements of the Code.	
6.4	<b>FIRE PRECAUTIONS:</b>
The organisers must comply with the requirements of the Code.	
6.5	<b>TIMING:</b>
The competing cars may be timed either by automatic means or by hand-operated stop watches. In the latter case, it is desirable that the average of two times taken be regarded as official time.	
6.6	<b>STARTS:</b>
Cars may not be started simultaneously, but either a standing or a flying start may be used. If the latter, the "run-in" distance shall not exceed 100m.	



6.7 TYRES:
Spiked or studded tyres are prohibited, but otherwise tyres are free as to tread design unless further restricted by Supplementary Regulations.
6.8 NON-COMPLETION OF COURSE:
In the event of any occurrence which may prevent a car on the course from completing its run some arrangement must exist which will prevent the next car due to start from so starting until the course is clear. The presence of an ambulance or other non-competing vehicle on the course shall necessarily halt the competition until the course is again clear.
6.9 STARTING ORDER:
The order of starting may be determined in any manner as provided by Supplementary Regulations, and shall thereafter be maintained. Any deterioration of the course through, for example, weather conditions, shall not be deemed sufficient reason to change the starting order. However, the Clerk of Course may at his discretion change that starting order if circumstances, such as a temporarily unserviceable car, warrant it.
7. OFFICIALS
For Club and Multi-Club Autocross, the Clerk of the Course, Chief Scrutineer, and a single Steward are Essential Officials. In addition, an Assistant Clerk of the Course may be appointed to a Club or Multi-Club Autocross. Either the Clerk of the Course or the Assistant Clerk of the Course must of necessity always be on duty and during such time the acting Clerk of the Course must be clearly and readily identifiable.
The duties of the Secretary and Chief Timekeeper may be discharged by the Clerk of the Course or by another suitably qualified Official. Where the Chief Scrutineer has completed his principal duties prior to the commencement of competitive activities his duties may thereafter be discharged by another suitably qualified Official, other than the Clerk of the Course. While these duties are being discharged by such alternate Official, a Clerk of the Course and his Assistant (where an Assistant Clerk of the Course has been appointed), the Secretary, the Chief Timekeeper and the Chief Scrutineer may compete at the event.
At a State or National Championship Autocross, Essential Officials shall be appointed.



<b>2. PLANNING THE EVENT</b>
<b>2.1 DETERMINING THAT THE CLUB SHOULD HOLD AN AUTOCROSS MEETING:</b>
Establish the broad period in which to conduct it and hands decision to the Sporting Committee. Factors to be taken into consideration when selecting a period are other events on the Club's calendar, other events (public or motor sport) that may affect attendance by competitors and officials, effect of wet weather on a non-sealed surface venue.
<b>2.2 LOOKING FOR A VENUE:</b>
Guideline: Seeking a Venue – see Selection Criteria below.
It is suggested that an ASN establishes a list of venues.
For course layout details refer to Article 1 of the Autocross Sporting & Technical Framework. Selection of the venue needs to take into account a paddock area for competitors, pre-grid area, obvious (to competitors) entry/exit locations to the circuit as well as start and finish lines, and clearly defined spectator viewing areas are established in a safe location, with authorised protection provided.
Once a suitable site has been located, permission to hold the event must be obtained from the land owners and any other relevant bodies, and then a Track Licence must be applied for from the ASN (if a track licence is not already issued for the venue). The proposed course will be checked by an ASN-authorised Track Inspector prior to the issue of a track licence.
If approval is required from Local Council, Police, Environment Authorities, etc permission should be sought some six months before the event, to allow ample time to complete all necessary approvals, particularly if the site has not previously been used for motor sport.
<b>2.3 SELECTING A DATE ACCORDING TO AVAILABILITY OF VENUE:</b>
Guideline: Event Date
Selecting a date will be influenced by the availability of a suitable venue.
Clubs usually plan a calendar of events 12 months in advance. Usually when the national and state championship event dates are set, dates for other events can be allocated. However, for club sport activities there is no reason why a club cannot determine at any time to conduct an event.
'Standard' Venues used by clubs are available, but these are often booked out well ahead, so planning to use one of these venues needs to be made well in advance. Clubs are encouraged to seek out new venues that are suitable.
<b>2.4 BUDGET:</b>
Guideline: Budget
Unless there is a specific ruling by the Club's Committee, one of the prime objectives in running an event is to do so without making a financial loss. Therefore a budget should be drawn up to determine its financial viability and then to monitor expenditure commitments and potential income against the budgeted figures to allow any adjustments to be made so that a loss is not incurred.



Main expenditure items to consider are:
• Cost of obtaining a track licence if a new venue is chosen.
• ASN permit fee
• Hiring of a venue;
• Hiring / purchase of any equipment (determine what equipment can be borrowed)
• Car numbers (if purchased; often water based white shoe cleaner is used to mark numbers on glass – if it is wet weather put number on inside of car);
• Fuel / accommodation for officials;
• Stationery including printing photocopy paper;
• Trophies / Awards;
Income will generally be based on entry fees; if sufficient entries are in doubt a club subsidy may be considered
2.5 APPOINTING AN EVENT ORGANISING COMMITTEE:
Appoint a Clerk of Course, or Event Manager, to organise the event and to select the organising committee.
2.6 THE EVENT ORGANISING COMMITTEE:
An Organising Committee should consist at least two persons – the Clerk of Course and the Secretary. A club may have an Event Organiser who may not necessarily be the Clerk of Course and thus the committee would consist of three persons.
This committee is invested with all necessary powers for the organisation of the meeting and the enforcement of the Supplementary Regulations. However, there is no limit to the number of positions that can be created. A suggestion for a club Autocross is:
• Clerk of Course.
• Assistant Clerk of the Course.
• Secretary/Treasurer.
• Race Controller
• Chief Scrutineer.
• Chief Timekeeper – not necessary if using stopwatches but may be needed if electronic timing is being used as it may be necessary to have someone experienced in using the system.
Other officials - such as Timing Officials, Scorer/Results Official, Equipment Officer, Officials' Coordinator, Chief Spectator Marshal - will have specific roles and may need to attend some committee meetings so that they gain an understanding of the planning of the event and their exact roles in it.
The following is a listing of main responsibilities held by each of the key officials during the event's lifecycle. For your event to be as successful as you would like, these are best used as a starting point. As your club becomes more experienced in running Autocross, the club will be able to obtain a better understanding of what is required from each official in order to run the event to a suitable standard.
Clerk of the Course



The Clerk of the Course is responsible for the entire conduct of the event and all officials are responsible to this official, who must ensure the following takes place:
• Event planning.
• Documentation - to be conducted prior to the event, usually on the day.
• Scrutiny - to be conducted prior to the event, usually on the day.
• Officials recruitment - ongoing from when it is decided to conduct the event.
• Course set up and operation - checking the course setup, placement of officials, safety considerations.
• Timing of test.
• Results.
• Observers.
If there is a single Clerk of the Course, he/she may not compete. However, the appointment of a Deputy or Assistant Clerk of the Course is necessary if the Clerk of the Course is competing in the event.
Deputy or Assistant Clerk/s of the Course
One or more Assistant Clerks of the Course may be appointed, and specific roles allocated to them, however the overall responsibility rests with the Clerk of the Course.
Secretary of the Event (Meeting)
The Secretary of the Event role includes receiving and processing entries, collecting entry fees, organising documentation (on the day) and may include organising the issue of results. The Secretary may compete.
Chief Scrutineer
The Scrutineer is responsible for checking cars for safety prior to the event and re-inspecting any damaged vehicles that occurs during the event. The Scrutineer(s) may compete.
Timing Official/s
This official(s) is responsible for starting and timing. The timing official/s may compete.
Observers
Appointed around the course to observe that cars follow the course and hitting of any markers (if applicable).
<b>2.7 ESSENTIAL OFFICIALS:</b>
<b>Guideline: ASN Requirements For Essential Officials Attending The Event</b>
• The Clerk of the Course, Chief Scrutineer and (at least) a single Steward are Essential Officials.
• The Clerk of Course may compete but only if an Assistant Clerk of the Course has been appointed. Both must be ASN accredited at least as a Club Chief. Either the Clerk of Course or the Assistant Clerk of Course must, of necessity, always be on duty while one or the other is competing and during such time the acting Clerk of Course must be clearly and readily identifiable as such (e.g. by wearing an armband or a tabard marked 'Clerk of Course');
• Should the club not have an accredited Clerk of Course (or Assistant), it may contact the ASN and seek one to be appointed for the day's activities, or the venue may supply one as part of the hiring package;



Race Controller should be on duty at all times, and should not compete in the event unless there is another race controller available to take his / her place.																																																											
<ul style="list-style-type: none"> <li>The Chief Scrutineer may compete once he / she has discharged his / her duties of checking vehicles prior to the commencement of competition;</li> <li>The duties of the Secretary of the Meeting and Timing Officials may be carried out by the Clerk of Course or by another suitably qualified official whilst these officials compete.</li> </ul>																																																											
2.8 STEWARDS:																																																											
Guideline: Steward/s																																																											
The Club may appoint a Steward/s and the Chief Steward must hold at least a Club Chief Licence. Stewards cannot compete.																																																											
The proposed circuit must be approved by the Stewards in accordance with the Autocross Sporting & Technical Framework and they may modify the program and the course in consultation with the Clerk of the Course in the interests of safety.																																																											
For a speed event the Steward/s has the responsibility of investigating an incident that may give rise to an insurance claim. A written report must be submitted to the ASN as early as possible.																																																											
2.9 PREPARE AN EVENT TIMELINE:																																																											
Guideline: Event Timeline																																																											
A timeline is a way of displaying a list of events in chronological order and is used to help the organising committee to know what milestones need to be achieved, and within what time schedule.																																																											
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0	THE EVENT	
GUIDELINES/REQUIRED DOCUMENTS		
Guideline: Selection of Course		
Particular attention should be paid to the selection of a course which will allow the event to be conducted with an adequate margin of safety, especially if there is likely to be spectators (even if friends and relatives of drivers). If an established venue, these will already be in place.		
Whatever the venue selected it will need a Track Licence. This is the Club's responsibility if a new venue as existing tracks will already have this licence		
If selecting a new venues, the slow down, or braking, section of track after the flying finish should exceed 100 metres. Any assembly area at the end of the braking area needs to be well offline to the travel of competitors in case of car brake failure.		
Guideline: Equipment and Documents List (Sample)		
A check list of equipment and documents needed should be made well in advance. Markers and/or flags (including sufficient to cover breakages), Timing equipment (electronic or hand-held stop watches with reliable batteries) and safety bunting or barriers must all be organised and checked to make sure they will do the job required. Sufficient replacement markers should be available, along with any equipment needed to replace them (hammers, sand, bases, etc.).		
Equipment		
• Barricades if deemed required;		
• Boards - finish line boards, count down for slow down area if required		
• Broom/s to clear away any rubble (bitumen course);		
• Car numbers if numbers are issued; or provision for marking numbers on vehicles (e.g. use of liquid chalk or white shoe cleaner to write number on window);		
• Equipment (shovels, rakes, etc) to tidy up course on corners;		
• Fire extinguishers;		
• First aid kit;		
• Markers (cones or flags), with extra to allow for breakage;		
• Rope or bunting for controlling spectators, to mark 'no go' areas; mark competition areas;		
• Pens, clipboards to hold documents for recording vehicle numbers and times;		
• Provision for marking numbers on vehicles (e.g. use of white shoe cleaner to write number on window);		
• Safety vests for all officials;		
• Table and chairs where considered required;		
• Timing equipment (electronic, or hand held stop watches with reliable batteries);		
• Two-way radios (handheld) between start, corner and finish officials if electronic timing is not used;		
• Tyres (old) for assisting to define course		



