

# The Club Members



# Handbook

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## **1. About Bridgend Automobile Club**

Bridgend Automobile Club was formed around 1959 and met for many years in the Sycamore public house in Colwinston.

The aim of the club is to safely promote all forms of Motorsport in accordance with the regulations laid out by the governing body, the Motor Sports Association (MSA). The Club offers an avenue into all forms of Motorsport and regularly organises the following type of events:

- Gymkhanas
- Navigational Scatters
- PCTs
- Bar Quizzes
- Social Evenings
- BBQs
- Video Nights
- Marshalling

Club events are design for all levels of competitor and to suit all budgets.

The Club has members who compete in every form of Motorsport and at every level from closed to Club events, open only to BAC members, right up to international rallies in Europe. Help and advice is readily available to all potential competitors.

Competing in events attracts points in various Club Championships for which there is an annual award.

The Club website keep members informed of coming events both within the Club and throughout the UK.

The Club is affiliated to the MSA and WAMC.

The Club currently meets at the Barley Mow in Graig Penllyn, and every Tuesday will find a lively crowd enjoying the hospitality there from around 9-00pm onwards.

## **2. What is a ...**

### **NAVIGATIONAL SCATTER:**

An event held on the public highway. A test of navigational and driving skills where competitors visit 75% of specified references in any order they wish. Held on winter evenings and lasting about 2½ hours.

### **AUTOTEST:**

A test of driving skill held on a sealed surface such as a car park. The competition consists of driving through and around cones, garages and slaloms timed to the second. Held on summer evenings or Sunday afternoons.

### **GYMKHANA:**

Like an Autotest but with the emphasis on accuracy as opposed to time.

### **GRASS AUTOTEST:**

Like an Autotest but held on a grass surface, so slower and slipperier.

### **PRODUCTION CAR TRIAL (PCT):**

A competition of driving skill involving trying to drive a car up a sloping twisting course to reach the top. The further up you can take the car the less penalties you attract. Usually held on Sundays.

### **ROAD RALLY:**

Held on the public highway (regulated by the MSA and with routes approved by the appropriate agencies). A rally of approx. fifty cars competing on all classes of roads starting on a Saturday night and finishing around dawn on Sunday.

## **STAGE RALLY:**

Held on private property such as Forestry Commission land or disused airfields. There are many types of event but you will need a specially prepared car to take part.

## **SPRINT:**

A speed trial against the clock on racetracks and disused airfields. Classes for everything from standard "shopping" cars to full blown racing cars.

## **HILLCLIMB:**

Basically a sprint that goes uphill! Uses the same classes of car as sprints.

## **MARSHALLING:**

Where you can help to run an event, maybe a stage start or finish, and learn what mistakes not to make.

## **TABLETOP RALLY:**

A Chance to hone your navigational skills and mental agility as if on a road rally, but without leaving the comfort of the pub. Held on Club Nights.

## **BAR QUIZ:**

Answer questions on topics, generally but not always Motorsport related. The Club also competes in an annual inter-club challenge.

## **PHOTO QUIZ:**

Like a Bar Quiz but with questions based on photographs.

### **3. The Club Championships**

The Club promotes various Championships for which an award is presented to the competitor who gains the most points over the duration of the Championship. The Championships are open to all fully elected members (and junior members for the Junior Championship) of the Club and normally run from January to December of each year.

Only fully paid up members of BAC will be allowed to contend in Championships and accumulate points. Points cannot be claimed prior to date of membership. Members must be able to produce a valid Membership Card prior to entering any event or present a completed membership application accompanied with the correct subscription fee. In the event of any disputes concerning the allocation of points, the Committee's decision will be final.

All points must be claimed in person (or by relatives for junior members) on a Club night on the official BAC claim form within 4 weeks of the event date, accompanied by proof of results for competitive events.

Claims should be made to the Results Secretary. If the Results Secretary is not available, the form should be given to a member of the Committee.

#### **Clubman's Championship:**

The Championship will cover all activities that contribute to the functioning or promotion of the Club but excluding competing in Motorsport events.

Activities that attract points in this Championship include but are not limited to:

- Marshalling
- Representing BAC at inter club quiz competitions
- Organising events or activities e.g. Navigational Scatters
- Introducing a new Member

Organisers may also be competitors and attract points in other relevant Championships. Only one organiser for any one event is eligible to claim points.

