

# Organising Autotests

## A Guide

*This guide is by no means conclusive **You** are the organiser, its your event however you must appreciate there must be a format and hopefully this guide should help you on your way.*

### Contents

1. Objectives
2. Event Planning -Pre Event
3. Event Planning - Tests Etc
4. On the Day
5. Official Paperwork
6. Finances

### Annexes

- A. Landowners Permission Form
- B. Regulations
- C. Entry Form
- D. Time Card
- E. Signing on sheet Competitors
- F. Signing on sheet Marshals
- G. Results Sheet
- H. Finance Balance Sheet

### Objectives

The objective of an autotest is to define a route around cones by handouts, the basic idea is for the competitors to transverse these routes as fast as they can. The winner will be the person who has completed the courses in the fastest time, tie deciders being split by first fastest test.

### Event Planning - Pre Event

- |                              |   |
|------------------------------|---|
| <b>6 months before Event</b> | -Find a venue, speak to the comp sec he will have ideas and will advise on surface i.e. Tarmac or Grass.<br>-Obtain Landowners permission on the attached form. |
| <b>2 Months before Event</b> | -Comp Sec will apply for a permit from RACMSA   |

-Let the mag editor and comp sec know the details, i.e. Venue start time locations etc.

-Organise your other officials, C of C, Timekeepers, Results, Scrutineer etc.

#### **1 Month before event**

-Comp Sec will notify TVP of the event

-Finalise regs etc and distribute as necessary

-Accept entries

-Plan your tests

#### **1 week before event**

-Resolve any problems you may have had

-Chase entries

-Arrange collection of Stopwatches and movement of bollards caravan etc.

#### **On the Day**

- Arrive at the venue in good time and layout the venue.

-run the event

#### **ASAP after event**

-Complete balance sheet and forward to treasurer

-Complete result sheets and forward as necessary

-Complete permit and return to RACMSA

-Write an article for the magazine please

### **Event Planning - Tests Etc**

The tests should be designed to the guidelines set out in the MSA yearbook Section, it is your decision on the complexity of the tests. It will normally depend on the status of the event you are organising, for our own WMC events it would be out of order to make them too complicated or long with loads of reversing, you would in this situation be subjected to moans and groans. However to accommodate for all the potential levels of competitors you may have an element of "challenge" should be incorporated. The tests should be designed to last at least 30 seconds and where possible in excess of 1 minute. Any stop astride lines should be where possible be done perpendicular to the start finish lines so the start marshal can judge any penalties.

Some unwritten rules for tests: -

1. 180 and 360-degree turns should normally be with the driver on the inside! - Clockwise.
2. Reverse spins should be done with the driver on the inside.
3. Starts on the left, Finishes on the right, - Driver always towards Marshal.

### **On the Day**

Arrive in good time, the best place to start is to locate the caravan and test Start and Finishes. Once you have got this sorted then go on to laying out the tests. You should have a mental plan of the site well before this time after a pre visit to inspect the venue.

## Official Paperwork

Loads!

1. Landowners Permission Form: - Get it signed and retain it may be required later if there are any problems
2. Regulations: - There are two sets enclosed one for tarmac and one for grass. Just fill in the relevant information print and copy. Ensure enough sets for all the competitors and officials, together with a few spares.
3. Entry Form: - Once again just fill in the relevant information print and copy, attach to the regs.
4. Time Card: - This is just an example of a fairly standard type card we use, you can design your own if you wish, print and copy onto card. Ensure enough for the expected amount of competitors.
5. Signing on sheet Competitors: - You should need only the one.
6. Signing on sheet Marshals: - You should need only the one.
7. Results Sheet: - Complete and send 1 to the Comp Sec, 1 to the Championship co coordinator, 1 to the Mag Editor and 1 to Brian Pegram.
8. Finance Balance Sheet: - Complete and send to club treasurer.

## Finances

Basically the club doesn't want to make a loss, trophies will also need to be purchased on top of the costs you have incurred. However we do not expect you to put a lot of expense, time and effort in for nothing, if you feel you wish to claim expenses for phone, fuel copying etc then do so but please only a reasonable amount and attach receipts where possible.