

Appendix Three – Schedule R

Standing Regulations Applicable to all Rallies

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Note: *Text changes from the previous issue of this Schedule are highlighted such. Text changes for grammatical and/or formatting reasons are not highlighted.*

Attention Rally Organisers: *Please refer to Appendix Two Schedule H and the (separate publication) Rally Organisers Handbook for details on Event planning and organisation which should be read in conjunction with this Appendix.*

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Note: FIA Appendix J Article 253 Safety Equipment for FIA GROUP A and N vehicles is available upon request from the MotorSport NZ Office or by accessing the FIA web site (www.fia.com)

Note: For ease of use and understanding, Schedule R has been split into two sections; Section 1 – Competitors, and Section 2 – Organisation. Section 1 contains regulations that **both Competitors and Organisers must be familiar with**. Organisers must also comply with all requirements of Section 2.

Section One - Competitors

Definitions: The National Sporting Code Article 2(1) details a number of interpretations that apply throughout the Code, its Appendices and Schedules. Additional to that Article, unless the context otherwise requires the following apply;

“**Leg**” means each part of the Rally, separated by a fixed minimum stopping time; and

“**Neutralisation**” means the time during which the crews are stopped by the Organisers, under the control of marshals for whatever reason; and

“**New Competitor**” means a member of a competing crew who has participated as a competitor in less than three(3) Rallies; and

“**Pace Notes**” means a set of notes designed to supplement the Road Book and to assist a competitor in traversing a special stage which are not Stage Notes; and

“**Rally**” means an Event which is constituted either by a single itinerary, which must be followed by all cars, or by several itineraries converging on the same rallying-point fixed beforehand, and followed by a common itinerary the route of which may include one(1) or several Special Stages; the itineraries which are not used for special stages being called “road sections” and includes a Marathon Rally; and

“**Rally Series**” means a Series of one(1) or more Rallies; and

“**Reconnaissance**” means the travelling over of roads to be used as special stages in an Event by a competitor entering that event at any time between the route details being communicated by any means and the official one(1) pass reconnaissance or in cases where there is no one(1) pass reconnaissance by the first Special Stage commencement; and

“**Regroup**” means a stop scheduled by the Organisers under Parc Fermé conditions that has a time control at the entrance and exit to enable the schedule to be followed on the one hand, and on the other, to close up the gaps between the cars still in the rally. The stopping time may vary from crew to crew; and

“**Road**” or “**Designated Road**” means either;

- (a) The area from fence to fence which encompasses the carriageway, either sealed or unsealed, or
- (b) The formed surface of a road delineated on one(1) or both sides by the use of temporary barriers. (examples: tape, rope, cones, tyre bundles, road barriers, hay bales etc); and

“**Road Section**” or “**Touring Stage**” means a section of a rally event not closed to other traffic. The main purpose of a touring stage is to route competitors from one(1) special stage to another, or from or to special stage to or from a service park. All road rules as stated in the NZ Road Code will apply and must be adhered to; and

“**Service Crew**” means persons in support of the crew of the competing car who ensure the competing vehicle is maintained in a competitive and road worthy state at the servicing points established throughout the event and gather information as to the times recorded on the event special stages; and

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“**Special Stage**” is a timed speed test on roads closed to other traffic; and

“**Stage Notes**” means a set or sets of computer generated notes specifically provided for the event by the MotorSport NZ officially recognised note provider. Such notes being designed to provide assistance to the competitor in traversing the special stages with information that supports and is additional to the event Road Book; and

“**Time Card**” means the card or cards intended for the entry of times recorded at the different control points scheduled on the Rally.

1. Competitor and Competition Licence Requirements:

1.1 Crew of vehicle: Each competing vehicle must carry two(2) persons. The occupants of the vehicle will be collectively referred to as “the crew”.

1.2 Competition Licences: Each crewmember must be the holder of the appropriate competition licences. For National Rallies full details of licence requirements are contained in Appendix One Schedule L to the National Sporting Code. For International Rallies drivers shall hold an International Rally Grade (INT R) competition licence. Additionally for International events the driver shall:

(a) Have a current Medical Card.

(b) If the holder of an International licence issued by an ASN other than MotorSport NZ, present a Visa from the licence issuing ASN.

2. Entries:

2.1 Entries, Dates & Fees: Entries shall be acceptable only if made on the official forms fully completed, accompanied by the relevant fees and be lodged at the specified office of the Organisers before the closing date of entries as detailed in the Supplementary Regulations. All current registered competitors in the NZ Rally Championship are guaranteed entry to each of the rounds that make up the Championship providing a completed entry form and payment is submitted before the first closing date for entries for each of those events. Late entries may be received after closing date at the discretion of the Organisers as set out in the Supplementary Regulations.

2.2 Number of Entries: Event Organisers reserve the right to stipulate the maximum and minimum numbers of entries for each event save for MotorSport NZ Championship events in which case the MotorSport NZ Executive shall determine the minimum number of entries.

2.3 Cancellation of Rally: The Organisers reserve the right to cancel the event should less than the minimum number of entries specified in the Supplementary Regulations be received by the closing date.

Note: *For rallies forming part of a MotorSport NZ Championship refer to Article 2.2 of these regulations.*

2.4 Change of Driver or Vehicle:

(a) National Sporting Code Article 37 shall apply with respect to driver and vehicle changes up to thirty(30) minutes prior to the commencement of an Event. Drivers may not be changed after this time.

