

# Organising 12 Cars

## A Guide

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

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### Objectives

The objective of a 12 Car is to define a route by Cryptic handouts, for the crews to transverse at no higher than 30mph average, visiting time controls and secret checks. The winner will be the crew who has visited the most of the controls and checks. Tie deciders being split by the time taken.

### Event Planning - Pre Event

- |                              |   |
|------------------------------|---|
| <b>2 Months before Event</b> | <ul style="list-style-type: none"><li>-Plan your route and submit it to RLO</li><li>-Comp Sec will apply for a permit from RACMSA</li><li>-Comp sec will apply for insurance from Bowrings</li><li>-Let the mag editor and comp sec know the details, i.e. What Maps, start time locations etc.</li></ul> |
|------------------------------|---|

- Organise you're other officials, C of C, Timekeepers, Results, Scruitneer etc.
- Drive your route and check it, check mileage's times etc

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

- Ensure RLO is happy with your route
- Comp Sec will notify TVP of the event
- Finalise regs etc and distribute as necessary
- Accept entries
- Plan you're timing
- Plan your route information and get somebody to check it.

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

- Resolve any problems you may have had
- Chase entries

#### **On the Day**

- Place your code boards, some can be put out while the event is running.
- Arrive at the start in good time and run the event.

#### **ASAP after event**

- Ensure Code Boards are collected
- Complete balance sheet and forward to treasurer
- Complete result sheets and forward as necessary
- Complete permit and return to RACMSA
- Complete insurance documentation and enclose with balance sheet.
- Write an article for the magazine please

### **Event Planning - Route Etc**

The route length should be between 70 and 90 miles, when planning the route try to avoid too many main roads and towns/villages, you can use whites as long as they are not too rough and relevant permission from landowners is granted.

It is also worth trying to loop the route to: -

1. Ease your job of placing and collecting code boards.
2. Limit your travel distance between controls on he evening.

You will need to liase with the relevant RLO at a fairly early stage to confirm black spots and sensitive areas.

Plan your code board positioning, it is pointless placing boards on dual carriageways and such like to "catch people out" look at the loops on your route, which could be cut to save time, and place code boards on them.

Avoid where possible crossing a previously transversed bit of route and certainly avoid using the same road twice.

## Controls and Route Timing

The only controls you really need are Time Controls, unless you are in undated with marshals you could probably add a few secret checks. More than likely it will be down to you and your colleague organiser to man the controls. Therefore careful planning of the positioning of the controls is required, it is nice to have controls at approximately 20-minute intervals, 10 miles. This may prove impossible if your travel distance between controls is too much and you will be short of marshals.

The format and amount of controls is your decision however rather than running the whole evening straight through, it is worth having some re-grouping controls. If not every control to allow the crews to re-group. If you run straight through you will find by the end of the evening the crews will be that spread out it would be impossible to marshal.

Timing of the event should be at 30mph average, this is not a problem if you have a route handout at each control and is tricky enough and time consuming enough a 30mph average will normally suffice. Timing should be run at GMT or BST.

## On the Day

Ensure you get the necessary code boards out before the start. Arrive at the start in good time normally 1 hour before the first cars due to depart.

## Official Paperwork

Loads!

1. Regulations: - Just fill in the relevant information print and copy. Ensure enough sets for all the competitors and officials, together with a few spares.
2. Entry Form: - Once again just fill in the relevant information print and copy, attach to the regs.
3. 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. Ensure enough for the expected amount of competitors.
4. Signing on sheet Competitors: - You should need only the one.
5. Signing on sheet Marshals: - You should need only the one.
6. Results Sheet: - Complete and send 1 to the Comp Sec, 1 to the championship coordinator, 1 to the Mag Editor and 1 to Brian Pegram.
7. 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.