



## **Bridgend Automobile Club Guidelines for Organising Autotests**

### **Before the Event**

- Ensure permits have been obtained by the Competition Secretary for the event to be organised
- Ensure the relevant officials will be available on the day:
  - Clerk of the Course
  - Timekeeper/Timekeeper's assistant to record times and penalties on timesheet
  - Judge of Fact
  - General marshal to oversee running of event/marshalling paddock etc.
- Collect all necessary safety equipment, first aid kit, radios, stakes, tape and warning signs from storage
- Ensure all paperwork is available – MSA permit, Competitors' and Officials' signing-on sheets, junior competitors consent forms, new membership forms, timesheets, MSA Blue Book extracts for Autotest regulations.
- Ensure event is publicised on web site and club members informed on the Tuesday Club night before event runs.

### **During the Event**

- For Llandow events obtain gate key from farmhouse opposite Victoria Inn in Sigingstone village
- Ensure the course is set out in accordance with current MSA Blue Book requirements (attached)
- Arrive early enough to allow time to set up the course and carry out test runs
- Ensure warning signs and red/white tape are in place to advise of paddock speed limits and ensure spectator safety
- Ensure all paperwork is present (MSA permits, Competitors' and Officials' signing-on sheets, junior competitors' consent forms, timesheets, new membership forms)
- Ensure all safety equipment is present at the start line (fire extinguisher, first aid kit, warning signs, radios)
- Allocate someone to conduct signing-on, collect entry fees and new membership fees (no fee = no run)
- All members must present membership cards at signing on or a fine will be applied

- All passengers must be club members and must also sign on
- Guardians must sign for any Junior members participating, whether they are passengers or drivers
- Ensure all vehicles entered are eligible to run in accordance with current MSA Blue Book regulations (attached)
- Issue a driver's briefing before the event starts and advise on the following:
  - No speeding in paddock
  - No litter to be left behind
  - Driving standards both at the event and when leaving the venue will be monitored as any nuisance or dangerous driving will reflect badly on the club
  - Advise that all club members are expected to set an example at all times to the junior members in terms of conduct and driving standards
  - No smoking in competing vehicles
  - Drivers and passengers are not permitted to consume alcohol prior to or during the event
  - Clearly state any penalties or special regulations to be applied for this event (e.g. wheels on the grass)
  - Identify all officials to the competitors
  - Walk the course and ensure all competitors are familiar with it
  - Make sure a course diagram is available to competitors
- During the event ensure the allocated general marshal is keeping the flow of traffic to the start line constant to avoid delays
- Ensure the course is clear of spectators and/or other competitors before allowing each car to start its run
- Record all times and penalties accurately and clearly on the timesheet

### **After the Event**

- Ensure the course is fully dismantled and all equipment stored or collected for return
- Ensure no litter is left behind
- Remind all competitors to leave the venue quietly and safely with regard to other road users
- If at Llandow lock the gate and **ENSURE YOU PAY THE FARMER WHEN RETURNING THE KEY!!!!!!!!!!!!!!**
- Any mishaps or accidents **must** be recorded and reported to the Competition Secretary who will file a report with the MSA if necessary.
- Ensure all timesheets are complete and calculate result standings for the event
- Send the results to the Webmaster for publication on the website.
- Make results available to members at the next Tuesday Club night.
- Complete the details on the MSA permits concerning number of competitors and calculate fees due to the MSA
- Return all paperwork (permits, results, signing-on sheets) and all money collected to the Competition Secretary and/or Treasurer at earliest opportunity
- Return all equipment to storage with John Bevan or Terry Donovan

**THANK YOU FOR ORGANISING AN EVENT WITH  
BRIDGEND AUTOMOBILE CLUB ☺**