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- (b) At the sole discretion of the Clerk of the Course, it is permissible to allow a change of co-driver during an event as long as the following conditions are met:
 - (i) The supplementary regulations contain advice of such allowance.
 - (ii) The substitute co-driver has completed all documentation and entry requirements to the satisfaction of the Clerk of the Course, and if a novice, has attended the novice briefing.
 - (iii) The supplementary regulations and the safety plan will specify the points where substitutions may occur and the procedures to be followed.
 - (iv) No entry which has engaged in substitution of the co-driver will be classified as a finisher ahead of any entry which has completed the event with its original crew.
 - (v) At no time will the replacement co-driver be permitted to drive the vehicle.

2.5 Conditional Acceptance: In the event of the number of entries exceeding the maximum number of starters specified in the Supplementary Regulations, the Organisers reserve the right to accept conditional entries on such conditions as they may, at their sole discretion, determine.

2.6 Refund of Entry Fees: If a withdrawal is made before the Meeting and officially notified to the Rally Secretary, a refund may be paid at the discretion of the Organising Committee. Entry fees will be refunded in full to competitors whose entry has not been accepted or in the case of the event not taking place. All applications for refunds must be in the hands of the Rally Secretary no later than 28 days after the event.

2.7 Refusal of Entry: The Organisers reserve the right to refuse any entry in accordance with the prescribed provisions of the National Sporting Code.

3. Vehicles, Type, Advertising and Identification:

3.1 Vehicles:

- (a) **Type:** Vehicles are to be **saloon** or sports **cars in** compliance with the requirements of this Schedule and Appendix Two Schedule A. In addition vehicles contesting Historic or Classic Rally events shall comply with either the relevant Articles of Appendix Six Schedule K, T&C, CR or specific regulations appended to the Supplementary Regulations of the event.
- (b) **Mandatory equipment:** Refer to Appendix Two Schedule A.
- (c) **Chassis and Engine Block:** Unless otherwise provided for in the Supplementary Regulations competitors are prohibited from changing either the chassis and/or engine block of a competing vehicle during a Rally. (In the context of this regulation a Rally is deemed to comprise of all Heats and/or Legs).
- (d) **Vehicle Identification marks:** Scrutineers and/or Technical Officers may affix identification marks at any time throughout the rally to the chassis, engine block or any other component. Where identification marks are affixed, it is the responsibility of the crew to see that these are preserved intact until the end of the Event. Should they be missing, damaged or tampered with, the competitor shall be penalised.

3.2 Capacity classes: Capacity classes are at the discretion of the organiser but for MotorSport NZ Championship events, classes as per the Championship Articles must be used. The supplementary regulations for an event may provide for an amalgamation of any classes.

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3.3 Vehicle Advertising/Rally Identification:

- (a) Competitors will display the allocated competition number provided by the Organisers. This shall constitute the vehicle identification. At all times during the event this identification must be displayed on each side of the vehicle as stipulated in these Regulations (refer Addendum Schedule R 2). All identification must be kept clean and legible during all touring stages and at the start of all Special Stages. Should they be lost or damaged they must be replaced at the first available opportunity. Failure to correctly display these numbers throughout the event shall incur a penalty unless it can be shown that such failure resulted from circumstances beyond the control of the Competitor.
- (b) The areas indicated on the diagram Addendum Schedule R 2 are reserved exclusively for use by MotorSport NZ or event organisers.

4. **Itineraries/Road Book:** The organisers must provide a road book to all of the crews containing a detailed description of the compulsory itinerary, which is to be followed. Crews shall keep exactly to the itinerary set out in the road book, without leaving the designated road, or designated service area or park unless the organisers advise otherwise. Failure to comply may result in a penalty. In special stages it is absolutely forbidden to proceed in the wrong or opposite direction to the one prescribed in the Road Book under pain of exclusion.

The Road Book must be in conformity with the standard road book (*Refer to Addendum Schedule R 1*) containing:

- Accident procedure in the front of the book.
- Route details.
- Time schedule
- An "Incident report" sheet.
- An "Inquiry" sheet.
- A competitor "Notification of withdrawal from event" form.
- A red SOS to the sizes and in the layout shown in Addendum Schedule R6 must be on the inside of the back cover.
- A green "OK" to the sizes and in the layout shown in Addendum Schedule R7 must be on the outside of the back cover.
- For Rallies where the majority of special stages comprise tarmac surface, located on the page immediately preceding the inside back cover, a red and yellow "Oil warning" sheet to the sizes and in the layout shown in Addendum Schedule R8.

Note: For Road Books smaller than A4 size, a fold out or additional A4 sign must be included for the red SOS and green OK signs (and where applicable the Oil Warning sign).

5. Signs and Marker Tape:

- 5.1 All rallies must use signs as detailed in the addenda to this Schedule.
- 5.2 "Directional arrows" shall only be used to clarify specific Road Book directional instructions on special stages. They shall be erected at all intersections indicated in the Road Book except in Super Special Stages.
- 5.3 All directional arrows and caution signs shall be preceded by a warning sign at an approximate but consistent distance before instructions (e.g. 100metres).
- 5.4 All directional arrows must be positioned where they may be easily seen.

Note: If the same piece of road is to be used in different directions at different times during the event, this piece of road must be arrowed only for the direction of travel to be used for the stage in progress.

- 5.5 The reverse sides of directional arrow boards shall be painted sky blue in order to clarify direction of travel.

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- 5.6** “**Additional Arrows**” may be erected by the organiser in the event of “force majeure” to supplement the Road Book. These are to be followed as if they were additional Road Book instructions. These additional arrows must be white, reflectorised arrows, the same shape and size as directional arrows.
- 5.7** A sample of all signs and arrows must be displayed at documentation or the assembly point at the start of the event.
- 5.8** Caution signs are to be erected to warn competitors of hazards. The first sign being a white reflective sign on black background to be placed about 100metres before the hazard with a red reflective sign on white background at the hazard, the sign to be an exclamation mark or a number of exclamation marks to signify the extent or intensity of the hazard.
- 5.9** All intersecting roads and entrances must be taped off (with plastic marker tape), regardless of whether the road has a block marshal. All tape must be removed after the event. Further, in order to provide additional security in a forest it is strongly recommended that all external access gates to the forest be secured for the duration of the event.

