

## Drivers Briefing Checklist

**Notes for Organiser:**

- *The briefing should be conducted in a suitably quiet venue providing some degree of shelter and should not take longer than 10 minutes to complete.*
- *Samples of all signs/ flags to be used should be on display at the venue.*
- *The briefing can only amplify existing regulations.*
- *A roll call or sign on is required to ensure that all new competitors are present.*

Tick box	Briefing – items to cover
	Welcome
	Roll call
	Introduce Officials
	Format of event – explain briefly; <ul style="list-style-type: none"> <li>• Indian file / convoy</li> <li>• Practice run [if any]</li> <li>• Number of timed runs or Estimated time that competition will conclude.</li> <li>• Starting procedure.</li> <li>• Number of vehicles on track and procedure to follow if held up [Autocross / Circuit sprint]</li> <li>• Missed or malfunction of timing procedures.</li> <li>• Lunch break</li> </ul>
	Specific details of event such as; <ul style="list-style-type: none"> <li>• Procedure to stop cars [if running at intervals]</li> <li>• Procedure for returning to start area [if required].</li> <li>• Timing method.</li> <li>• Course changes [if required due to surface damage]</li> <li>• Penalties for hitting cones [Autocross / Motorkhana]</li> <li>• Area for tyre warming [if applicable]</li> </ul>
	Approval to carry passengers [if appropriate to event]. <ul style="list-style-type: none"> <li>• Advise what cars can be used.</li> <li>• Minimum helmet and clothing requirements</li> <li>• The needs for passengers to complete indemnity forms and attend separate briefing.</li> <li>• Drivers' responsibilities.</li> </ul>
	Reminder for new competitors to attend special briefing
	Reminder to keep the venue clean and tidy and remove all rubbish before leaving.