<ul style="list-style-type: none"> <li>Weather protection (hot or cold)</li> </ul>														
Documents														
<ul style="list-style-type: none"> <li>ASN Permit (for posting on notice board).</li> <li>OH&amp;S Policy (for posting on notice board).</li> <li>ASN "Official's Trainee Licence" forms for issue on the day.</li> <li>Course diagram/s for competitors' inspection if posted on notice board, or for issue.</li> <li>Course diagrams with set up instructions for officials.</li> <li>Entry Forms for issue on the day.</li> <li>Medical Response/Emergency Services Form (copy from Permit Application Form).</li> <li>Officials' Sign On Sheet.</li> <li>Passenger Indemnity Sheets (ASN).</li> <li>Results sheets (to fill in on the day); or these can be by computer and printer.</li> <li>Supplementary Regulations and Further Regulations (if any) for entries on the day.</li> <li>Timing Record Sheets.</li> </ul>														
Guideline: Officials														
<p>The number of officials required to run the event will vary according to whether spectators are likely to be present, as well as the number of observers who may be required around the course. If need be contact your ASN for assistance with appropriately accredited officials.</p>														
3. ON THE DAY – BEFORE THE TESTS														
3.1 DAY SCHEDULE:														
Guideline: Day Schedule (Sample)														
<p>Conducting an event on the day successfully depends very much on the day schedule being prepared with care, and its issue to relevant officials. Once the number of entries is known (or anticipated) and the number of tests to be conducted determined, as well as the number of runs by competitors at each test, the day's schedule can be prepared in detail.</p>														
Some issues that need to be considered are:														
<ul style="list-style-type: none"> <li>time for setting up.</li> <li>time for timed practice runs.</li> <li>time for a competitor to complete a run.</li> <li>on some events, time for competitors held at end of a Autocross waiting to return to the holding area</li> <li>buffer time: <ul style="list-style-type: none"> <li>delays in recovering vehicles (stalled, broken down)</li> <li>planned breaks (e.g. lunch)</li> </ul> </li> </ul>														
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0815	Set up an official notice board and place on it the ASN Permit and OH&S Policy; sketch of course/s	Secretary
0815	Set up documentation	Secretary
0830	Competitors arrive	
0830 – 0930	Receipt of entries; documentation	Secretary
0830 – 0930	Scrutiny of cars	Scrutineers
0900	Place first aid kit and fire extinguisher/s in strategic location/s	Clerk of Course
0930 – 0945	Officials allocation and briefing	Clerk of Course
0945 – 0955	Drivers briefing	Clerk of Course
1000	Convoy over course	Clerk of Course
1030	Competition commences	Clerk of Course

### 3.2 DOCUMENTATION:

#### Guideline; Documentation

An official (usually the event secretary) receives entries and conducts documentation checks. This can be carried out at a suitable location at the event venue, or at scrutiny. Checks are to cover:

- competitor's competition licence and club membership – checking expiry dates.
- entry form is correctly completed, and disclaimer/s signed.
- under-age indemnity form completed by a parent or guardian.
- passenger indemnity form completed (if applicable).

The following can be issues to competitors:

- car number for affixing to the vehicle (if applicable – using white shoe cleaner is satisfactory).
- (spare) supplementary regulations.
- further instructions (if any).

### 3.3 SCRUTINY:

#### Guideline: Scrutiny

Scrutiny of vehicles is carried out to ensure they meet safety requirements for the event and should be checked by scrutineers using a prepared scrutiny check sheet). Vehicles should be presented in a "ready-to-go" condition.

Selection of the scrutiny location needs to take into consideration:

- sufficient space for more than one vehicle to be checked at any one time.
- a suitable area for unloading vehicles off trailers.
- ample parking nearby for assembly of vehicles waiting to be checked.
- area is not accessed directly from a main road (to avoiding vehicles banking back onto the road).
- if documentation is carried out in the scrutiny area make sure that it does not congest the actual scrutiny area.

It is best to rope off the actual scrutiny area to allow for a clear flow of vehicles and to avoid congestion with spectators and non-scrutiny officials.

### 3.4 OFFICIALS' BRIEFING:

#### Guideline: Officials Briefing

- Welcome and thank you for participating.
- Ensure all officials have 'signed-on' for ASN insurance cover.
- Schedule for the day.
- If unaware of a situation, ask do not assume.



<ul style="list-style-type: none"> <li>• Never turn your back on the competing car and always maintain an eye on the competing car at all times to ensure the correct route has been used – and for safety reasons.</li> </ul>
<ul style="list-style-type: none"> <li>• reminder of: <ul style="list-style-type: none"> <li>o no litter to be left behind – use bins or take rubbish.</li> <li>o no smoking (where this applicable).</li> <li>o no consumption of alcohol under any circumstances.</li> </ul> </li> </ul>
The Course
<ul style="list-style-type: none"> <li>• Brief on the start of timing procedure to be adopted.</li> <li>• Timing finishes when the leading point of the car crosses the designated finish line.</li> <li>• Timing is to the tenths and hundredths of a second (eg:.01).</li> <li>• Stopwatches, record time as it reads (e.g. 1:23.14).</li> <li>• Reminder of the penalties to be applied.</li> <li>• Reruns (when permitted).</li> <li>• Spectator marshalling instructions.</li> </ul>
3.5 COMPETITORS' BRIEFING:
Guideline: Competitors Briefing
A competitor briefing should be held prior to the start of competition and preferably be conducted by the Clerk of the Course. A written briefing is an alternative and can be issued at documentation.
The briefing should include:
<ul style="list-style-type: none"> <li>• A welcome to the event.</li> <li>• Introduce key officials, and any special guests.</li> <li>• Comment on fact that motorsport is dangerous and can results in damage to vehicles and equipment and injury to persons.</li> <li>• Introduction of senior officials (assistant clerk of course, steward/s – if appointed).</li> <li>• Brief outline of day's activities.</li> <li>• Show sample of boards, flags, signs to be used.</li> <li>• Number of runs (convoy, if held); starting &amp; finishing procedure; timing method; re-runs.</li> <li>• Penalties to be applied.</li> <li>• Vehicle recovery procedure.</li> <li>• How to drive the event (if there are novice drivers – or could ask them to stay back after briefing for their own special briefing).</li> <li>• Any safety issues/procedures.</li> <li>• Medical/first aid available and procedures.</li> <li>• Reminder of: <ul style="list-style-type: none"> <li>o apparel requirements.</li> <li>o no speeding in area (walking pace when not competing).</li> <li>o no litter to be left behind – use bins or take rubbish.</li> <li>o no smoking (where this applicable).</li> <li>o no consumption of alcohol under any circumstances.</li> </ul> </li> </ul>
4. ON THE DAY – THE TESTS
4.1 SETTING UP COURSE/S:
Guideline: Setting Up Course/s



Before each course begins, a final check should be made by the Clerk of the Course to ensure the course complies with the track licence as published, and if electronic timing gear is used that it is correctly positioned and operating.
Check that officials are in a safe position.
Once the course is set up it is to be checked by the Steward/s who must give approval for the competition to commence (refer to Article 1.5 of the Autocross Sporting & Technical Framework).
<b>4.2 COMPETITION PROCEDURE:</b>
Course Routine
Refer to Articles 6.1 to 6.9 of the Autocross Sporting & Technical Framework.
<b>4.3 TIMING:</b>
<ul style="list-style-type: none"> <li>• Timing needs to be to 0.01 second;</li> <li>• Refer to Article 6.5 of the Autocross Sporting &amp; Technical Framework. Timing starts and finishes when the front of the vehicle passes the start/finish line.</li> </ul>
<b>4.4 PENALTIES:</b>
Guideline: Penalties
Refer to Article 4 of the Autocross Sporting & Technical Framework
<b>4.5 SCORING / RESULTS:</b>
Guideline: Results
Results are determined by adding the times of the competitor's runs together plus any penalties.
<b>5. POST EVENT</b>
<b>5.1 DOCUMENTS TO ASN:</b>
<ul style="list-style-type: none"> <li>• Clerk of the Course Report</li> <li>• Stewards Report – Race, Speed and Non-Speed Events (sent in by Steward/s)</li> <li>• Incident Report – if an incident occurred, together with either one or both of: <ul style="list-style-type: none"> <li>o Vehicle Damage Report (if substantial damage to a vehicle/s)</li> <li>o Personal Injury Report (if an injury has been sustained)</li> </ul> </li> <li>• Venue and Personnel Report</li> <li>• Any Trainee Officials Licence Application Forms</li> <li>• A set of results</li> </ul>
These documents are to be completed & forwarded to the ASN within 7 days.
<b>5.2 RESULTS:</b>
Compile results and distributed to competitors within 72 hours of the event (or place on website).
<b>5.3 PRESENTATION:</b>
Purchase of trophies for presentation to award winners



5.4 BUDGET SUMMARY:
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Prepare a summary of the expenditure and income and present it to the Committee.
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# TIMED TEST SUPER SPRINT