6. Traffic Laws and Servicing:

6.1 Traffic:

- (a)** Throughout the entire rally (with the exception of special stages), the crews must strictly observe the traffic laws of New Zealand. In particular;
- (i)** Competitors and their service crews must always drive and conduct themselves in a manner which does not discredit the event or arouse adverse public opinion.
 - (ii)** All traffic regulations and particularly speed limits must be rigidly complied with on all touring stages.
- (b)** It is mandatory for any competitor or service crew who have been issued with a traffic offence or warning notice during a rally to fully report the incident in writing with details to the Clerk of the Course, or his assistant not later than thirty(30) minutes after their actual reporting time at the end of the leg in which the incident occurred.
- (c)** Should the police officer decide against stopping the driver or vehicle, they may request that the Organisers apply an appropriate penalty, subject to the following:
- (i)** That the notification of the infringement is made through official channels in writing, before the posting of the current classification; and
 - (ii)** That the statements are sufficiently detailed for the identity of the offending vehicle driver to be established beyond all doubt, as well as the place and time of the offence; and
 - (iii)** That the facts are not open to various interpretations.
- Note:** *The New Zealand Traffic Regulations are contained in the NZTA Booklet “The Road Code” which all competitors must be familiar with.*
- (d)** Any crew, which does not comply with the traffic laws, upon being issued with an Infringement Notice, shall be subject to the penalties as prescribed in the National Sporting Code.
- (e)** At any time during the rally it is forbidden to tow, transport the cars, or to have them pushed, except to bring them back onto the road, or to clear the road.
- (f)** Competitors and crew shall be held entirely responsible for any accident or breach of the laws in which they may be involved and shall declare to the organisers particulars of any accident involving damage to property or injury from which liability may arise and shall indemnify the organisers in regard to any liability.

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- 6.2 Servicing:** In MotorSport NZ Championship events the servicing of competing cars is limited to designated service parks. Other events may also use Service Parks if so stated in the Supplementary Regulations. If no service Parks are being used servicing is not limited except for areas designated by the organisers as “no Servicing” or “no access” areas.

Servicing of competing vehicles on public roads or access-ways must be carried out off the carriageway. If servicing on private property, competitors shall ensure land owner/tenant has granted permission.

Service crews are not permitted to use flashing lights as means of identification, nor have bright lights unshielded to the extent they may dazzle or inconvenience other road users.

It is permitted to park an identified service vehicle to enable the crew to spectate provided that the service vehicle is not parked on the route of the rally.

- 6.3 Prohibited Assistance:** Acceptance of assistance in areas where servicing is not permitted is prohibited. This Prohibited Assistance is defined as any of the following:

- (a) Any person other than the Driver and/or Co-driver performing any action on their car except as provided for;
- (b) The receipt by the Driver and/or Co-driver, in any area other than a designated service area, of any materials (solid or liquid), spare parts, tools or equipment other than that carried in their car, except for food and drink;
- (c) The parking of an identified Service Vehicle or the positioning or setting up of any materials, spare parts, tools or equipment elsewhere than in a designated service area:

The penalties prescribed in the National Sporting Code shall apply for servicing carried out in other than the permitted servicing areas and for acceptance of prohibited assistance.

- 6.4 Service Parks:** The total distance of special stages between service parks, except in exceptional circumstances, should not exceed 50km. There is no minimum stage distance requirement between two service parks. Service Parks must be indicated in the rally itinerary with a Time Control at the entrance and exit. (The 25m distance referred to in Addendum Schedule R4 shall be reduced to 5m). The maximum speed of cars in a Service Park shall not exceed 30kph. Event organisers may impose a lower maximum speed; in such cases the lower maximum will be specified in the Event Supplementary Regulations. Cars exceeding the maximum speed limit may be penalised.

- 6.5 Service Crew Information:** The organisers must provide service crews with maps and route information, including estimated travel times, estimated service time and first car's arrival time, to enable them to follow the rally, locate all designated service areas. Where necessary, a sketch plan of the servicing area must be provided. Such information must be sent to competitors with acceptance of entry details.

- 6.6 Refuelling:** The greatest distance between refuelling points must not be more than 200km total of which the maximum Special Stage distance does not exceed 90km. The responsibility for the provision of sufficient fuel and other supplies considered necessary lies solely with the competitor.

Note: Competitors should be familiar with and adhere to the MotorSport NZ Code of Practice – Fuel, which is available on the MotorSport NZ website (www.motorsport.org.nz)

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7. Stage Notes, Pace Notes and Reconnaissance:

- 7.1 Stage Notes:** Where provided for in the Event Supplementary Regulations a competitor may purchase from the authorised MotorSport NZ stage note provider a set of computer generated stage notes generated specifically for that event which may be used to assist in the traversing of a Special Stage.

Where scheduled reconnaissance is held as part of the event (permissible only in New Zealand Rally Championship or International Events) it will be run in accordance with the regulations issued by the organisers, and the Stage Notes purchased may, for that competitor's sole use only, be re-created or embellished with information obtained from such reconnaissance and/or with other information.

Where no reconnaissance is permitted, the Stage Notes may only be embellished with information transferred from the Road Book or otherwise supplied by the Organisers.