Points for competing in events toward the Championship are allocated in accordance with the matrix at the end of the section.

### **Drivers Championship:**

The Championship will cover drivers competing in all classes of Motorsport sanctioned by the MSA, this will include but not be restricted to navigational scatters, sprints, PCTs, autotests, rallies, races and off road events. For events to be eligible for this Championship, they must be open to any competitor holding the required license. Points will be awarded on the basis of the least category of license required to compete in the event. To claim points, competitors must be classified as finishing the event.

Points are awarded on a position in class basis.

Points for competing in events toward the Championship are allocated in accordance with the matrix at the end of the section.

### **Co-Drivers Championship:**

The Championship will cover co-drivers competing in all classes of Motorsport sanctioned by the MSA; this will include but not be restricted to navigational scatters, rallies, races and off road events. For events to be eligible for this Championship, they must be open to any competitor holding the required license. Points will be awarded on the basis of the least category of license required to compete in the event. To claim points, competitors must be classified as finishing the event and the claimant must have been the co-driver for the entirety of the event. Events where co-drivers are allowable but not mandatory will not attract points in this Championship.

Points are awarded on a position in class basis.

Points for competing in events toward the Championship are allocated in accordance with the matrix at the end of the section.

### **Junior Championship:**

The Championship will cover the activities of junior members (under 17 years of age at date of membership commencement) in all forms of Motorsport and activities related to the Club.

Junior members can only claim points in the Junior Championship. Junior members who reach 17 years of age during the membership year may upgrade their membership to full membership but cannot commute points awarded prior to upgrade date to other Championship or continue to claim point in this Championship.

Points for competing in events toward the Championship are allocated in accordance with the matrix at the end of the section.

### **Chairman's Cup:**

The Championship will cover competitors (drivers and co-drivers) competing in BAC organised events only. Points for this Championship are also included in the drivers and co-drivers Championships as applicable.

Points for competing in events toward the Championship are allocated in accordance with the matrix at the end of the section.

## Points Awarded Towards the Club Championships:

The allocation of points will be reviewed from time to time, but only by exception and with the approval of the Committee will allocations be changed mid-Championship.

Current championship standings are available on the BAC website or on request from the secretary.

Points for BAC organised events are allocated automatically. Points for all other championships must be claimed on the appropriate form available from the website or from the Club Secretary.

Points are allocated in accordance with the following table:

	Position in Class											Clubman's	Driver/Co-Driver	Chairman	Junior
	1	2	3	4	5	6	7	8	9	10	> 10				
BAC Club Organised	10	9	8	7	6	5	4	3	2	1	1		*	*	*
Closed	10	9	8	7	6	5	4	3	2	1	1		*		*
National B	14	12	10	8	6	4	2	2	2	2	2		*		*
National A	16	14	12	10	8	6	4	2	2	2	2		*		*
UK International	18	16	14	12	10	8	6	4	2	2	2		*		*
Non UK International	20	18	16	14	12	10	8	6	4	2	2		*		*
Other Motorsport Competitions	10	9	8	7	6	5	4	3	2	1	1	*			*
Organiser	10											*			*
Marshal 24 Hours	16											*			*
Marshal Night	10											*			*
Marshal Day	6											*			*
Representing BAC at Quiz Night	6											*			*
Introduce a New Member	2											*			*

## **4. Prizes and Awards**

The following awards and championships are available to Club members

### **BAC Clubman of the Year**

Awarded by the committee to the member who has contributed most to the Club or has brought honour to the Club. Decided by secret ballot of a committee short list, with the Chairman having an extra casting vote, and kept as a secret between the Chairman & Comp Sec

### **BAC Clubman's Championship**

A championship open to all Club members. Points are awarded for success in organising competitive Club events, marshalling and any other activity which is beneficial to the Club.

### **BAC Junior Championship**

A championship open to Junior Club members. Points are awarded for success in the Club events and marshalling.

### **BAC Newcomer**

An award presented by the committee to the Club member who has created the best impression in his/her first year of full membership. Decided by secret ballot of a committee short list, with the chairman having an extra casting vote. Only presented if a suitable candidate is available.

### **Competition Secretary's Cup**

Awarded by the competition secretary to any Club member he thinks deserving of it.