8. TIMED TESTS - SUPER SPRINT	
Part 1 – General overview	
Definition	
<p><b>TIMED TESTS - SUPER SPRINT</b></p> <p>A competition on circuits where the lap times are the determine factor. No car to car competition is allowed. Overtaking is allowed if necessary, but under safe conditions.</p>	
Type of activity – Speed	
<p>A Timed Test or Super Sprint is a <b>SPEED</b> competition.</p> <p>The purpose of a Timed Test or Super Sprint is a multi-car speed event, where the drivers must achieve lap times, conducted on a circuit in which vehicles are started with a maximum of two vehicles (group) starting simultaneously.</p> <p>After a suitable interval another group may start.</p> <p>The maximum number of vehicles permitted on the track at any one time shall be noted on the Track Licence. Overtaking is permitted but “racing” is not.</p> <p>The results shall be determined on the basis of elapsed time for each vehicle including any penalties incurred.</p> <p>There is no specific length for the runs, but three laps (one warm-up lap, one flying lap and one cool-down lap should be considered as a minimum.</p>	
Facilities	
<p>A road course or track, and the inherent installations, used for motor sport competitions.</p> <p>A course may be non-permanent, semi-permanent or permanent depending on the character of its installations and its availability for competitions.</p> <p>It should have the relevant ASN homologation and licence.</p> <p>The venue should be operated as it would be for any other circuit-based activity, with appropriate marshal, medical and rescue cover, managed by experienced officials from a central Race Control.</p>	
Drivers Safety	
<p>Drivers shall wear protective equipment (helmet, Frontal Head Restraint devices and protective Clothing) in accordance with the Chapter III of Appendix L to the International Sporting Code.</p>	
Sporting framework	
<ul style="list-style-type: none"> <li>• Licence: All drivers require the appropriate ASN licence for the event.</li> </ul>	
<ul style="list-style-type: none"> <li>• Passenger: Passengers are not permitted. However, an inexperienced driver may carry an experienced passenger (or an experienced driver may carry an inexperienced passenger) for the purpose of instruction and guidance.</li> </ul>	
<ul style="list-style-type: none"> <li>• Competition framework Sporting Regulations, must be draw up by the ASN accordingly to the sporting activity or special tests, together with the appropriate Supplementary Regulation for the specific event.</li> </ul>	
Timing:	



Timing transmitters are required for all cars and must be fitted for all sessions. Timing transmitters can either be made available for hire or purchase from the organisers if required;
<p>Scoring:</p> <p>The winner will be the driver who records the shortest elapsed time during the course of an official competition lap, inclusive of any penalties applicable. In the case of a tie in such shortest elapsed time, the next fastest official lap time shall be considered, and so on until individual places are determined. No account will be taken of practice runs. Class positions will be awarded on the same basis.</p>
<p>Penalties:</p> <p>According to the ASN criteria and defined on the Supplementary Regulations of each event</p>
<b>Technical framework</b>
<ul style="list-style-type: none"> <li>Scrutiny</li> </ul> <p>Scrutiny of vehicles is carried out to ensure they meet safety requirements for the event and should be checked by scrutineers using a prepared scrutiny check sheet.</p> <p>Vehicles should be presented in a “ready-to-go” condition.</p>
Vehicle scrutiny checks shall comply with the safety regulation described in Article 253 of Appendix J.
<b>Eligible cars</b>
<p>Vehicle eligibility will be as prescribed as determined by the ASN</p> <p>Each automobile participating must comply with the requirements as specified by the ASN</p> <p>Cars should be classified by groups, according to the level of performances and/or similar potential lap times</p>
<b>Cars Safety</b>
The vehicles must comply with safety regulations described in Article 253 of Appendix J to the International Sporting Code.



## Part 2 - Document examples: ASN

The following document examples, should be considered as guidelines or reference which could help ASN to draw up its own regulations.



<b>Sporting Regulations</b>	
A SUPER SPRINT IS A MULTI-CAR SPEED EVENT CONDUCTED ON A CIRCUIT WHERE VEHICLES ARE STARTED WITH A MAXIMUM OF TWO VEHICLES (GROUP) STARTING SIMULTANEOUSLY. AFTER A SUITABLE INTERVAL ANOTHER GROUP MAY START.	
THE MAXIMUM NUMBER OF VEHICLES PERMITTED ON THE TRACK AT ANY ONE TIME SHALL BE NOTED ON THE TRACK LICENCE.	
OVERTAKING IS PERMITTED BUT "RACING" IS NOT. THE RESULTS SHALL BE DETERMINED ON THE BASIS OF ELAPSED TIME FOR EACH VEHICLE INCLUDING ANY PENALTIES INCURRED.	
1.	<b>LICENCES</b>
Each driver must hold a minimum of an ASN Speed licence.	
2.	<b>ELIGIBLE VEHICLES</b>
(a)	Vehicle eligibility will be as prescribed in the Event Entry form or as determined by the ASN.
(b)	Each automobile participating must comply with the log book requirements as specified by the ASN.
3.	<b>DURATION</b>
(a)	An event will be conducted over at least one or two consecutive days, both full days will be for timed competition.
(b)	The event may be conducted over a greater number of consecutive days, provided that the minimum time allocations for competition is respected.
4.	<b>SCRUTINY</b>
All vehicles must be scrutinised at the commencement of the event, prior to participation in competition. Promoters must ensure that scrutineering is available for an appropriate period prior to the scheduled commencement of competition and throughout the activities on each day.	
5.	<b>TIMED PRACTICE</b>
The objective of timed practice is to allow drivers to familiarise themselves with the course. Timed practice may be used by the promoters in order to correctly grade drivers into colour groups containing cars recording similar lap times.	
6.	<b>PRIVATE PRACTICE</b>
Details of private practice, if available, will be issued by the host promoter.	
7.	<b>TYRE WARMING</b>
Tyre warming or the use of any tyre treatments is strictly forbidden.	
8.	<b>RE-RUNS</b>
Re-runs will only be permitted under the following circumstances:	
(i)	failure of timing equipment; or



(ii)	if a Red Flag is used to stop a run and the drivers have not completed the number of laps shown in the supplementary regulations. The re-run should occur as soon as possible after the restart of competition and will consist of the same number of laps as stated in the supplementary regulations. All times recorded in the red flagged run and the re-run are to count towards the results.
9. RUNNING ORDER	
(a)	The running order of groups should follow as closely as possible the following order:
(i)	All open-wheeler and clubman type sports cars; and
(ii)	Closed cars with the groups running the fastest first to the slowest last.
(b)	In the case of multiple entered vehicles, the running order must be configured and managed to ensure that each run or re-run for a particular vehicle is separated by at least one run group to ensure sufficient time for an unrushed driver change-over.
10. PROCEDURE	
(a)	Each competitor will be advised in Supplementary Regulations and/or at drivers' briefing as to:
(i)	direction of travel;
(ii)	flag signals;
(iii)	mode of competition;
(iv)	the number of automobiles on the course simultaneously;
(v)	the number of laps per "run";
(vi)	starting order;
(vii)	starting procedure;
(viii)	procedure for returning to the pits; and
(ix)	method of scoring.
(b)	(The starting procedure for a Super Sprint will conform to one of these methods. Event Organisers and Competitors are reminded that a Super Sprint is not a Race and Racing will not be condoned. Should an Event Organiser want to use a different procedure it must be documented and approved by the ASN:
(i)	From a standing start on the track two vehicles (group) may start simultaneously from adjacent grid positions. After a suitable interval another group may start.
(ii)	From a standing start on the track four vehicles (group) may start simultaneously from grid positions 1, 4, 5 & 8 (staggered grid). After a suitable interval another group may start.
(iv)	A group of vehicles will be led onto the track from pit lane by a Course Car, the first lap of the event will be conducted under yellow flag behind the Course Car. At the conclusion of that first lap the Course Car will exit the track if the course is clear for competition. In this case the competing vehicles will proceed under yellow flag until the start line is reached.
(iv)	Vehicles will proceed in single file onto the circuit from Pit Lane at suitable intervals as directed for a Warm-up lap. Overtaking is not permitted and the release intervals must be maintained on the Warm-up lap. Yellow



flags will be displayed at all flag posts on the Warmup Lap until the starter displays a green flag for a flying single file start.
<b>11. PARC FERMÉ</b>
Promoters may designate a parc fermé for vehicle checking. If such an area is designated, they must ensure that it remains secure.
<b>12. TIMING</b>
Timing will be calculated to 0.01 second and must be by electronically operated watches, timers or counters.
<b>13. DETERMINATION OF THE WINNER</b>
(a) The winner of the Super Sprint will be the driver who records the shortest elapsed time during the course of an official competition lap, inclusive of any penalties applicable.
(b) In the case of a tie in such shortest elapsed time, the next fastest official lap time shall be taken into account, and so on until individual places are determined. No account will be taken of practice runs. Class positions will be awarded on the same basis.
<b>14. RESULTS</b>
(a) Results will be taken on completed lap times. The minimum number of runs will be determined and stated by the promoters in the Supplementary Regulations.
(b) If, during the course of the event, a lesser number of runs than previously stated is foreseen, the promoters will make an announcement to this effect prior to the commencement of the final run.
(c) The promoters shall, within 72 hours after the event, forward to each competitor and the ASN a full set of results detailing the times of each official lap for each driver. As an alternative to forwarding the results by mail to the competitors the club may choose to list the results on their club website or refer to another website that publishes results. The results will identify each driver's fastest time, class placing and any new records set. All times are to be certified by the official timekeeper.
<b>15. AWARDS</b>
(a) The promoter will provide trophies, to at least the first three outright placegetters.
(b) Trophies can be awarded to the winner of each class (a minimum of three entries to constitute a class) and if four or five entries, trophies for 1st and 2nd, if six or more entries, trophies for 1st, 2nd and 3rd. Each trophy will carry a plaque stating the date, location and status of the event.



<b>2. PLANNING THE EVENT</b>
<b>2.1 DETERMINING THAT THE CLUB SHOULD HOLD A SUPER SPRINT MEETING</b>
Establish the broad period in which to conduct it and hands decision to the Sporting Committee. Factors to be taken into consideration when selecting a period are other events on the Club's calendar, other events (public or motor sport) that may affect attendance by competitors and officials.
<b>2.2 DECIDING ON RUNNING A SUPER SPRINT</b>
Decision likely to be influenced by the type of cars to run in the event, the availability of venues, venue hire cost and the Club's capacity to source a venue.
<b>2.3 LOOKING FOR A VENUE</b>
Guideline: Seeking a Venue – see Selection Criteria below.
A list of established venues may be available from the ASN.
The choices are to choose an established Super Sprint venue or find a new venue that hasn't been used before. If the former, then there is a further choice as to whether the Club hires just the venue and supplies all officials, timing etc. or whether they hire the venue as a package with all officials / timing included. This needs to be discussed with the chosen venue.
All Super Sprint venues require a Track Licence must be obtained from the ASN. Issues to consider are:
<ul style="list-style-type: none"> <li>• There is no specific length for a Super Sprint, but three laps (one warm-up lap, one flying lap and one cool-down lap should be considered as a minimum.</li> <li>• Adequate numbers of officials to be stationed for the duration of the event;</li> <li>• Timing transmitters are required for all cars and must be fitted for all sessions. Timing transmitters can either be made available for hire or purchase from the organisers if required;</li> <li>• The maximum track density (shall be as listed on the track licence);</li> <li>• Seeding of vehicles (based on nominated lap time)</li> <li>• Eligible vehicles - Each automobile of any category shall compete only in such category and may not <ul style="list-style-type: none"> <li>• change categories during the event.</li> <li>• May need to specify a higher level of driving standard, e.g.; a no overtaking zone.</li> </ul> </li> </ul>
<b>2.4 SELECTING A DATE ACCORDING TO AVAILABILITY OF VENUE</b>
Guideline: Event Date
Selecting a date will be influenced by the availability of a suitable venue.
Clubs usually plan a calendar of events 12 months in advance. Usually when the national and state championship event dates are set, dates for other events can be allocated. However, for club sport activities there is no reason why a club cannot determine at any time to conduct an event.
Venues used by clubs are available, but these are often booked out well ahead, so planning to use one of these venues needs to be made well in advance. Clubs are encouraged to seek out new venues that are suitable.