7.2 Reconnaissance and Stage Notes:

- (a)** Reconnaissance of special stages is absolutely prohibited and shall incur a penalty, unless the event regulations permit reconnaissance for the use of stage notes. In this instance reconnaissance will only be permitted according to the reconnaissance schedule specified in the event regulations.
- (b)** If roads proposed to be used as special stages conflict with an intending competitor's normal lifestyle or business activities, then the competitor must advise the organisers in writing of such when submitting an entry for the rally. The organisers will confirm in writing acknowledging the exact roads of dispensation to the competitor and may also grant written dispensations for other purposes related to the organisation of the event.
- (c)** Unless the Event Supplementary Regulations state otherwise the use or possession of pace notes, stage notes or any other means of giving a competitor advice relating to the traversing of a Special Stage that has not been provided by the event organisers is forbidden.
- (d)** The placing of signs or the making of marks by competitors, entrants, drivers, crew or their agents, on or beside roads to be used for special stages is forbidden and shall incur a penalty.
- (e)** All competitors and entrants in all rallies agree without reservation to submit themselves, their competing cars and any service vehicles, to a search at any time for pace notes, stage notes, written interpretations, etc, deemed to be contrary to these regulations, by any official or officials of the Event organisers or MotorSport NZ.

8. Scrutineering and Documentation:

- 8.1 Competitor Requirements:** All drivers or a person on their behalf are required to complete Documentation and when required a Scrutineering Audit of their vehicle prior to the start of the competition.

- 8.2 Scrutineering Audits:** Entrants are required to sign the declaration on the entry form stating that their vehicle(s) comply with the requirements of Appendix Two Schedule A and the applicable Vehicle Specification Schedule. Appointed Scrutineers or Technical Officers may require any vehicle to be presented for an audit to check for compliance with the requirements of Appendix Two Schedule A and the Vehicle Specification Schedule appropriate for the vehicle. Number One Drivers are responsible to ensure that the vehicle is presented at the audit in a "ready to start competition" condition and that all relevant documentation is available. Breaches of Appendix Two Schedule A and/or the Vehicle Specification Schedule shall be reported to the Clerk of the Course who may impose penalties on the Entrant under the provisions of the National Sporting Code.

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- 8.3 Documentation:** Competitors or their representative must present themselves at documentation for the checking of valid competition and civil drivers licences, club membership and vehicle logbook. Logbooks shall be presented to and signed off by the Chief Scrutineer or the nominated deputy. The logbooks of those vehicles selected for Scrutineering Audit may be retained until the audit inspection has been completed.
- 8.4 Briefings and Bulletins:**
- (a) Any written briefing must be in the hands of the competitors not less than two(2) hours prior to the start of the event.
 - (b) All competitors must familiarise themselves with the written briefing, if any, prior to the start of the event.
 - (c) Special instructions relevant to route details, officials, etc., must be contained in bulletins which must be issued to competitors as required and in accordance with National Sporting Code.
 - (d) **New Competitor's Briefing:** At all rallies the organisers must provide facilities for new competitors to attend an induction seminar conducted by a senior and experienced rally organiser or competitor. Such induction seminars shall cover aspects of competitor safety procedures and actions and attendance by new competitors is compulsory. Competitors shall be required to sign in to indicate their attendance at this briefing.
- 9. Time Cards:** Before the start of each rally, time cards will be issued to every competitor. At any Control, crews may be required to give the completed cards to officials. The time cards must be carried in the competing vehicle throughout the rally and must be presented to all Controls by a member of the crew for time recording or endorsing.
- 10. Start Order and Intervals:**
- 10.1 Starting order:** The starting order will be determined by the organisers after taking into account the driver seeding list issued by MotorSport NZ (refer Driver Seeding Criteria) and also utilizing their own criteria. The organiser's decision will be final and not subject to protest.
- 10.2 Starting Intervals:**
- (a) All stages run on loose (gravel) surfaces shall have starting intervals of one(1) minute between each competing car. The Clerk of the Course may, at his/her sole discretion, increase the starting interval between competitors in unusual circumstances (e.g. excessive dust) however; under no circumstances shall the starting interval between cars be less than one(1) minute unless the provisions of Article 12.3 (Super Special Stages) apply.
 - (b) For tarmac stages the Clerk of the Course may elect to start cars at intervals of less than one(1) minute provided that in no circumstances shall the starting interval between cars be less than 30seconds unless the provisions of Article 12.3 (Super Special Stages) apply.
 - (c) NZ Rally Championship Articles may specify alternative starting intervals.
- 11. Control Procedures:**
- 11.1 General Provisions:**
- (a) All controls, i.e., passage and time controls, start and finish of special stages, regrouping and neutralisation zone controls, will be indicated by means of MotorSport NZ approved standardised signs.

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- (b) The beginning of the control area is marked by a warning sign on a yellow background. At a distance of about 25m, an identical sign on a red background indicates the position of the control post. The end of the control area, approximately 50m further on, is indicated by a final sign on a beige background with three(3) black transversal stripes (Refer to Addendum Schedule R4).
- (c) All control areas (i.e., all the areas between the first yellow warning signal and the final beige one with three(3) transversal stripes), are considered as "Parc Fermé".
- (d) The stopping time within any control area must not exceed the time necessary for carrying out control operations.
- (e) The target check-in time is the responsibility of the crews alone, who may consult the official clock on the control table.
- (f) The Post Marshals may not give any information on this target check-in time.
- (g) Crews are obliged to follow the instructions of the Marshall in charge of any control post. Failure to observe this may lead to exclusion at the discretion of the Clerk of the Course.