### **Shunt of the Year**

Awarded by the committee to the person having the most comprehensive or most publicised accident of the year.

### **The Chairman's Cup**

An award for competing in closed to BAC organised Motorsport events

**The Spirit of Motorsport Cup**

Awarded by the committee to any person (not necessarily a member of the Club) for their activities in promoting Motorsport.

**Drivers**

Awarded to the most successful BAC driver in any discipline of Motorsport.

**Co-drivers**

Awarded to the most successful BAC co-driver in any discipline of Motorsport.

## 5. Event Rules and Safety Procedures

### *Introduction:*

- These rules and procedures are intended to minimise the risks inherent in motorsport to competitors, spectators and the general public. All Club members including organisers, competitors and spectators must adhere to them at all times while attending Bridgend Automobile Club events.
- These procedures are intended to supplement the existing rules and regulations of the RACMSA and BAC.
- **Failure to comply with these or RACMSA procedures may result in offenders being expelled from the Club.**

### *Gymkhanas:*

- These procedures are applicable throughout the event including entering the venue, setting up, competing, clearing up and vacating the venue.
- Vehicles must not exceed a speed of 5 mph in any area of the venue except when competing on a run as directed by the organiser.
- All occupants including passengers in competing vehicles must be fully paid up members of Bridgend Automobile Club and must sign on. Membership cards to be produced or a fine of £1 is payable.
- All competing cars must have a passenger seat and carry one passenger who must be over 14 years old.
- Seat belts must be worn by driver and passenger while competing
- Smoking by any occupant of a competing vehicle is prohibited.
- Events must not proceed unless there is a serviceable fire

extinguisher and first aid kit available at the venue.

- Only one car is allowed on the course at any one time except during familiarisation runs which have been duly authorised by the organiser and at which time a speed limit of 5 mph must not be exceeded.
- Any pets brought onto the venue must be physically restrained at all times
- Children must be accompanied and supervised by an adult at all times
- Practice runs before during and after events are at the discretion of the organiser and must be in compliance with these procedures.
- All club members must obey any instructions issued by the organiser or officers of the Club.
- Members must at all times act in a manner that does not endanger any persons or property at the venue.
- Spectators and parked cars must be kept clear of the course at all times with due consideration being given to run off areas for competing vehicles.

***Navigational Scatters:***

- Competitors must not exceed any speed limits during the event and comply with all aspects of the Highway Code and Road Traffic Act.
- Competing cars must comply with the MSA regulations for road rallies (Standard profile, no signwriting etc.).
- All occupants including passengers in competing vehicles must be fully paid up members of Bridgend Automobile Club and must sign on. . Membership cards to be produced or a fine of £1 is payable.

- Maximum occupants in a competing car must not exceed the number of seats.
- Seatbelts must be worn by all occupants of competing vehicles.
- Smoking by any occupant of a competing vehicle is prohibited.
- Vehicles must be fully street legal with tax, MoT and insurance
- All club members must obey any instructions issued by the organiser or officers of the Club.
- Members must at all times act in a manner that does not endanger any persons or property.

### ***General Rules***

- While driving to and from any venue, including the Club meeting venue, Club Members must not exceed any speed limits and comply with all aspects of the Highway Code and Road Traffic Act.
- In the event of any dispute, the organisers/competition secretary's decision is final.

## **6. How to Organise an Event**

### **How to organise a Nav scatter**

This is only a quick guide to arranging a Nav Scatter. The definitive rules are contained in the blue book under section K 12 -13 if in doubt read the book, if in further doubt ask the comp sec and watch him read the book. A navigational scatter event is defined by the RACMSA blue book. This is just a short article to help you wade through some of the more technical stuff, but the definitive answer should always be the " blue book".