<b>2.5 BUDGET</b>
Guideline: Budget
Unless there is a specific ruling by the Club's Committee, one of the prime objectives in running an event is to do so without making a financial loss. Therefore a budget should be drawn up to determine its financial viability and then to monitor expenditure commitments and potential income against the budgeted figures to allow any adjustments to be made so that a loss is not incurred.
Main expenditure items to consider are:
• Cost of obtaining a track licence if a new venue is chosen.
• ASN permit fee
• Hiring of a venue;
• Hiring / purchase of any equipment (determine what equipment can be borrowed)
• Car numbers (stickers and or if purchased; often water based white shoe cleaner is used to mark numbers on glass – if it is wet weather put number on inside of car);
• Fuel / accommodation for officials;
• Stationery including printing photocopy paper;
• Trophies / Awards;
• Ambulance;
• Medical Intervention Vehicle (MIV).
Income will generally be based on entry fees; if sufficient entries are in doubt a club subsidy may be considered
<b>2.6 APPOINTING AN EVENT ORGANISING COMMITTEE</b>
Appoint a Clerk of Course, or Event Manager, to organise the event and to select the organising committee.
<b>2.7 THE EVENT ORGANISING COMMITTEE</b>
An Organising Committee should consist at least two persons – the Clerk of Course and the Secretary. A club may have an Event Organiser who may not necessarily be the Clerk of Course and thus the committee would consist of three persons.
This committee is invested with all necessary powers for the organisation of the meeting and the enforcement of the Supplementary Regulations. However, there is no limit to the number of positions that can be created. A suggestion for a club Super Sprint is:
• Clerk of Course.
• Assistant Clerk of the Course.
• Secretary/Treasurer.
• Race Controller
• Chief Scrutineer.
• Chief Timekeeper – not necessary if using stopwatches but may be needed if electronic timing is being used as it may be necessary to have someone experienced in using the system.
Other officials - such as Timing Officials, Scorer/Results Official, Equipment Officer, Officials' Coordinator, Chief Spectator Marshal - will have specific



roles and may need to attend some committee meetings so that they gain an understanding of the planning of the event and their exact roles in it.
Note: Some Super Sprint venues provide officials (even a Clerk of Course), equipment and timing, inclusive of the track hire. It is worthwhile investigating this, as it will make organising the event much easier.
The following is a listing of main responsibilities held by each of the key officials during the event's lifecycle. For your event to be as successful as you would like, these are best used as a starting point. As your club becomes more experienced in running Super Sprints, the club will be able to obtain a better understanding of what is required from each official in order to run the event to a suitable standard.
<b>Clerk of the Course</b>
The Clerk of the Course is responsible for the entire conduct of the event and all officials are responsible to this official, who must ensure the following takes place:
• Event planning.
• Documentation - to be conducted prior to the event, usually on the day.
• Scrutiny - to be conducted prior to the event, usually on the day.
• Officials recruitment - ongoing from when it is decided to conduct the event.
• Track set up and operation - checking the course setup, placement of officials, safety considerations.
• Vehicle recovery
• Timing of test.
• Results.
If there is a single Clerk of the Course, he/she may not compete. However, the appointment of a Deputy or Assistant Clerk of the Course is necessary if the Clerk of the Course is competing in the event.
<b>Deputy or Assistant Clerk/s of the Course</b>
One or more Assistant Clerks of the Course may be appointed, and specific roles allocated to them, however the overall responsibility rests with the Clerk of the Course.
<b>Secretary of the Event (Meeting)</b>
The Secretary of the Event role includes receiving and processing entries, collecting entry fees, organising documentation (on the day) and may include organising the issue of results. The Secretary may compete.
<b>Race Control</b>
The Race Controller is responsible for the minute to minute running of the event via the two-way radio network and receives reports on the track status before authorising the start line to release a car. He is also in touch with the ambulance and MIV in case of an incident.
<b>Chief Scrutineer</b>



The Scrutineer is responsible for checking cars for safety prior to the event and re-inspecting any damaged vehicles that occurs during the event. The Scrutineer(s) may compete.																	
<b>2.8 ESSENTIAL OFFICIALS</b>																	
Guideline: ASN Requirements For Essential Officials Attending The Event																	
<ul style="list-style-type: none"> <li>The Clerk of the Course, Chief Scrutineer and (at least) a single Steward are Essential Officials.</li> </ul>																	
<ul style="list-style-type: none"> <li>The Clerk of Course may compete but only if an Assistant Clerk of the Course has been appointed. Both must be ASN accredited at least as a Club Chief. Either the Clerk of Course or the Assistant Clerk of Course must, of necessity, always be on duty while one or the other is competing and during such time the acting Clerk of Course must be clearly and readily identifiable as such (e.g. by wearing an armband or a tabard marked 'Clerk of Course');</li> </ul>																	
<ul style="list-style-type: none"> <li>Should the club not have an accredited Clerk of Course (or Assistant), it may contact the ASN and seek one to be appointed for the day's activities, or the venue may supply one as part of the hiring package;</li> </ul>																	
Race Controller should be on duty at all times and should not compete in the event unless there is another race controller available to take his / her place.																	
<ul style="list-style-type: none"> <li>The Chief Scrutineer may compete once he / she has discharged his / her duties of checking vehicles prior to the commencement of competition;</li> </ul>																	
<ul style="list-style-type: none"> <li>The duties of the Secretary of the Meeting and Timing Officials may be carried out by the Clerk of Course or by another suitably qualified official whilst these officials compete.</li> </ul>																	
<b>2.9 STEWARDS</b>																	
Guideline: Steward/s																	
The Club may appoint a Steward/s and the Chief Steward must hold at least a Club Chief Licence. Stewards cannot compete.																	
The Steward/s may modify the program and the course in consultation with the Clerk of the Course or the Organiser in the interests of safety.																	
For a speed event the Steward/s has the responsibility of investigating an incident that may give rise to an insurance claim. A written report must be submitted to the ASN as early as possible.																	
<b>2.10 PREPARE AN EVENT TIMELINE</b>																	
Guideline: Event Timeline																	
A timeline is a way of displaying a list of events in chronological order and is used to help the organising committee to know what milestones need to be achieved, and within what time schedule.																	
<table border="1"> <thead> <tr> <th>Weeks To Go</th><th>Activity</th><th>Responsible</th></tr> </thead> <tbody> <tr> <td>8</td><td>Decide to conduct event</td><td></td></tr> <tr> <td>8</td><td>Select a venue (some venues will require a longer timeline, especially if it is a new venue, which will require a track licence application and inspection from the ASN)</td><td></td></tr> <tr> <td>8</td><td>Appoint an organising committee</td><td></td></tr> <tr> <td>7</td><td>Select course. Book ambulance &amp; MIV.</td><td></td></tr> </tbody> </table>			Weeks To Go	Activity	Responsible	8	Decide to conduct event		8	Select a venue (some venues will require a longer timeline, especially if it is a new venue, which will require a track licence application and inspection from the ASN)		8	Appoint an organising committee		7	Select course. Book ambulance & MIV.	
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8	Appoint an organising committee																
7	Select course. Book ambulance & MIV.																



7	Consider safety issues (see Selection of Course Guideline below)	
6	Prepare draft supplementary regulations and entry form (with ASN disclaimers).	
6	Prepare entry form (with disclaimer)	
6	Source provision of equipment (see Guideline list below)	
4	Call for officials to run the event (see Guideline below)	
4	Submit supplementary regulations and entry form to the ASN permit department with permit application form; submit course diagrams to the ASN	
4	Complete a Medical Response/Emergency Services Information Sheet and forward to the ASN with Permit Application Form (sheet and form available on the ASN website)	
3	Prepare a Day Schedule (see Guideline below)	
2	Confirm availability of venue	
2	Notify local police and neighbors of event if the venue is an area exposed to the public, particularly in buildup areas	
2	Notify local police and neighbours of event if the venue is an area exposed to the public, particularly in buildup areas	
2	Issue supplementary regulations and entry form	
1	Organise collection of equipment; arrange for its transport	
1	Meet with officials to allocate and discuss roles on the day	
1	Finalise documents - tests layouts, time recording sheets, results sheet	
0	THE EVENT	

#### Guideline: Selection of Course

##### A Super Sprint On Part of An Existing Race Track

A Super Sprint on part of an existing race track should be planned in the direction of travel of the race track licence issued by the ASN.

##### Officials / Spectators

- There needs to be a minimum of one official at each corner of the course (ideally two) equipped with a red flag and fire extinguisher. Such officials need to be located in a safe place behind suitable barriers. Start line officials are required to assist cars to stage at the start lights;
- Other officials may be at an assembly area at the end of the braking area;
- All crews and spectators are to remain behind the start line, except when in predetermined spectator areas approved by the ASN.

##### Scrutineers

- There needs to be a designated scrutineering area to assess vehicles prior to the event or if a vehicle has been damaged and needs to rejoin competition.
- The scrutineering bay/area needs to be covered from elemental weather whilst vehicles are inspected. In addition, an office or enclosed area should be provided for Scrutineers to handle documentation. Further consideration should be directed towards inspection equipment; e.g. wheel braces, torches, pens, clipboards, etc.

##### Guideline: Equipment and Documents List (Sample)

A check list of equipment and documents needed should be made well in advance. Markers and/or flags (including sufficient to cover breakages), Timing equipment (electronic or hand-held stop watches with reliable batteries) and safety bunting or barriers must all be organised and checked to make sure they will do the job required. Sufficient replacement markers should be available, along with any equipment needed to replace them (hammers, sand, bases, etc.).