11.2 Time Controls and Timing:

- (a) Timing target sections must be established by the organisers. A target section can be a touring stage, a service park, or from the start of one special stage to the start of the next special stage. In the latter case the target includes a special stage and the next touring stage. Controls will be set up at the start and finish of all target sections.
- (b) The Control official must write on the time card the exact time at which the card was handed to the Control official.
- (c) The arrival time recorded at a Control, which is not followed by a special stage or a rest halt, will also be the departure time for the next touring section.
- (d) Where a start Control is followed by a special stage, competitors must proceed to the start line after clocking in at the Control. Competitors will line up in the order given by the Control officials. Competitors must be ready to start the special stage – crash helmets fitted and seat belts fastened – when they reach the start-line. At least three(3) minutes will be allowed from the time competitors clock in at the start Control until they leave the start line. Competitors not ready to start a special stage at their designated time will be deemed to have started at that time.
- (e) Competitors will not be accepted for checking in at Controls prior to their due report time but can check in during the whole minute following their due report time without incurring lateness to exclusion. Organisers may allow competitors to check in prior to their report time without penalty where specified in the event Supplementary Regulations.

(A competitor who is supposed to check in at Control at 18 H 58' will be considered on time if the check-in takes place between 18 H 58'00" and 18 H 58'59").
- (f) For each whole minute late or early in checking in at time Controls or parc fermé competitors will receive one(1) minute towards exclusion. This will result in a penalty of 10seconds for every minute of lateness added to overall time.
- (g) Competitors will be excluded for exceeding the total lateness for the whole event, or for the leg in the case of multi-leg events. This is calculated by adding up the lateness incurred at each time Control.
- (h) Officials at passage Controls will endorse the time card when it is handed to them, without indicating the passage time.

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- (i) Any competitor who fails to complete a target section in its entirety, or fails to report to any start Control, passage Control or finish of special stage Control will be excluded from the event.
- (j) When a start Control is followed by a special stage start, the whole area will be laid out as a single Control area.

11.3 Check-in Procedure: The check-in procedure begins the moment the vehicle passes the zone entry sign. Between the zone entry sign and the control post, the crew is forbidden to observe a halt of any kind or to drive at any abnormally slow speed. The clocking of the card can only be carried out if the two(2) crewmembers and the car are in the control zone. The check-in time corresponds to the exact moment at which one of the crewmembers hands the time card to the Post Marshal. Then the Post Marshal marks on this card the actual time at which the card was handed in. The target check-in time is the time obtained by adding the time allowed to complete the target section to the time of leaving this section, these times being expressed to the minute. The crew does not incur any penalty if the vehicle enters the control zone during the target check-in minute or the minute preceding it.

11.4 Time of Leaving Controls:

- (a) If the next road section does not start with a special stage (e.g. service park), the check-in time entered on the time card shall constitute both the arrival time at the end of the road section and the starting time of the next section.
- (b) When a time control is followed by a start control for a special stage, the following applies:
- (c) These two posts are included in a single control area, the signs of which shall be laid out as follows:
 - (i) Yellow warning sign (beginning of zone);
 - (ii) Red sign with dial (time control post), at a distance of approximately 25m;
 - (iii) Red sign with flag (start of the special stage), at a distance of 50 to 200m;
 - (iv) Finally, end of control sign (three(3) transversal stripes on a beige background), 50m further on.
- (d) At the time control at the finish of a road section, the Post Marshal will enter on the time card the check-in time of the crew. There will be at least a three(3) minute gap to allow the crew to prepare for the start. Furthermore, in the case of a puncture, the crew concerned will be allocated a maximum of five(5) minutes extra. The starting time which will then be assigned to this crew after repairs must respect the interval between it and the preceding crew, to which its classification or its priority give it the right.
- (e) Immediately after checking-in at the time control the crew will go to the start of the special stage. The Marshal in charge of this post will enter the time foreseen for the start of the stage on the event sheet, which will usually correspond to the provisional starting time for the special stage. In the case of any delay, should there exist a divergence between the two entries, the starting time of the special stage will be binding, unless the Clerk of the Course decides otherwise.

11.5 Exclusion: Crews are bound, under the pain of exclusion, to check in at all times in the correct sequence and in the direction of the rally route. It is also prohibited to re-enter the control area.

- (a) Any lateness exceeding thirty(30) minutes on the target time between time controls, or a total lateness exceeding thirty(30) minutes at the end of the leg or the rally, will result in the exclusion of the crew.
- (b) In no case can early arrivals be used as a means of reducing the lateness resulting in exclusion.

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- (c) The exclusion time may be increased at any point by the Stewards, upon the proposal of the Clerk of the Course. The crews concerned shall be informed of this decision as soon as possible.
- (d) Exclusion for exceeding the maximum permitted lateness may only be announced at the end of a section or at the end of a leg. Any competitor arriving at a control after it has closed will not be permitted a start.

11.6 Regrouping Controls:

- (a) Regrouping controls or a method of closing gaps in the field may be set up along the route. Their entry and exit controls shall be subject to the general rules governing the control posts. Regroups are mandatory for MotorSport NZ Championship rallies.
- (b) The purpose of these regroupings will be to reduce the intervals, which will occur between crews as a result of late arrivals and/or retirements. Thus, the starting time from the regrouping control and not its duration must be taken into account.
- (c) On their arrival at these regrouping controls, the crews will hand the Post Marshal their time card. They will receive instructions on their starting time. They then must drive their car immediately and directly to the Parc Fermé if provided. The starting order shall be that of the due arrival. The Organisers may give them a new time card either at the entrance or at the exit of the Parc Fermé if provided.

11.7 Passage Controls: A passage Control for the purpose of endorsing time cards only (not time recording) may be placed at the discretion of the organisers. At these controls, the Post Marshals will simply stamp the time card as soon as the crew hands this in, without mentioning the time of passage. Passage controls will only be used on touring stages.

