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### 1. GENERAL

Event Organisers must submit each event application to FIVA via the online form.

The EC will perform due diligence on each application and either approve, request additional information, or reject the event application.

Once approved and the applicable fees have been paid to FIVA, the EC will register and publish the event on the FIVA Calendar and on FIVA's social media channels, where applicable.

If it is a FIVA World Event or a FIVA Premier Event then the FIVA EC will appoint a FIVA Steward to monitor and observe the event. The name of the FIVA Steward must be included in the Regulations or Final Instructions for the specific event.

### 2. EXPENSES TO BE REIMBURSED BY THE ORGANISER

#### Travel expenses to and from the event

The organiser must reimburse the Steward's travel expenses to and from the event.

The mode of travel will be at the discretion of the FIVA Steward but he/she must take an economical route to the event.

If the Steward uses their own vehicle their travel claim shall be limited to the cost of the fuel used.

The amount of any such claim may not exceed the cost of an Economy/Standard Class air or rail ticket to the airport or rail station nearest to the event HQ.

#### Travel expenses during the event

The organiser must provide the FIVA Steward with a means of transport during the event or agree to the use of a hire car.

The vehicle provided must be suitable and insured for their use.

If the Steward uses his/her own vehicle only the cost of fuel used shall be claimed. The organiser shall bear the travel costs.

## Other expenses

The organiser must bear all normal costs incurred by the presence of the FIVA Steward including accommodation and meals, but excluding any personal expenses such as telephone, travel not concerned with the event, drinks, etc.

## Reimbursement of Steward's expenses

The Steward is responsible for agreeing with the organiser exactly how, and when, the expenses incurred will be settled.

This must be agreed and documented by both parties in advance of the event.

## Accommodation and meals

Accommodation & meals provided during the event should be of a good standard and in company with other event officials and, where possible, the participants.

If the event starts before 08.00 hours, a hotel reservation should be made for the Steward for the night before.

If the prize giving ceremony ends after 18.00 hours a hotel reservation should be made for the Steward for that night.

# 3. DOCUMENTATION

## Pre event documentation

At least four weeks before the start of the event the organisers must provide the FIVA Steward with the following documentation:

Detailed programme of the Event, Entry form, the complete and definitive Event Regulations, Information sent to the entrants/competitors, Road maps (where possible, with the complete route indicating the locations of all controls and tests)

Complete entry list for participating vehicles and, where applicable, identifying vehicles with FIVA ID Cards.

## On arrival the FIVA Steward shall receive from the Organiser:

Detailed road books, including all tests together with an up-to-date marked road map,

Copies of all required authorisations (ANF and local authorities),

Copy of the insurance Policy or Certificate,

List of all officials with functions and contact phone numbers (mobile number preferred)

Up-to-date list of entered participants and vehicles.

# 4. INTRODUCTION OF THE STEWARD AND HIS/HER ROLE

The FIVA Steward should be introduced to the officials, and to the entrants during the Competitors' briefing.

# 5. END OF THE EVENT

The FIVA Steward must receive the final and official results of the Event + any applicable report(s).

## 6. OFFICIALS

The term "official" comprises the following persons, who may have assistants:

- the FIVA Steward,
- the National Steward of the event,
- the Clerk of the Course, (or Chief Judge at Concours events)
- the Secretary of the Event,
- the Scrutineers,
- the Competitor Liaison Officer,
- the Results Officer,
- the Judges of Fact,
- the Press Officer,
- Other officials may be appointed by the Organiser.

### Plurality of duties

- At an event one and the same person may undertake several of the duties, provided they are qualified for each of the duties.
- Officials shall not be eligible to take part in any Event at which they are acting as an official.

## 7. DUTIES OF THE OFFICIALS

The Clerk of the Course (or Chief Judge) is responsible for:

- conducting the event in accordance with the FIVA and Event Regulations, the Event Programme and the conditions of the FIVA registration.
- ensuring that the Steward(s) of the event is/are fully informed at all times of the progress of the event.
- any accident or incident that may adversely reflect on the conduct of the event must be reported by him/her to the Steward(s).

The Clerk of the Course (or Chief Judge) will:

- bear in mind the safety of the competitors, officials and general public;
- ensure that the event causes minimum obstruction to other road users;
- avoid any instructions on the route schedule which may confuse a competitor or induce a competitor to drive dangerously or to ignore traffic regulations or speed requirements.
- ensure that the Stewards know of his/her whereabouts at all times and that a reliable and quick method of communication is established between them.

### Penalties imposed by the Clerk of the Course

Penalties that the Clerk of the Course may impose:

- exclusion or time penalties or penalty points must be used as sanctions.

**Note: the use of financial penalties is not permitted.**

Competitors will be disqualified by the Clerk of the Course for any of the following infringements:

- driving dangerously or without due consideration for other road users.