Equipment
• Barricades if deemed required;
• Boards - finish line boards, count down for slow down area if required
• Broom/s to clear away any rubble (bitumen course);
• Car numbers if numbers are issued; or provision for marking numbers on vehicles (e.g. stickers and or use of liquid chalk or white shoe cleaner to write number on window);
• Equipment (shovels, rakes, etc.) to tidy up course on corners;
• Flags - At each event each flag marshal shall be provided with white, yellow, yellow and red striped, red, green and blue flags and shall understand the use of these flags. The flag marshals' stations shall be arranged to take into account the places where there may be special danger and also where a Driver is likely to have opportunity for overtaking
• Equipment (shovels, rakes, etc.) to tidy up course on corners;
• Fire extinguishers;
• First aid kit;
• Rope or bunting for controlling spectators, to mark 'no go' areas; mark competition areas;
• Pens, clipboards to hold documents for recording vehicle numbers and times;
• Provision for marking numbers on vehicles (e.g. use of white shoe cleaner to write number on window);
• Safety vests for all officials;
• Table and chairs where considered required;
• Timing equipment (electronic, or hand held stop watches with reliable batteries);
• Two-way radios (handheld) between start, corner and finish officials if electronic timing is not used;
• Tyres (old) for assisting to define course
• Weather protection (hot or cold)
Documents
• ASN Permit (for posting on notice board).
• OH&S Policy (for posting on notice board).
• ASN "Official's Trainee Licence" forms for issue on the day.
• Course diagram/s for competitors' inspection if posted on notice board, or for issue.
• Course diagrams with set up instructions for officials.
• Entry Forms for issue on the day.
• Medical Response/Emergency Services Form (copy from Permit Application Form).
• Officials' Sign On Sheet.
• Passenger Indemnity Sheets (ASN).
• Results sheets (to fill in on the day); or these can be by computer and printer.
• Supplementary Regulations and Further Regulations (if any) for entries on the day.
• Timing Record Sheets.
Guideline: Officials



The number of officials required to run the event will vary according to whether spectators are likely to be present, as well as the number of observers who may be required around the course. If need be contact your ASN for assistance with appropriately accredited officials.

### 3. ON THE DAY – BEFORE THE TESTS

#### 3.1 DAY SCHEDULE

##### Guideline: Day Schedule (Sample)

Conducting an event on the day successfully depends very much on the day schedule being prepared with care, and its issue to relevant officials. Once the number of entries is known (or anticipated) and the number of tests to be conducted determined, as well as the number of runs by competitors at each test, the day's schedule can be prepared in detail.

Some issues that need to be considered are:

- time for setting up.
- time to transport officials to designated flag points.
- Time for any timed practice sessions.
- time for competitors to complete a session.
- on some events, time for competitors held at end of a Super Sprint waiting to return to the holding area
- buffer time:
  - o delays in recovering vehicles (stalled, broken down)
  - o planned breaks (e.g. lunch)

Time	Activity	Who Is Responsible
0800	Open entry gates (if applicable)	Clerk of Course
0800	Officials arrive and sign on ASN Sign On Sheet	Secretary
0815 – 0900	Set up track	Officials available
0815	Set up an official notice board and place on it the ASN Permit and OH&S Policy; sketch of course/s	Secretary
0815	Set up documentation	Secretary
0830	Competitors arrive	
0830 – 0930	Receipt of entries; documentation	Secretary
0830 – 0930	Scrutiny of cars	Scrutineers
0900	Place flags and fire extinguisher/s in strategic location/s – start, corners and finish (but well clear of the track). Ambulance & MIV located with easy track access.	Clerk of Course
0930 – 0945	Officials allocation and briefing	Clerk of Course
930	Steward/s check of the course (Steward/s must give approval to start competition)	Stewards
0945 – 0955	Drivers briefing	Clerk of Course
1000	Practice session	Clerk of Course
1030	Competition commences – timed practice	Clerk of Course

#### 3.2 DOCUMENTATION

##### Guideline; Documentation

An official (usually the event secretary) receives entries and conducts documentation checks. This can be carried out at a suitable location at the event venue, or at scrutiny. Checks are to cover:

- competitor's competition licence and club membership – checking expiry dates.
- entry form is correctly completed, and disclaimer/s signed.



• under-age indemnity form completed by a parent or guardian.
• passenger indemnity form completed (if applicable).
The following can be issues to competitors:
• car number for affixing to the vehicle (if applicable – using white shoe cleaner is satisfactory).
• (spare) supplementary regulations.
• further instructions (if any).
<b>3.3 SCRUTINY</b>
Guideline: Scrutiny
Scrutiny of vehicles is carried out to ensure they meet safety requirements for the event and should be checked by scrutineers using a prepared scrutiny check sheet. Vehicles should be presented in a “ready-to-go” condition.
Selection of the scrutiny location needs to take into consideration:
• sufficient space for more than one vehicle to be checked at any one time.
• a suitable area for unloading vehicles off trailers.
• ample parking nearby for assembly of vehicles waiting to be checked.
• area is not accessed directly from a main road (to avoiding vehicles banking back onto the road).
• if documentation is carried out in the scrutiny area make sure that it does not congest the actual scrutiny area.
It is best to rope off the actual scrutiny area to allow for a clear flow of vehicles and to avoid congestion with spectators and non-scrutiny officials.
<b>3.4 OFFICIALS' BRIEFING</b>
Guideline: Officials Briefing
• Welcome and thank you for participating.
• Ensure all officials have ‘signed-on’ for ASN insurance cover.
• Schedule for the day.
• If unaware of a situation, ask do not assume.
• Never turn your back on the competing car and always maintain an eye on the competing car at all times to ensure the correct route has been used – and for safety reasons.
• reminder of:
o no litter to be left behind – use bins or take rubbish.
o no smoking (where this applicable).
o no consumption of alcohol under any circumstances.
The Course
• Brief on the start of timing procedure to be adopted.
• Timing procedures; start / finish procedures
• Timing is to the tenths and hundredths of a second (eg:.01).
• Reminder of the penalties to be applied.
• Spectator marshalling instructions.
<b>3.5 COMPETITORS' BRIEFING</b>
Guideline: Competitors Briefing

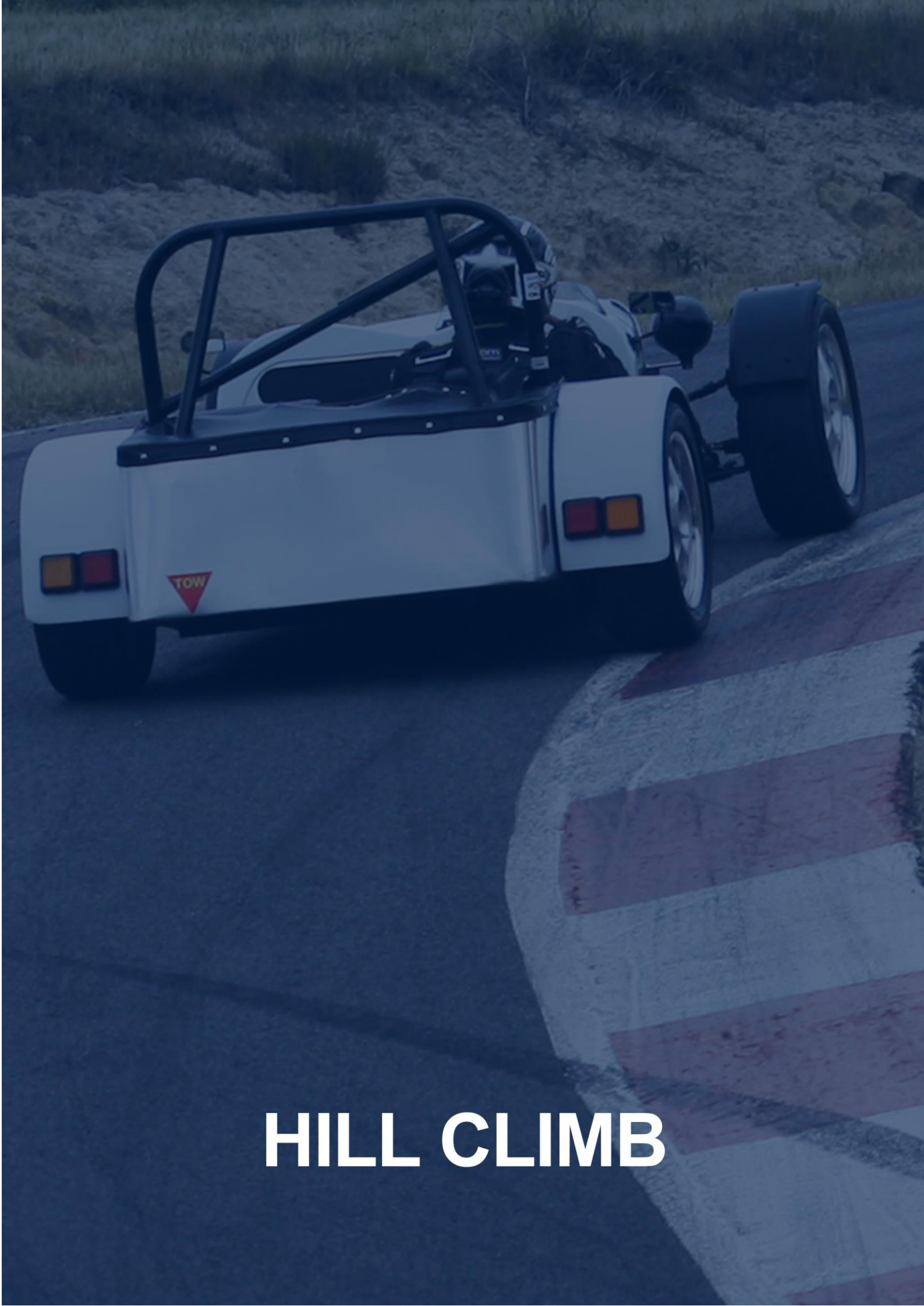


A competitor briefing should be held prior to the start of competition and preferably be conducted by the Clerk of the Course. A written briefing is an alternative and can be issued at documentation.
The briefing should include:
• A welcome to the event.
• Introduce key officials, and any special guests.
• Comment on fact that motorsport is dangerous and can results in damage to vehicles and equipment and injury to persons.
• Introduction of senior officials (assistant clerk of course, steward/s – if appointed).
• Brief outline of day's activities.
• Show sample of boards, flags, signs to be used.
• Number of runs (convoy, if held); starting & finishing procedure; timing method; re-runs.
• Penalties to be applied.
• Vehicle recovery procedure.
• How to drive the event (if there are novice drivers – or could ask them to stay back after briefing for their own special briefing).
• Any safety issues/procedures.
• Medical/first aid available and procedures.
• Reminder of:
o apparel requirements.
o no speeding in area (walking pace when not competing).
o no litter to be left behind – use bins or take rubbish.
o no smoking (where this applicable).
o no consumption of alcohol under any circumstances.
4. ON THE DAY – THE TESTS
4.1 SETTING UP THE TRACK
Guideline: Setting Up Course
Before each course begins, a final check should be made by the Clerk of the Course to ensure the course complies with the track licence as published, and if electronic timing gear is used that it is correctly positioned and operating.
Check that officials are in a safe position.
4.2 COMPETITION PROCEDURE
Course Routine
• the start and finish (in particular) lines should be prominently marked;
• instructions for start procedure – In the case of multiple entered vehicles, the running order must be configured and managed to ensure that each run or re-run for a particular vehicle is separated by at least one run group to ensure sufficient time for an unrushed driver change over.
• the finish line should be marked by large signs on each side of the track clearly indicating the end of the competition run;
• brake distance markers should be set up in the slow down area;
• pit entrance clearly marked
4.3 TIMING