12. Special Stages:

12.1 Special Stages:

- (a) Special stages commence from a standing start, with the engine running and with the car placed on the starting line.
- (b) During the special stages, the crew shall wear approved protective helmets, protective clothing and safety harnesses as specified in Appendix Two Schedule A.
- (c) Any competitor who fails to leave the start within 15seconds of their allocated start will not be given a new start time, but pushed off the start line into the special stage. The organisers will note any delay to the start of a special stage due to reasons of "force majeure". Any such delay will be taken into consideration by the organisers establishing the results.
- (d) Crews shall be penalised for;
 - (i) Deliberately blocking the passage of competing cars, or
 - (ii) Preventing competition cars from overtaking.
- (e) If the route is completely blocked by an accident or breakdown, it is the responsibility of following competitors to move the obstructing vehicle and proceed. In this case a classification for the stage may be established by the Clerk of the Course for each crew which has stopped to unblock the route (see also Organisation 6.2).
- (f) The Clerk of the Course may delete or alter a special stage from the results of an event. However, when a special stage has to be stopped or has been interrupted for any reason before the last crew has covered it, a classification for the stage may be established by allocating a time to each crew which has been unable to complete the stage because of the interruption. (See also Section Two Article 6.2).

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12.2 Special Stage Start Procedure:

- (a) The vehicle will be started by one of the following count down procedures:
 - (i) Verbal – “One minute (for two minute gaps), thirty seconds, fifteen seconds, ten seconds, five, four, three, two, one, go!”, supplemented by hand signal (finger count) from five seconds down to go!, or by the raising of a flag placed immediately in front of the drivers windscreen area (i.e. in field of view); or
 - (ii) By an electronic countdown system counting down by seconds and clearly visible to the crew from the start position. This system may be electronically coupled to a start line detection device that records any situation where a car leaves the start line ahead of the correct signal. This system may also be synchronised with a starting lights system of which the description and regulations shall be included in the Supplementary Regulations of the event.
- (b) A false or jump-start shall incur a penalty.
- (c) At the special stage flying finish, the time will be recorded. A warning board will be erected 200m before the flying finish. After the flying finish a minimum distance of 200m will be given for the competitor to stop and report to the finish Control, where the time taken at the flying finish will be written on the driver’s card.

12.3 Super Special Stages:

- (a) A Super Special Stage is a special stage designed for spectator viewing with the possibility of having more than one(1) car starting at the same time. The organisation of a Super Special Stage is optional. An organiser must clearly identify in the event regulations which stages, if any, are to be run as Super Special Stages.
- (b) The starting order of a super special stage is entirely at the discretion of the Organisers. However, the organisers must detail the procedure in the Event Supplementary Regulations.
- (c) The use of yellow flag signals is applicable in a super special stage and these flags may be displayed at any location in the stage. If a yellow flag is displayed, the driver(s) must immediately make a significant reduction in speed. The Clerk of the Course may allow a crew affected by the showing of a yellow flag to contest the super special stage again. If circumstances do not permit this, the Clerk of the Course will propose to the Stewards an allocated time. However, no crew, which is totally or partially responsible for the displaying of the yellow flag, may benefit from this concession.
- (d) If a car fails to correctly complete a super special stage, it may be removed by the Organisers to an adjacent service park, where it may be repaired according to the Supplementary Regulations and itinerary. In either case the crew will be allotted a stage time of three(3) minutes plus the fastest time. Any such car will be deemed to have reported to the respective time control(s) immediately following the super special stage at its due time. In either case the crew will be subject to all normal rules, regulations, service restrictions and time penalties applying to the rally. Any crew recording an actual time in excess of three(3) minutes plus the fastest time will also be allotted a maximum time of three(3) minutes plus the fastest time.

13. Parc Fermé Rules:

13.1 General Conditions: The cars shall be subject to the “Parc Fermé” rules from:

- (a) The moment they enter a starting area, or an end of leg, until they leave one of these;
- (b) The moment they enter a control area until they leave it;
- (c) As soon as they reach the end of the rally until the time for technical inspections is completed.

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13.2 Parc Fermé:

- (a) No servicing may take place in areas designated as 'Parc Fermé'. The provisions of Article 6.3 shall apply however in events where there is an overnight Parc Fermé, the provisions of Article 6.3 are suspended from the time that the drivers leave the Parc Fermé until the time that they re-enter.
- (b) By the way of exception and under the supervision of the Marshal the crew may, while in the Parc Fermé, at the start, regrouping zone or end of leg:
 - (i) Change a punctured or damaged tyre using the equipment on board; and or
 - (ii) Have a new windscreen fitted with the possibility of having outside help.
 - (iii) Repair a safety device (i.e. seat belt) subject to an instruction from either the Event Technical Officer or Chief Scrutineer.

These repairs must be completed before the starting time; otherwise a penalty shall be imposed in accordance with the provisions laid out.

- (c) As soon as they have parked their car in Parc Fermé, the drivers will leave the Parc Fermé and no member of the crew will be allowed to re-enter it.
- (d) To leave a Parc fermé for the start, regrouping halt or end of leg, the crew shall be allowed to enter the Parc Fermé 10minutes before its starting time.
- (e) If a vehicle is unable to move under its own power to the entrance or exit of a Parc Fermé for the start, regrouping halt or end of leg, a 30second penalty shall be imposed. This penalty shall not count towards exclusion but will be added to special stage time.
- (f) Any infringements of the Parc Fermé regulations shall incur a penalty.
- (g) If the Technical Officers or Scrutineers note that a vehicle seems to be in a condition, which is not compatible with normal road use, they must immediately inform the Clerk of the Course thereof, who may request that the car be repaired.
 - (i) In this case, the minutes used to carry out the repairs will be considered as the same number of minutes of lateness recorded in a road section. They will therefore be taken into consideration for the calculation of the exclusion.