Competitors will be disqualified, or suffer a lesser penalty at the discretion of the Clerk of the Course, for any of the following infringements:

- failing to declare to the organisers any accident or incident during the course of the Event involving any other person or property;
- failing to present a vehicle at pre-start scrutineering as stipulated in the Regulations;
- failing to complete documentation as stipulated in the Regulations;
- any false declaration on the entry form;
- having the competing vehicle towed or carried over any part of the route unless authorised by the organisers;
- being accompanied by a tender vehicle or using other organised outside help, unless authorised by the organiser;
- carrying any unauthorised passengers other than officials;
- failing to afford any opportunity for other vehicles to pass or deliberately preventing passage;
- failing to report to the Start official at their due start time;
- being unfit by reason of consumption of alcohol or drugs;
- any conduct or behaviour likely to prejudice the interests of historic motoring or unsporting behaviour against the organiser or other participants.

## Duties of the Secretary of the Event

The Secretary of the Event shall be responsible for

- the organisation during the event, and all announcements required in connection therewith.
- The Secretary shall ensure that the various officials are familiar with their duties and provided with the necessary equipment.

## Duties of the Scrutineers

All vehicles entered in FIVA World Events, FIVA Premier Events and FIVA Events will be examined by

- Scrutineers appointed by the organisers.
- Scrutineers must be appropriately qualified.
- The basis of the scrutineering must be the roadworthiness and safety aspects of the vehicles.
- Vehicles must be examined before the start of an event and may be examined at any stage during the event as deemed appropriate by the organisers or FIVA Steward.

## Duties of the Competitor Liaison Officer (CLO)

- The principal duty of the Competitor Liaison Officer is to provide information or clarifications in connection with the Regulations and the running of the event to the participants.
- It may also be necessary for him/her to communicate the competitors' concerns to the Clerk of the Course and, if required, the event Stewards.

## Duties of the Judges of Fact

- The organiser may nominate one or more Judges of Fact who shall be responsible for ensuring competitors' compliance with the Regulations of the event and also for monitoring driving standards.
- They must be named and their names must be published.

## Duties of the Press officer

To be the point of contact for all press and media communications.

# 8. PENALTIES

Any breach of the FIVA Events Code and/or Annexes, or of applicable national rules and/or annexes, or of the Regulations of the Event committed by any organiser, official, driver or other person or organisation may be penalised.

Scale of penalties

Penalties may be inflicted as follows in order of increasing severity:

- 1 warning.
- 2 penalty.
- 3 exclusion.

- A penalty is expressed in time or penalty points.
- Exclusion may be pronounced by the Clerk of the Course or Chief Judge.
- In all cases, exclusion shall entail the forfeiture of the entry fees.

## 9. EVENT REGULATIONS CONTENT

Headings in this section are recommendations and are provided for ease of reference.

### Programme.

- Name, date(s) of the Event.
- Opening date for entries.
- Closing date and time for entries.
- Date, times and place of administrative checks.
- Date, time and place of vehicle safety and roadworthiness checks.
- Date, time and place of publication of final entry list/start list.
- Date, time and place of the Event's start.
- Date, time and place of the publication of provisional/final results.
- Date, time and place of the Awards ceremony.

### Organisation and description.

- FIVA Registration number.
- FIVA Logo to be placed in the upper right corner of the Event documents.
- Short description of the nature of the Event.
- Name of the Organiser.
- Address and contact details of the Organiser.
- Organising committee.
- Name of the FIVA Steward.
- Name of the National Steward(s).
- Names of officials and contact details (phone).
- Name, telephone number and photograph of the CLO.
- Names of Judges of Facts.
- Location and contact details of the Event Headquarters.
- Emergency contact details.

### Entries.

- Entry procedure.
- Minimum and maximum number of participants accepted.
- Details of eligibility of the participants.
- Details of the categories and classes of vehicles.
- Entry fee (what it covers).
- Payment details.
- Refunds.

### Insurance.

To specify the insurance arrangements for the event.

### Advertising.

To specify what, if any, advertising may be allowed on participants' vehicles.

### Fuel.

Details and locations of fuel availability.

### Administrative checks.

Documents to be presented on demand.

### Equipment.

- Special rules for trip meters.
- Special rules for electronic equipment.
- Special other rules (if any).

### Details of the event.

- (Ceremonial) start and order.
- Rules for the use of Organisers assistance/service.
- Details of the navigation system(s).
- Details of regularity sections.
- Details of areas closed to other traffic for regularity sections.
- Details of controls.
- Identification of officials.
- Finish procedure.

### Results – Protest.

- Details of establishing results.
- Times and place of publication of the results.
- Cost & details of lodging of protests.

### Prizes.

- Event Trophies and other awards
- FIVA award(s).
- Prize giving ceremony.
- Advice on the dress code.

### Appendices - as required.

- Appendix 1. Summary of Penalties.
- Appendix 2. Parking for trailers, etc.
- Appendix 3. List of hotels.

## 10. FURTHER INFORMATION

If you have any questions or require further information please email [events@fiva.org](mailto:events@fiva.org).