•	Timing needs to be to 0.01 second;	
•	the start and finish (in particular) lines should be prominently marked;	
•	the finish line should be marked by large signs on each side of the track clearly indicating the end of the competition run;	
•	brake distance markers should be set up in the slow down area;	
•	if, at the end of the slow down area, cars turn into a return road, or a holding area, large arrows (or red / orange flashing lights) should be used to indicate the turn.	
4.4 PENALTIES		
Guideline: Penalties		
	Cutting a corner excessively	That run's time disallowed
	Failing to start run in correct order	That run's time disallowed
4.5 SCORING / RESULTS		
Guideline: Results		
The driver who has the lowest accumulated time (including penalties, if any) of the relevant runs conducted will be the winner. Tie breakers can be applied and can be based on the driver who holds the fastest time in a majority of the relevant runs		
5. POST EVENT		
5.1 DOCUMENTS TO ASN		
•	Clerk of the Course Report	
•	Stewards Report – Race, Speed and Non-Speed Events (sent in by Steward/s)	
•	Incident Report – if an incident occurred, together with either one or both of:	
o	Vehicle Damage Report (if substantial damage to a vehicle/s)	
o	Personal Injury Report (if an injury has been sustained)	
•	Venue and Personnel Report	
•	Any Trainee Officials Licence Application Forms	
•	A set of results	
These documents are to be completed & forwarded to the ASN within 7 days.		
5.2 RESULTS		
Compile results and distributed to competitors within 72 hours of the event (or place on website).		
5.3 PRESENTATION		
Purchase of trophies for presentation to award winners		
5.4 BUDGET SUMMARY		
Prepare a summary of the expenditure and income and present it to the Committee.		





# HILL CLIMB



9. HILL CLIMB
Part 1 - General overview
Definition
<p><b>HILL CLIMB</b></p> <p>Competition in which each Automobile takes the start individually to cover the same course ending with a Finish Line usually situated at a higher altitude than the Start Line. The time taken to cover the distance between the Start and Finish Lines is the determining factor for establishing the classifications.</p>
Type of activity – Speed
<p>A Hill Climb is a <b>SPEED</b> competition</p> <p>Hill Climb is a branch of motor sport in which drivers compete against the clock to complete an uphill course, running from a standing start over a measured distance on a bitumen surface that generally goes uphill from the start line.</p> <p>They are usually conducted on a closed road section. In a few countries such as within Australia, South Africa and in the United Kingdom, Hill Climb is traditionally conducted on established Hill Climb venues.</p>
Facilities
<p>To refer to FIA Hill Climb Safety Guidelines and Appendix H</p> <p><a href="https://www.fia.com/sites/default/files/2020_fia_hill_climb_safety_guidelines_05.12.2019.pdf">https://www.fia.com/sites/default/files/2020_fia_hill_climb_safety_guidelines_05.12.2019.pdf</a></p> <p><a href="https://www.fia.com/sites/default/files/hc_booklet_-_safety_2019.pdf">https://www.fia.com/sites/default/files/hc_booklet_-_safety_2019.pdf</a></p>
Drivers Safety
<p>Drivers shall wear protective equipment (helmet, Frontal Head Restraint devices and protective Clothing) in accordance with the Chapter III of Appendix L to the International Sporting Code.</p>
Sporting framework
Recommended to refer to the FIA Hill Climb Sporting Guidelines
<ul style="list-style-type: none"> <li>• Licence:</li> </ul> <p>All drivers must hold the appropriate ASN licence and must hold a car driving licence.</p>
<ul style="list-style-type: none"> <li>• Passenger:</li> </ul> <p>Passengers are not permitted.</p>
<ul style="list-style-type: none"> <li>• Competition framework</li> </ul> <p>Sporting Regulations, must be draw up by the ASN accordingly to the sporting activity or special tests, together with the appropriate Supplementary Regulation for the specific event.</p>
Technical framework
Recommended to refer to the FIA Hill Climb Technical Guidelines
Eligible cars
Recommended to refer to the FIA Hill Climb Technical Guidelines
Car eligibility will be as prescribed by the ASN.
Cars Safety
Recommended to refer to the FIA Hill Climb Technical Guidelines



## Part 2 - Document examples: ASN

The following documents examples, should be considered as guidelines or reference which could help ASN to draw up its own regulations.



<b>Sporting Framework</b>
Hill climbs are conducted under the provisions of the International Sporting Code (ISC) of Federation Internationale de l'Automobile (FIA).
As per the Article 2 of the FIA General Prescriptions for Hill Climb ("the FIA General Prescriptions"), "a hill climb is a competition in which each automobile takes the start individually to cover the same course ending with a finish line usually situated at a higher altitude than the start line. The time taken to cover the distance between the start and finish lines is the determining factor for establishing the classifications".
Drivers must hold the appropriate licence decided by the ASN. Drivers must hold a car driving licence.
<b>1. ELIGIBLE CARS</b>
Car eligibility will be as prescribed in the Event Entry form or as determined by the ASN. All vehicles must be fitted with a fire extinguisher, compliant with the requirements of a Hand-Held Extinguisher FIA STANDARD 8865-2015 and be securely mounted in a metal bracket.
<b>2. DURATION</b>
A Hill Climb can be conducted over at one or two consecutive days, of which one full day must be allocated for practice heats and one full day for race heats. The event may be conducted over a greater number of consecutive days, provided that the minimum time allocations for both practice heats and race heats are respected.
<b>3. SCRUTINEERING</b>
Cars must be scrutinised at the commencement of the event, prior to participation in competition. Organisers must ensure that scrutineering is available for an appropriate period prior to the scheduled commencement of practice or competition and throughout the activities on each day.
<b>4. PRACTICE HEATS</b>
The objective of practice heats is to allow drivers to familiarise themselves with the course. Practice heats may not be used by the organisers to impact on the conduct of the competition in any way.
<b>5. RESTART</b>
Restart will only be permitted under the following circumstances:
(i) Failure of timing equipment;
(ii) The signal to start having been given when the course was not clear;
(iii) If for any reason the rear wheels of the car fail to reach the start line, or;
(iv) If the Clerk of Course declares that the track has become unsafe during a heat.
As per the Articles 6.24.10 of the FIA General Prescriptions, "...The clerk of the course will allow, upon hearing from the track marshals, if necessary, the



impeded Driver to take another heat. Special cases shall be referred to the stewards.”.	
6.	<b>STARTING ORDER</b>
As per the Article 6.19.1 and 6.19.3 of the FIA General Prescriptions, “The starting order shall follow the groups approved by the panel of stewards on the basis of the list of Drivers admitted to start. The organiser must display, from the beginning of the Event, the order and the timetables for each group.” “The clerk of the course is free to modify the starting order according to the circumstances.”	
7.	<b>PARC FERMÉ</b>
Organisers may designate a parc fermé for car checking. If such an area is designated, they must ensure that it remains secure.	
8.	<b>CLASSES</b>
Capacity classes within each category or car classification as per Pf values (FIA Performance factor) will be in accordance with those specified for the relevant ASN categories. Additional (not substitute) capacity classes may be conducted at the discretion of the organisers. No driver may compete in more than one car, category or class.	
9.	<b>TIMING</b>
Timing will be calculated to 0.01 second and must be by electronically operated watches, timers or counters.	
10.	<b>DETERMINATION OF THE WINNER</b>
The winner shall be awarded to the driver who records the shortest elapsed time during the course of official competition, inclusive of any penalties applicable.	
In the case of a tie in such shortest elapsed time, the next fastest official race heat shall be taken into account, and so on until individual places are determined. No account will be taken of practice heats. Class positions will be awarded on the same basis.	
11.	<b>RESULTS</b>
Results will be taken on completed category heats. The number of heats will be determined and stated by the organisers in the Supplementary Regulations.	
If, during the course of the event, a lesser number of heats than previously stated is foreseen, the organisers will make an announcement to this effect prior to the commencement of the final heat. The organisers shall, within 72 hours after the event, forward to each competitor and the ASN, a full set of results detailing the times of each official heat for each driver. The results will identify each driver’s fastest time, class placing and any new records set. All times are to be certified by the official timekeeper.	
.	
12.	<b>AWARDS</b>



The organiser will provide trophies, which must be of a standard befitting the event and will be awarded to at least the first three outright placegetters.
Trophies can be awarded to the winner of each class.