Note: This is why the time spent on repairs may not exceed the allowed time before a car is penalised. If this time is exceeded, exclusion shall be announced.
 - (ii) In order to prevent a crew from trying to make up lost time after the repair, the crew will possibly be given a new starting time.

14. Safety and Emergency Procedures:

14.1 Competitor Emergency Procedures – General:

- (a) Any competitor who stops on a special stage for any reason whatsoever (accident or mechanical breakdown) must display a safety triangle in such a position to give adequate warning to following competitors. Failure to display a warning triangle in such a manner will invoke a penalty.
- (b) **Oil Spillage:** On tarmac rallies where the competitor is aware that oil has been spilled on the stage surface, the "Oil Warning" sign (refer addendum R8) shall be displayed in addition to the safety triangle in such a position so as to give adequate warning of the danger to following competitors. Failure to do so will invoke a penalty.
- (c) In a situation where assistance is not required then the competitor must display the green "OK" sign (*e.g. show the sign to a rescue helicopter and / or place the sign where it can be clearly seen by competing cars*). Failure to do so will invoke a penalty.

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- (d) Any competitor reaching an erected safety triangle or an "Oil Warning" sign (on tarmac rallies) MUST IMMEDIATELY SLOW DOWN to a speed that will allow driver reaction to cope with an unseen incident or stoppage ahead.
- (e) Before recommencing competition it is the crew's responsibility to retrieve the safety triangle.

14.2 Competitor Emergency Procedures – Injury Accidents or Fire:

- (a) Any competitor involved in an accident who requires assistance for a trapped or injured crewmember or for assistance in containment of a fire will move back along the course; displaying clearly the red "SOS" to the following competitors.
- (b) When a red "SOS" is displayed to a competitor it is MANDATORY that they stop and assist the crew requiring help. Their responsibilities are to help any injured persons and help contain any fire and ensure that the event safety services are mobilised as quickly as possible. If telephone or radio communication is available then Rally Headquarters should be informed immediately.
- (c) The red "SOS" will cease to be displayed, and the green "OK" displayed, when sufficient vehicles have been stopped to provide the necessary assistance. If any competitor stops under these circumstances, they will not be entitled to any delay allowance.
- (d) Should a competitor arrive at the scene of an accident where both crewmembers are incapacitated they will remain with the accident and stop a sufficient number of the following competitors to provide necessary assistance, using the red "SOS".
- (e) In the event of serious injury being discovered, if telephone or radio communication is available then Rally Headquarters should be informed immediately, or the first competitor will then arrange for an appropriate car (usually the next following car) to proceed immediately in the direction of normal rally traffic to the end of stage or next radio point en route and advise the official in charge of details of the accident and actions taken.
- (f) **Stopping to investigate an accident:** When stopping to investigate any accident, one(1) competitor should always stay with their vehicle while the other finds out the facts from the crew of the vehicle involved in an accident. If telephone or radio communication is available then Rally Headquarters should be informed immediately.
- (g) **Use of yellow flag:** When a competitor passes a radio point and the assistant is wearing a yellow vest and waving a yellow flag, the Clerk of the Course has implemented the yellow flag procedure. The competitor then must slow to a safe pace and tour to the end of the stage. The competitor must be aware a serious incident has occurred and the competitor may come upon this incident or an FIV travelling in the direction of the Competition. The competitor will then be given an assessed time for that Stage.

15. Withdrawal From and Rejoining Events:

- 15.1 A competitor withdrawing from an event must complete the "Notification of Withdrawal" form in the Road Book and hand this to an official of the rally for urgent onwards transmission to the Clerk of the Course as directed on the form. Failure to carry out this procedure will incur a penalty. Unless specifically catered for in the Supplementary Regulations crews are forbidden to rejoin an event after withdrawing.
- 15.2 Where a competitor decides to withdraw from the event, prior to leaving the rally route the competitor shall ensure that the Rally Headquarters have been advised either through telephone or radio contact. In situations where it is not possible to advise Rally Headquarters by either of these methods then the crew are bound to remain on the route until advising the sweeper car of their withdrawal. Failure to comply with this requirement will incur a penalty.

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15.3 Rejoining Events:

- (a) Organisers who decide to allow rejoining shall specify such in the Supplementary Regulations advising the procedures to be followed, the points at which this may occur and how the start order will be managed.
- (b) Any crews rejoining an event will not feature in the final classification as finishers.

16. Inquiries:

16.1 Inquiries (Inquiry form): Any competitor desiring to query any aspect of the event may do so by means of an "inquiry form" contained at the back of the Road Book. The competitor must make any request for information of this nature within thirty(30) minutes of the competitor's actual time of arrival at final control. It will be the responsibility of the Clerk of the Course or their assistant to give a written reply to the bona fide inquiry form as soon as practicable. A competitor will have the right to formally protest on the subject of the inquiry.

16.2 Inquiry into results: Any inquiries on competitor's special stage or overall times must be made within thirty(30) minutes of provisional results being published.

17. Results:

17.1 Assessment of Performance:

- (a) The method of assessment of a competitor's performance will be on a cumulative time basis plus appropriate penalties.
- (b) The competitor's actual time taken to complete a special stage will be recorded at least to the nearest second and debited to that competitor, together with any target lateness penalties.
- (c) To be classed as a finisher, a car and its crew must have completed the entire route and arrived at the finish not later than the maximum lateness designated for the event after their scheduled arrival time.