### **RAC Paperwork**

The first thing is to allow you self plenty of time, both in lead time up to the event and for the actual preparation of it. The bare minimum lead time that is needed is 5 weeks, this covers the time the RAC needs to grant the permit and time needed for the post office to deliver the permit to you the event cannot go ahead without you being in possession of the permit! Please do not listen to the "I always get a permit no problem, overnight normally" brigade; the RAC can and will issue permits in a shorter time, but in the past, we (BAC) were constantly asking for late permits and got handed a fine for doing so!! If you want to collect points for organising and your competitors want to claim points for competing on your event the committee of the Club need to have approved the event 4 weeks before it runs and if you want any competitors at all, the event needs to be advertised!! So reasonably you need to allow yourself at least six weeks. Once the Committee has given you the OK (a mere formality, we always want organisers) get a cheque from the treasurer made out to the MSA, and a permit application form from the Competition Secretary. Currently we are organising events of Clubman's status, with members of two other Clubs being invited. These Clubs must be invited in writing, and you must receive conformation from them that they have accepted the invite. The form is a bit daunting but if you need advice ask the Competition Secretary (it's the only time anyone talks to him!). When you get the permit back it will have stamped on it " subject to approval of RLO" the Rally Liaison Officer. For this area is Alun Morgan. Send your list of control points to him and leave it a few days and

then phone him to check that is ok. If you have followed the guidelines below there should be no problems, but if there is a control that the RLO wants moved or an extra black spot that he wants put in, his word is law!

### **The Route**

Or in the case of a nav scatter lack of it! The definition of a nav scatter is "Competitors should be required to visit a number of points at random and no merit should be attached to visiting more than 75% of the points listed The majority of the points should not be readily accessible without leaving the car". To get away from the onerous work of PRing the route you need to ensure that your control points (or anywhere that the competitors are required to stop) are a minimum of 500 metres away from a household. This sounds easy but South Wales IS a very crowded area, if you want to borrow the map from the Competition Secretary, he has marked most of the places that fill this requirement on the map. Just find as many points on the map as you think can be visited in "ample" time (the blue book). Once you have decided the points you will use send them off straight away to the RLO. You must then decide how you are going to define your controls. The simplest and most common way is to use 6 or 8 figure map references, but you can use tulips, herringbones, circular herring bones, reversed herring bones, spot heights, clock faces & lots of other techniques. But all of the techniques above can only define a point, they must not be used to define a obligatory route as the RLO is only interested in the points you will visit so you can send your "route" (for want of a better word) off to him as soon as you decide which points will be visited or you can wait until you have sorted all your paperwork and clue sheets out and send him what the crews will have. There are through out the country Black spots of PR sensitive people, in these you may not run a rally or you might have to restrict the event in some way. We are lucky that we only have one area around Blackmill. This square must be marked as a black spot on all BAC events plus any other black spots that the RLO might decide at a later date.

### **Your Paperwork**

You will need a minimum of three forms:

1. A signing on sheet, this has the requisite declaration for the crew to sign
2. An officials signing on sheet, at the very least you will have to sign this, and also any marshals that you use will also need to sign
3. A clue sheet for the crew of each car, this will tell them how many controls there are, the maximum number they have to collect, the time they have to do this in, the way to find the controls and any black spots.

The Competition Secretary has copies of all of these forms if you need them.

### **Before the Event**

Make sure it is publicised!! Write an ad for the Club website, put up posters in likely spots (only put your Phone number down, not the start & time) put up a poster on the Club notice board, get all your paper work ready, if you are giving handouts, or panic envelopes it may be worth putting them all in an A4 envelope one for each crew. Try if possible to use a laser printer or photocopier for your paperwork, if you use an inkjet printer it is likely to run in the rain. Collect the code boards you will need, one for every control you intend to use plus one to show the crews at the start. You don't have to use control boards you may want to use phone boxes, road signs, telegraph post numbers or anything else you can think of to ensure that the crew has visited the control, but remember that if you want to keep your PR work down to the minimum you must make sure that there is no habitation within 500 metres. If you need control boards, ask the Competition Secretary but leave plenty of time and make sure he doesn't see what numbers or letters you are using (he's not above recording them).

### **Laying Out the Boards**

Allow yourself plenty of time (at least 3 hrs) and ideally daylight. Put the boards as safely as possible on the points you have indicated on the map. Never compromise safety for accuracy, no matter how much the crews moan when they come back it is better to move the board 50 yards off plot than it is to expect a crew to stop on a crest or bend. The majority of points should not be readily accessible without leaving the car. So face the codes

away from the car! Easy isn't it?