<b>2. PLANNING THE EVENT</b>
<b>2.1 DETERMINING THAT THE CLUB SHOULD HOLD A HILL CLIMB MEETING</b>
Establish the broad period in which to conduct it and hands decision to the Organising Committee. Factors to be taken into consideration when selecting a period are other events on the Club's calendar, other events (public or motor sport) that may affect attendance by competitors and officials,.
<b>2.2 DECIDING ON TYPE OF HILL CLIMB</b>
Factors to be taken into consideration are wishes of availability of venues, quality of the surface, adequacy of the track with the type of cars and competitors allowed, likely weather conditions, and venue cost.
<b>2.3 LOOKING FOR A VENUE</b>
Guideline: Seeking a Venue – see Selection Criteria below.
A list of established venues may be available from the ASN.
In the context of events aimed at “beginners”/“amateurs”, the venue should be selected or specifically adapted to guarantee maximum speeds and/or maximum average speeds in adequation with the eligible cars and driver apparel.
The choices are to choose an established Hill Climb venue, a known Hill Climb course or find a new venue that hasn't been used before.
If it is a new venue not used before for motor sport, then permission to hold the event must be obtained from the authorities and any other relevant bodies and then an approval of the course must be obtained from the ASN. Issues to consider are:
<ul style="list-style-type: none"> <li>• there is no specific length for a Hill Climb, with recommend maximum length of 2.5 km;</li> <li>• adequate parking area prior to the start;</li> <li>• adequate parking area after the finish, if cars have to be held if there is no separate return road;</li> <li>• the use of a return road (but if this is a public road, it would require to be closed too and exclusively reserved for use by the competing cars, ideally under convoy);</li> </ul>
If approval is required from Local Authorities etc., permission should be sought some six months before the event, to allow ample time to complete all necessary approvals, particularly if the site has not previously been used for motor sport.
<b>2.4 SELECTING A DATE ACCORDING TO AVAILABILITY OF VENUE</b>
Guideline: Event Date
Selecting a date will be influenced by the availability of a suitable venue.
<b>2.5 BUDGET</b>
Guideline: Budget
Unless there is a specific ruling by the Organising Committee, one of the prime objectives in running an event is to do so without making a financial



loss. Therefore, a budget should be drawn up to determine its financial viability and then to monitor expenditure commitments and potential income against the budgeted figures to allow any adjustments to be made so that a loss is not incurred.
Main expenditure items to consider are:
• Cost for course inspection if a new venue is chosen;
• ASN permit and calendar fee;
• Hiring of a venue, and/or infrastructure;
• Hiring / purchase of any equipment (determine what equipment can be borrowed);
• Car numbers;
• Travel / accommodation for officials;
• Stationery including printing photocopy paper;
• Trophies / Awards;
• Ambulance;
• Medical Intervention Vehicle (MIV);
• Safety measurement on Course.
Income will generally be based on entry fees and ticketing.
<b>2.6 APPOINTING AN EVENT ORGANISING COMMITTEE</b>
Appoint a Clerk of Course, or Event Manager, to organise the event and to select the Organising Committee.
<b>2.7 THE EVENT ORGANISING COMMITTEE</b>
An Organising Committee should consist at least two persons – the Clerk of Course and the Secretary. A club may have an Event Manager who may not necessarily be the Clerk of Course and thus the committee would consist of three persons.
This committee is invested with all necessary powers for the organisation of the event and the enforcement of the Supplementary Regulations. However, there is no limit to the number of positions that can be created. The following officials should at least be nominated:
• Clerk of Course.
• Assistant Clerk of the Course.
• Secretary/Treasurer.
• Stewards.
• Chief Scrutineer.
• Chief Timekeeper.
• Safety Delegate.
Other members of the organisation - such as Timing Officials, Equipment Officer, Competitors' Relation Officers, Track Marshals, Chief Spectator Marshal - will have specific roles and may need to attend some committee meetings so that they gain an understanding of the planning of the event and their exact roles in it.
Note: Permanent Hill Climb venues may provide officials (even a Clerk of Course), equipment and timing, inclusive of the course hire. It is worthwhile investigating this, as it will make organising the event much easier.



The following is a listing of main responsibilities held by each of the key officials during the event's lifecycle. For your event to be as successful as you would like, these are best used as a starting point. As your club becomes more experienced in running Hill Climb, the club will be able to obtain a better understanding of what is required from each official in order to run the event to a suitable standard.
<b>Clerk of the Course</b>
The Clerk of the Course is responsible for the entire conduct of the event and all officials are responsible to this official, who must ensure the following takes place:
<ul style="list-style-type: none"> <li>• Event planning.</li> <li>• Documentation - to be conducted prior to the event, usually on the day.</li> <li>• Scrutiny - to be conducted prior to the event, usually on the day.</li> <li>• Officials recruitment - ongoing from when it is decided to conduct the event.</li> <li>• Course set up and operation - checking the course setup, placement of officials and marshals, safety considerations.</li> <li>• Timing of test.</li> <li>• Results.</li> </ul>
<b>Deputy or Assistant Clerk/s of the Course</b>
One or more Assistant Clerks of the Course may be appointed, and specific roles allocated to them, however the overall responsibility rests with the Clerk of the Course.
The Deputy Clerk of the Course is responsible for the minute to minute running of the event via the two-way radio network and receives reports on the track status before authorising the start line to release a car. He is also in touch with the ambulance and MIV in case of an incident.
<b>Secretary of the Event (Meeting)</b>
The Secretary of the Event role includes receiving and processing entries, collecting entry fees, organising documentation (on the day) and may include organising the issue of results.
<b>Chief Scrutineer</b>
The Scrutineer is responsible for checking cars for safety prior to the event and re-inspecting any damaged cars that occurs during the event.
<b>2.8 ESSENTIAL OFFICIALS</b>
<b>Guideline: ASN Requirements For Essential Officials Attending The Event</b>
<ul style="list-style-type: none"> <li>• The Clerk of the Course, Chief Scrutineer and three Stewards are Essential Officials.</li> <li>• The Clerk of Course and the Assistant Clerk of the Course must be ASN accredited.</li> <li>• The Stewards has the responsibility of investigating an incident that may give rise to an insurance claim. A written report must be submitted to the ASN as early as possible.</li> <li>• Should the club not have an accredited Clerk of Course (or Assistant), it may contact the ASN and seek one to be appointed for the day's activities, or the venue may supply one as part of the hiring package.</li> <li>• Essential officials are not allowed to compete in the event.</li> </ul>



<b>2.9 STEWARDS</b>		
Guideline: Stewards		
The Club may appoint three Stewards, one of them will be designated the Chief Steward. Stewards cannot compete.		
The Stewards may modify the program and the course in consultation with the Clerk of the Course or the Organiser in the interests of safety.		
<b>2.10 PREPARE AN EVENT TIMELINE</b>		
Guideline: Event Timeline		
A timeline is a way of displaying a list of events in chronological order and is used to help the Organising Committee to know what milestones need to be achieved, and within what time schedule.		
.		
<b>Weeks To Go</b>	<b>Activity</b>	<b>Responsible</b>
20	Decide to conduct event	
20	Select a venue (some venues will require a longer timeline, especially if it is a new venue, which will require a track licence application and inspection from the ASN)	
15	Appoint an organising committee	
15	Book ambulance & MIV	
20	Consider safety issues (see Selection of Course Guideline below)	
12	Prepare draft supplementary regulations and entry form (with ASN disclaimers)	
12	Source provision of equipment (see Guideline list below)	
15	Call for officials to run the event (see Guideline below)	
12	Submit supplementary regulations and entry form to the ASN permit department with permit application form; submit course diagrams to the ASN	
12	Complete a Medical Response/Emergency Services Information Sheet and forward to the ASN with Permit Application Form (sheet and form available on the ASN website)	
6	Prepare a Day Schedule (see Guideline below)	
20	Notify local police and neighbors of event if the venue is an area exposed to the public, particularly in built-up areas	
8	Issue supplementary regulations and entry form	
2	Organise collection of equipment; arrange for its transport	
1	Meet with officials to allocate and discuss roles on the day	
1	Finalise documents - tests layouts, time recording sheets, results sheet	
0	THE EVENT	
Guideline: Selection of Course		
Particular attention should be paid to the selection of a course which will allow the event to be conducted with an adequate margin of safety, especially if there is likely to be spectators (even if friends and relatives of drivers). If an established venue, these will already be in place.		
Whatever the venue selected it will need a Track Licence issued by the ASN. This is the Club's responsibility if a new venue as existing tracks will already have this licence.		
If selecting a new venue, the slow down, or braking, section of track after the flying finish should exceed 50 metres. Any assembly area at the end of the braking area needs to be well offline to the travel of competitors in case of car brake failure. The Article 4.4 FIA Hill Climb Safety Guidelines defines: "Finish zone - The area after the Finish Line must be controlled/monitored, like the		



course of the race, by track marshals. The spectators do not have access to this area. The Competitors must be slowed/forced to brake by the use of appropriate means (chicanes, etc.)."
<b>New Hill Climb Venue</b>
A suitable new venue may, for example, be a (legally) closed public bitumen road, 5m - 8m width:
<ul style="list-style-type: none"> <li>• Possibility of justifying wide open spaces as an appropriate substitute for first line of protection should be explored;</li> <li>• On street venues gutters and kerbs are a serious hazard and protection should be designed accordingly;</li> <li>• The surface of the course must be studied for appropriateness for competition use (or for use by certain types of car) for the speeds the cars will be travelling (to ensure the driver does not lose control over any 'rough' part of the road);</li> <li>• There needs to be sufficient protection against the natural elements for the competitors (trees, power poles, rocks, etc. next to the road);</li> <li>• Consideration needs to be given to the potential fire hazard due to the dryness of the vegetation alongside the roadway (in case a car leaves the road and the exhaust setting fire to the grass);</li> <li>• Guardrail overlapping raises a particularly difficult problem when a venue is primarily used as a two-way public road and is used for motor sport. This creates a problem where, if used for motorsport activity some of the guardrail beams will be overlapped in contravention to the requirements appropriate for one-way use. Additional hazard control procedures need to be implemented in areas which are considered to be critical impact zones.</li> <li>• As per Article 4 of the FIA Hill Climb Safety Guidelines: "During the preparations, it is important to identify the places that are particularly dangerous for the cars, such as a tree in a fast bend, a ditch, damaged Armco barriers, poles (telegraphic) electric, a narrow bridge, etc.</li> </ul>
In order to protect these places, it is advisable to use:
– Armco barriers,
– straw bales** (round bales more than 1m in diameter are recommended),
– concrete barriers,
– sand banks,
– walls of connected tyres,
– water tanks.
** NOTE: The definition of straw bales and the guidelines for their use are specified in Appendix 1."
<b>A Hill Climb On Part of An Existing Race Track</b>
A Hill Climb on part of an existing race track should be planned in the direction of travel of the race track licence issued by the ASN.
<b>Marshals</b>
<ul style="list-style-type: none"> <li>• There needs to be a minimum of two marshals at each corner of the course equipped with flags (yellow, yellow/red stripes, blue, red) and fire extinguisher, as precised in the Article 7.2.3 of the Appendix H of the International Sporting Code. Such marshals need to be located in a safe</li> </ul>



