

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 specific 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.

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.

2.2.2 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 invoiced. The Organiser shall 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 Reimbursement of Stewards 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.

2.3 Accommodation and meals

Accommodation & meals provided 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 night before.

Accommodation and meals should be provided during the Event, if possible, at the same places as the participants.

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 should provide the FIVA Steward, at least two weeks before the start of the Event, with:

- Detailed programme of the Event, Entry form,
- The complete and definitive Event Regulations,
- Information sent to the competitors,
- Road map, where possible, with the complete route indicating the locations of all controls and tests,
- Complete entry list including the number of FIVA ID Cards for vehicles, participating after the closing dates.

On arrival the FIVA Steward shall receive from the Organiser:

- Provision of all 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 phone numbers (mobile),
- Up-to-date list of entered participants.

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,
- the Press Officer,

Other officials may be appointed 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 registration.

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 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).

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; and
- 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. It may also be necessary for him/her to communicate the competitors' concerns to the CoC and, if required, the event Stewards.

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.

3.9 Duties of the Press officer

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

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 organisation 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 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.

2. Organisation and description.

- FIVA Registration number.
- FIVA Logo to be placed, ideally, 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.

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.

To specify the insurance arrangements for the event.

5. Advertising.

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

6. Fuel.

- Details and locations of fuel availability.

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

11. Prizes.

- Prizes - awards
- FIVA award(s).
- Prize giving ceremony.
- Advice on the dress code.

12. Appendices.

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

For the latest information always visit our website at

<https://fiva.org/en/commissions/events-commission/>