### **At The Start**

As each crew arrives, ensure that their cars comply with the “spirit of the event” (no rally cars, road legal, etc.) and get them to sign on and pay for the event. Check their Club card, for the purpose of this event their Club card is their competition license; no card, no start. This is even more important if the event is run with invited Clubs make sure that either that your clock / watch is accurate to BBC time and inform each crew as they sign on of their start time. As each crew's time to start arrives hand their pack to them, repeat another 11 times!!! After each crew has had their pack a few minutes, go to them all in turn and check that everything is OK. If all OK wait until approx. 15 minutes after first car was handed pack and either depart to pub, go to finish and wait or if you have a black spot or control to check, toddle off there.

### **The Finish**

Try to set the finish away from the Barley mow and make it a relaxed section. At the finish, collect the clue sheets from each crew; note their time of finishing and then when you have them all, or when the last crew would have been OTL, retreat to the Barley mow for results and well-earned refreshments.

### **After the Event**

Add all points for all crews; get someone else to check them. Announce the results. Write up results for the website, claim your organiser's points and then don't forget to collect the control boards for two reasons. One; to keep the countryside tidy, two; just to reassure yourself that the smart Alec who swore blind the board wasn't there was wrong.

## **7. The Club Website**

The Club has a Website at:

[www.bridgend-automobile-club.com](http://www.bridgend-automobile-club.com)

The Website gives general information about the Club, and more up to date news about championship standings and forthcoming events.

If anyone would like to see any additions or improvements to the website, please feel free to sent any comments to the secretary.

If the Secretary is provided with email details, regular emails on Club events will be automatically sent to members. The secretary can be contacted at:

[secretary@bridgend-automobile-club.com](mailto:secretary@bridgend-automobile-club.com)

## **8. The Club Rules**

### **CONSTITUTION**

Ladies and Gentlemen of not less than 18 years of age (except Junior Members) shall be eligible for membership. The membership shall consist of (a) Life Members, (b) Honorary Members, (c) Ordinary Members and (d) Junior Members

### **ELECTION OF MEMBERS**

Applications of Candidates for membership of the Club shall be submitted to the Committee by the Secretary, and the election of such candidates shall be at the discretion of the Committee. The name and address of the candidate and the names of his proposer and seconder, being Members of the Club, shall be stated on each application submitted to the Committee, provided that in the case of a candidate who knows no member of the Club, the committee shall be empowered to carry out the election after proper enquiries.

Membership of the Club shall continue only for the period covered by the current subscription, and Members shall be subject to re-election annually by the Committee.

### **PROVISIONAL MEMBERS**

Any candidate for membership of the Club whose subscription has been accepted by the Secretary shall become a provisional Member of the Club. Provisional membership of any candidate shall only hold good until the meeting of the Committee next after payment of the subscription of such candidate.

### **VOTING AT COMMITTEE MEETINGS**

A quorum shall be deemed to be 25% of people eligible to attend the meeting (Ref: AGM 24 April 1991). Each member present at a meeting of the Committee shall be entitled to exercise one vote. The Chairman shall not vote except in the exercise of a casting vote. The Committee shall vote by ballot if any Member present

so demands. A vote of one third of those present and voting against any application for membership shall exclude from membership such candidate.

## **SUBSCRIPTION**

There are three classes of subscription as follows:

Ordinary member	£10-00
Joint Member (Husband & Wife)	£12-00
Junior Member (under 18)	£5-00

## **PAYMENT OF SUBSCRIPTION**

All subscriptions shall fall due on the first day of January, in any year and each member shall be notified of his re-election or non-election by that date. Payment of Subscription may be made in Cash or other financial instrument. Any such instrument that is returned to the Treasurer unpaid shall forthwith cancel the Subscription and Membership. Membership then remains cancelled until the subscription is paid in the correct manner. First time members joining in the last 3 months of the year shall have the following year's membership free of charge. On payment of subscription, members will be issued with a membership card. This card must be shown at all Club organised events or a fine will be payable. Replacement cards are available at a cost of £3 per card. First time members are entitled to free entry to their first event.

## **NEW MEMBERS**

Any Member who has been notified of his election and who fails to pay his subscription within one month of such notification shall again be requested by the Secretary or Treasurer to pay the same, and, if he fails to make payment within fourteen days thereafter, his election shall be ipso facto, null and void. No newly elected Member shall be entitled to any of the privileges of membership until after payment of his first subscription.

