

GUIDELINES FOR ORGANISERS AND OFFICIALS

1. REGISTRATION ON THE FIVA CALENDAR

See FEC Art. 4

2. FIVA STEWARD

2.1. General

See FEC Art. 7

The name of the FIVA Steward must be included in the Regulations or Final Instructions for the event.

2.2. Expenses to be reimbursed by the organiser.

2.2.1 Travel expenses to and from the event.

The Organiser must reimburse FIVA for 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.

2.2.2. Travel expenses during the event.

The Organiser must provide the FIVA Steward with a means of transport during the event. The vehicle provided must be suitable for their use. If the Steward uses his/her own vehicle only the cost of fuel used will be invoiced. The Organiser will bear the travel costs.

2.2.3. Other expenses.

The Organiser must bear all normal costs incurred by the presence of the FIVA Steward (excluding personal expenses, such as: telephone, travel not concerned with the event, drinks, etc.).

2.2.4 Invoice by the FIVA Office

Where necessary the FIVA Steward will invoice the FIVA Office for his/her expenses. The FIVA Office will then invoice the Organiser for reimbursement.

2.3. Accommodation & meals

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

If the event starts before 18.00 hours, a hotel reservation should be made for the night before.

Accommodation and meals should be provided during the event, if possible, at the same places as the crews

If the prize giving ends after 18.00 hours a hotel reservation should be made for the night following the event.

2.4. Documents.

Organisers must provide the FIVA Steward, at least two weeks before the start of the event, with:

- the definitive Regulations of the event and possible bulletins.
- the provisional entry list.
- time schedule of the event.

After the closing date for entries, the final entry list must be sent to the FIVA Steward.

On arrival the FIVA Steward shall receive from the Organiser:

- the road book(s) and time schedules.
- a map with the route and controls.
- a copy of the permits of the authorities of the countries concerned.
- a copy of the insurance policy

2.5. Introduction.

The FIVA Steward should be introduced during the Competitors' briefing.

2.6. End of the event.

The FIVA Steward must receive the final results of the event + any report(s).

3. OFFICIALS

3.1. List of 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
- the Secretary of the Event.
- the Scrutineers.
- the Competitor Liaison Officer.
- the Results Officer.
- the Judges of Fact.

Other officials may be nominated by the Organiser.

3.2. 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.

3.3. Duties of the Clerk of the Course.

The Clerk of the Course is responsible for conducting the event in accordance with the FIVA and event Regulations, the event programme and the conditions of the FIVA licence.

The Clerk of the Course 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.

The Clerk of the Course is responsible for ensuring that the Steward(s) of the event 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).

When a FIVA Steward is appointed for an event, the Clerk of the Course is required to ensure that the Steward knows of his/her whereabouts at all times and that a reliable and quick method of communication is established between them.

3.4 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. The use of financial penalties is not allowed.

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:

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

3.5. 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.

3.6. Duties of the Scrutineers.

All vehicles entered in International or National 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.

3.7. 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.

3.8. 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 especially driving standards.

They must be named and their names must be published.

4. PENALTIES

4.1. Penalisation.

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

4.2. Scale of penalties.

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

- warning.
- penalty.
- exclusion.

A penalty is expressed in time or penalty points.

Exclusion may be pronounced by the Clerk of the Course. In all cases, exclusion shall entail the forfeiture of the entry fees.

5. TABLE OF CONTENTS OF THE REGULATIONS OF THE EVENT

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

1. Programme.

- Name, date(s) of the event.
- Opening date of entries.
- Closing date and time of 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 prize ceremony.

2. Organisation and description.

- FIVA Licence number
- FIVA Logo
- 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, ...)
- Names of Judges of Facts
- Location and contact details of the Headquarters.
- Emergency contact details

3. 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.

4. Insurance.

5. Advertising.

6. Fuel.

- Details and location of fuel purchase.

7. Administrative checks.

- Documents to be presented.

8. Equipment.

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

9. 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.

10. Results – Protest.

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

11. Prizes.

- Prizes – awards.
- FIVA award.
- Prize giving ceremony.
- Advice on the dress code.

Annex 1. Summary of Penalties.

Annex 2. Parking trailers, etc.

Annex 3. List of hotels.