place behind suitable barriers. Start line marshals are required to assist cars to stage at the start lights;
<ul style="list-style-type: none"> <li>• Other marshals may be at an assembly area at the end of the braking area;</li> </ul>
<ul style="list-style-type: none"> <li>• All crews and spectators are to remain behind the start line, except when in predetermined spectator areas approved by the ASN.</li> </ul>
Spectators
<ul style="list-style-type: none"> <li>• As per the Article 4.2 of the FIA Hill Climb Safety Guidelines, "All the "spectator areas" must be identified in advance, clearly marked off and must remain firmly under the control of the safety personnel.</li> </ul>
In addition, "no-go areas", where spectators must not go, must be identified."
Guideline: Equipment and Documents List (Sample)
A check list of equipment and documents needed should be made well in advance. Markers and/or flags (including sufficient to cover breakages), Timing equipment (electronic or hand-held stop watches with reliable batteries) and safety bunting or barriers must all be organised and checked to make sure they will do the job required. Sufficient replacement markers should be available, along with any equipment needed to replace them (hammers, sand, bases, etc.).
Equipment
<ul style="list-style-type: none"> <li>• Barricades if deemed required;</li> </ul>
<ul style="list-style-type: none"> <li>• Boards - finish line boards, count down for slow down area if required;</li> </ul>
<ul style="list-style-type: none"> <li>• Broom/s to clear away any rubble;</li> </ul>
<ul style="list-style-type: none"> <li>• Car numbers if numbers are issued;</li> </ul>
<ul style="list-style-type: none"> <li>• Equipment (shovels, rakes, etc) to tidy up course on corners;</li> </ul>
<ul style="list-style-type: none"> <li>• Fire extinguishers;</li> </ul>
<ul style="list-style-type: none"> <li>• First aid kit;</li> </ul>
<ul style="list-style-type: none"> <li>• Markers (cones or flags), with extra to allow for breakage;</li> </ul>
<ul style="list-style-type: none"> <li>• Rope or bunting for controlling spectators, to mark 'no go' areas; mark competition areas;</li> </ul>
<ul style="list-style-type: none"> <li>• Pens, clipboards to hold documents for recording car numbers and times;</li> </ul>
<ul style="list-style-type: none"> <li>• Safety vests for all marshals;</li> </ul>
<ul style="list-style-type: none"> <li>• Table and chairs where considered required;</li> </ul>
<ul style="list-style-type: none"> <li>• Timing equipment (electronic, or handheld stop watches with reliable batteries);</li> </ul>
<ul style="list-style-type: none"> <li>• Two-way radios (handheld) between start, corner and finish marshals;</li> </ul>
<ul style="list-style-type: none"> <li>• Tyres (old) for assisting to define course;</li> </ul>
<ul style="list-style-type: none"> <li>• Weather protection (hot or cold).</li> </ul>
Documents
<ul style="list-style-type: none"> <li>• ASN Permit (for posting on notice board).</li> </ul>
<ul style="list-style-type: none"> <li>• Health and Safety Policy (for posting on notice board), if required in the country.</li> </ul>
<ul style="list-style-type: none"> <li>• Course diagram/s for competitors' inspection if posted on notice board, or for issue.</li> </ul>
<ul style="list-style-type: none"> <li>• Course diagrams with set up instructions for marshals.</li> </ul>
<ul style="list-style-type: none"> <li>• Entry Forms for issue on the day.</li> </ul>



<ul style="list-style-type: none"> <li>• Safety Plan (according to Article 2 of the FIA Hill Climb Safety Guidelines).</li> </ul>																																									
<ul style="list-style-type: none"> <li>• Marshals' Sign On Sheet.</li> </ul>																																									
<ul style="list-style-type: none"> <li>• Results sheets (to fill in on the day); or these can be by computer and printer.</li> </ul>																																									
<ul style="list-style-type: none"> <li>• Supplementary Regulations and Further Regulations (if any) for entries on the day.</li> </ul>																																									
Guideline: Marshals																																									
The number of marshals required to run the event will vary according to whether spectators are likely to be present, as well as the number of observers who may be required around the course. If need be contact your ASN for assistance with appropriately accredited marshals.																																									
3. ON THE DAY – BEFORE THE TESTS																																									
3.1 DAY SCHEDULE																																									
Guideline: Day Schedule (Sample)																																									
Conducting an event on the day successfully depends very much on the day schedule being prepared with care, and its issue to relevant officials. Once the number of entries is known (or anticipated) and the number of heats to be conducted determined, the day's schedule can be prepared in detail.																																									
Some issues that need to be considered are:																																									
<ul style="list-style-type: none"> <li>• time for setting up.</li> </ul>																																									
<ul style="list-style-type: none"> <li>• time for timed practice heats.</li> </ul>																																									
<ul style="list-style-type: none"> <li>• time for a driver to complete a heat.</li> </ul>																																									
<ul style="list-style-type: none"> <li>• on some events, time for drivers held at end of a Hill Climb waiting to return to the holding area.</li> </ul>																																									
<ul style="list-style-type: none"> <li>• buffer time:</li> </ul>																																									
o delays in recovering cars (stalled, broken down),																																									
o planned breaks (e.g. lunch).																																									
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3.2 DOCUMENTATION																																									
Guideline; Documentation																																									



An official (usually the event secretary) receives entries and conducts documentation checks at administrative checking. This can be carried out at a suitable location at the event venue. Checks are to cover:
• competitor's competition licence– checking expiry dates and licences' grades.
• entry form is correctly completed, and disclaimer/s signed.
• under-age indemnity form completed by a parent or guardian.
The following can be issues to competitors:
• car number for affixing to the car.
• (spare) supplementary regulations.
• further instructions (if any).
<b>3.3 SCRUTINEERING</b>
Guideline: Scrutineering
Scrutineering of cars is carried out to ensure they meet safety requirements for the event and should be checked by scrutineers using a prepared scrutineering check sheet. Cars should be presented in a "ready-to-go" condition.
Selection of the scrutineering location needs to take into consideration:
• sufficient space for more than one car to be checked at any one time.
• a suitable area for unloading cars off trailers.
• ample parking nearby for assembly of cars waiting to be checked.
• area is not accessed directly from a main road (to avoiding cars banking back onto the road).
• if administrative checking is carried out in the scrutineering area make sure that it does not congest the actual scrutineering area.
It is best to rope off the actual scrutineering area to allow for a clear flow of cars and to avoid congestion with spectators and non-scrutineering officials.
<b>3.4 MARSHALS' BRIEFING</b>
Guideline: Marshals' Briefing
• Welcome and thank you for participating.
• Ensure all officials have 'signed-on' for ASN insurance cover.
• Schedule for the day.
• If unaware of a situation, ask do not assume.
• Never turn your back on the competing car and always maintain an eye on the competing car at all times to ensure the correct route has been used – and for safety reasons.
• Reminder of:
o no litter to be left behind – use bins or take rubbish.
o no smoking (where this applicable).
o no consumption of alcohol under any circumstances.
The Course
• Brief on the start of timing procedure to be adopted.
• Timing finishes when the leading point of the car crosses the designated finish line.
• Timing is to the tenths and hundredths of a second (eg:.01).
• Stopwatches, record time as it reads (e.g. 1:23.14).



•	Reminder of the penalties to be applied.
•	Reruns (when permitted).
•	Spectator marshalling instructions.
<b>3.5 DRIVERS' BRIEFING</b>	
Guideline: Drivers' Briefing	
A drivers' briefing should be held prior to the start of competition and preferably be conducted by the Clerk of the Course. A written briefing is an alternative and can be issued at documentation.	
The briefing should include:	
•	A welcome to the event.
•	Introduce key officials, and any special guests.
•	Comment on fact that motorsport is dangerous and can results in damage to cars and equipment and injury to persons.
•	Introduction of senior officials (assistant clerk of course, steward/s – if appointed).
•	Brief outline of day's activities.
•	Show sample of boards, flags, signs to be used.
•	Number of runs (convoy, if held); starting & finishing procedure; timing method; re-runs.
•	Penalties to be applied.
•	Car recovery procedure.
•	How to drive the event (if there are novice drivers – or could ask them to stay back after briefing for their own special briefing).
•	Any safety issues/procedures.
•	Medical/first aid available and procedures.
•	Reminder of:
o	apparel requirements.
o	no speeding in area (walking pace when not competing).
o	no litter to be left behind – use bins or take rubbish.
o	no smoking (where this applicable).
o	no consumption of alcohol under any circumstances.
o	emphasis on first heats are for training.
<b>4. ON THE DAY – THE TESTS</b>	
<b>4.1 SETTING UP COURSE/S</b>	
Guideline: Setting Up Course/s	
Before each course begins, a final check should be made by the Clerk of the Course to ensure the course complies with the track licence as published, and if electronic timing gear is used that it is correctly positioned and operating.	
Check that marshals are in a safe position.	
<b>4.2 COMPETITION PROCEDURE</b>	
Course Routine	
•	each car is to complete its heat and be clear of the slow down area before the next car can start its heat;
•	the start and finish (in particular) lines should be prominently marked;



<ul style="list-style-type: none"> <li>the finish line should be marked by large signs on each side of the track clearly indicating the end of the competition heat;</li> </ul>
<ul style="list-style-type: none"> <li>brake distance markers should be set up in the slow down area;</li> </ul>
<ul style="list-style-type: none"> <li>if, at the end of the slow down area, cars turn into a return road, or a holding area, large arrows (or red / orange flashing lights) should be used to indicate the turn.</li> </ul>
4.3 TIMING
<ul style="list-style-type: none"> <li>Timing needs to be to 0.01 second;</li> </ul>
<ul style="list-style-type: none"> <li>the start and finish (in particular) lines should be prominently marked;</li> </ul>
<ul style="list-style-type: none"> <li>the finish line should be marked by large signs on each side of the track clearly indicating the end of the competition heat;</li> </ul>
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4.4 PENALTIES
Guideline: Penalties
Cutting a corner excessively
That heat's time disallowed
Failing to start heat in correct order
That heat's time disallowed
False start line during a warm-up
That heat's time disallowed
Start line before being given the OK to start
That heat's time disallowed
4.5 SCORING / RESULTS
Guideline: Results
The driver who has the lowest accumulated time (including penalties, if any) of the relevant heats conducted will be the winner. Tie breakers can be applied and can be based on the driver who holds the fastest time in a majority of the relevant heats.
5. POST EVENT
5.1 DOCUMENTS TO ASN
<ul style="list-style-type: none"> <li>Clerk of the Course Report</li> </ul>
<ul style="list-style-type: none"> <li>Stewards Report – Race, Speed and Non-Speed Events (sent in by Stewards)</li> </ul>
<ul style="list-style-type: none"> <li>Incident Report – if an incident occurred, together with either one or both of: <ul style="list-style-type: none"> <li>Car Damage Report (if substantial damage to a car)</li> <li>Personal Injury Report (if an injury has been sustained)</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>Venue and Personnel Report</li> </ul>
<ul style="list-style-type: none"> <li>Any Trainee Officials Licence Application Forms</li> </ul>
<ul style="list-style-type: none"> <li>A set of results</li> </ul>
These documents are to be completed & forwarded to the ASN within 7 days.
5.2 RESULTS
Compile results and distributed to competitors within 72 hours of the event (or place on website).



5.3	PRESENTATION
	Purchase of trophies for presentation to award winners.
5.4	BUDGET SUMMARY
	Prepare a summary of the expenditure and income and present it to the Committee.