## **NON-PAYMENT**

Any member of the Club who has not paid his subscription within two clear months of the date on which it became due shall be notified of the fact by the Secretary or Treasurer, and one month thereafter any Member who has still failed to pay his subscription may, unless sufficient reason be shown to the satisfaction of the Committee, be taken off the Register of Members forthwith. A member whose subscription is in arrears shall be ineligible to take part in any competition promoted by the Club or within the General Competition Rules of the MSA.

## **RESIGNATION**

Any Member wishing to resign his membership shall give notice in writing of such desire to the Secretary on or before the date on which his subscription would have become due for renewal in any year, otherwise he shall be liable to pay his subscription for the ensuing year. Also any member ceasing, voluntarily or otherwise, to be a member of the Club shall thereafter cease to have any claim upon the property of the Club or to enjoy any of the privileges of membership, but he or she shall remain liable for the payment of any debts to the Club from him or her.

## **USE OF CLUB NAME AND ADDRESS**

The name and address of the Club shall not be given by a Member as his address for any trade, advertising or business purposes or in connection with any legal proceedings.

## **LIFE MEMBERS**

Subscribers of not less than 25 times the Annual Subscription for the time being may be elected Life Members by the Committee, and shall thereafter be exempt from the payment of Annual Subscriptions. A member cannot become a Life Member until after re-election.

## **HONARARY MEMBERS**

The committee may elect as Honorary Members all members of Royal families, and any persons distinguished for their political, scientific, literary, industrial and administrative capacities or who have been distinguished in promoting the cause of Motor Sport or Motoring in general or of the Club in particular.

## **EXPULSION OF MEMBERS**

It shall be the duty of the Committee if at any time they shall be of the opinion that the interests of the Club so require, by letter to invite any Member to withdraw from the Club within a time specified in such letter, and in default of such withdrawal to submit the question of his expulsion to a meeting of the Committee to be held within six weeks after the date of such letter. Members of the Committee shall be given at least 7 days notice that a question of withdrawal or expulsion is to be discussed at a meeting of the Committee. The member whose expulsion is under consideration shall be given at least 7 days notice of such a meeting and shall be allowed to offer an explanation of his conduct verbally or in writing, and if two-thirds of the members present shall then vote for his expulsion then he shall thereupon cease to be a member of the Club.

## **SPECIAL GENERAL MEETING**

A Special General Meeting may be convened by direction of the Committee or on a requisition to the Secretary stating the business for which the Special General Meeting is required and signed by not less than twelve members. If the meeting so requisitioned is not convened within twenty-one days, the said twelve Members may convene such meeting. Fifteen Members shall form a quorum.

## **AGENDA**

When Members wish a matter to be discussed at a General Meeting, the text of such matter signed by at least two Members

shall be sent to the Secretary at least 14 days before the date of such meeting so it may be included in the Agenda.

## **CONVICTIONS**

Any member convicted of an offence arising out of his being in charge of a motor vehicle in any Club event or on Club business shall notify a committee member of this fact and may be liable to expulsion from the Club.

## **COPIES OF RULES**

Every Member shall be furnished with a copy of the Club Rules and Regulations on election.

## **BADGES**

Any badges issued to a Member by or for the Club shall in all cases remain the property of the Club. On termination of their membership, Members shall deliver up such badges to the Secretary.

## **DISSOLUTION**

The Club may be dissolved by a Special General Meeting convened by direction of the Committee, or on the requisition of the majority of the Members. If the resolution of dissolution be duly passed, the Committee shall forthwith liquidate the affairs of the Club.

## **MEMORANDUM AND ARTICLES OF ASSOCIATION**

These rules are a supplement to the Memorandum and Articles of Association of Bridgend Automobile Club Ltd., No. of Company: 1759655, and where there is a conflict of regulation then the Memorandum and Articles of Association will take preference as the true and accurate version. Copies are available from the Secretary.

## **9. Other Useful Information**

### **Club Contacts**

#### **Chairman**

Paul Steddy  
Mobile: 07836-273295

#### **Secretary**

Tom Pedersen  
Mobile: 07974-918730

Email: [secretary@bridgend-automobile-club.com](mailto:secretary@bridgend-automobile-club.com)

#### **Treasurer**

Gary Morgan

#### **Competition Secretary**

Colin Coleman  
Mobile: 07837-017255

#### **Sources of Further Information:**

The MSA Blue Book  
Committee Members  
The Motor Club Manual provided by the MSA

If you have any comments about the format or content of this handbook, please contact Tom Pedersen.