17.2 Final Classification: Penalties are expressed in hours, minutes and seconds. For the final results, the elapsed times on all special stages and penalties will be totalled. The competitor who has the lowest total is the overall winner of the rally. The one having the next lowest total is second, etc.

Section Two - Organisation

1. Administration:

1.1 Jurisdiction:

- (a) International Rallies, with the exception of FIA Championship events, are held under the provisions of the National Sporting Code of MotorSport NZ Inc and its Appendices and Schedules (incorporating where not already provided for the provisions of the FIA Sporting Code and including where appropriate any relevant Championship and or Series Articles).
- (b) FIA Championship events are held under the provisions of the FIA Sporting Code (incorporating where not already provided for the National Sporting Code its Appendices and Schedules of MotorSport NZ and including where appropriate any relevant Championship and or Series Articles).
- (c) Championship or Series Rallies are held under the provisions of the National Sporting Code of MotorSport NZ Inc, and its Appendices and Schedules (including the relevant Championship and or Series Articles).
- (d) All Clubmans or Other Rallies are held under the provisions of the National Sporting Code of MotorSport NZ Inc, and its Appendices and Schedules.

1.2 Event Status and Duration: MotorSport NZ in keeping with the policy of a natural progression in the status of events and ensuring that some form of control is exercised over the use of venues has established the following rally descriptions and restrictions.

- (a) National events are described in six classifications these being;
 - (i) **Championship Rally:** A rally being a round of a MotorSport NZ Championship.
 - (ii) **Series Rally:** A rally being a round of a Sanctioned Series or a rally where titles or awards are gained from more than one(1) event.
 - (iii) **Clubmans Rally:** A rally (single Event) primarily aimed at providing a low budget competition with no requirement to participate in further events for titles or awards. A Clubmans Rally shall have a maximum time limit of 24 hours (from documentation to event finish) and consist of a maximum of six(6) Special Stages, with a total stage distance of no more than 80km, with no single Special Stage exceeding 20km in length. Entries shall be limited to a maximum of fifty(50) competitors and the use of stage or pace notes is forbidden. No Clubmans Rally may be held within two(2) weeks of a rally event in the same island. This type of event being a desirable entry-level event for new competitors and officials to gain experience prior to participating in other classification rallies, consequently a Clubmans Rally may not be a round of any Sanctioned Series. All Permit fees and Competitor Levies shall be limited to 50% of the National status event fees and levies.
 - (iv) **Promotion Rally:** MotorSport NZ may issue a permit for a Rally Publicity Day, provided it forms part of the promotion of a forthcoming rally and has no declared results.
 - (v) **Tarmac Rally:** A rally run entirely on sealed roads. The organiser of a tarmac rally may elect to either;
 - (a) Run the entire rally in accordance with the rules contained elsewhere in Appendix Three Schedule R;

OR

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- (b) On application to MotorSport NZ run the rally in accordance with the following provisions;

Note: *Unless identified below, provisions contained elsewhere in this Schedule will apply (e.g. Control procedures etc).*

- (1) The maximum average speed as described in Section Two, Article 3.1(a) shall be increased to 145kph.
- (2) A maximum speed of 200kph shall apply to all vehicles in all Special Stages. The permit holder shall ensure that a tracking and monitoring system is established that ensures that any breach of the maximum speed is reported to the Clerk of the Course who may impose a penalty.

The permit holder shall provide details of the proposed monitoring system to MotorSport NZ for approval with the permit application.

Note: *If the tracking and monitoring system is not approved then the rally shall be run as per Clause (a) above.*

- (vi) **Other Rally:** A rally with a distinct nature that generally has an overlying theme or style and may or may not be part of a series.

Note: *MotorSport NZ in issuing permits for such events reserves the right to impose specific conditions on such events for grounds of safety or fairness.*

- (b) National Events with the exception of Other Rallies and New Zealand Rally Championship rallies shall not exceed 200km of special stage distance plus a tolerance of 10%. MotorSport NZ may grant dispensation from this rule in exceptional circumstances.

1.3 Supplementary Regulations:

- (a) These Regulations apply to all Rallies. Drafts of such regulations shall be submitted to the Permit Issuing Authority for approval at least two(2) weeks prior to their intended publication date.

Notes:

1. *For International Events the Supplementary Regulations may require FIA approval. Organisers should contact MotorSport NZ at least four(4) months prior to the Rally for details.*
2. *After approval of the Supplementary Regulations the Permit Issuing Authority shall issue the event organising permit, which will be provisional until, the event safety plan has been submitted and approved (refer Article 7.1).*

Supplementary Regulations Part One will be those Regulations issued by individual Organisers, which contain:

- Entry fee and closing date of entries
- Prize monies (where applicable)
- Details of the event.
- Other relevant information

Supplementary Regulations Part Two is the 'Acceptance of Entry', and will contain the following information:

- Officials of the Meeting including method of identification
- Time & venue of Scrutineering & Documentation
- Stage descriptions
- Route and speed schedule and general route map highlighting service areas
- Seeding order
- Location and time of Drivers Briefing (specifically with reference to new competitors)

Note: *Organisers have the option of merging as appropriate the information to be contained in Part One and Part Two.*

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- (b) Supplementary Regulations are compulsory for all rallies and must be available as follows:
- **MotorSport NZ Championship events:** Two(2) months prior to the event.
 - **All other events:** One(1) month prior to the event.
- 1.4 Officials of the Meeting:** Part One or Part Two Supplementary Regulations shall contain the names of Stewards, Event Director (when appointed), Clerk of the Course, and Assistant Clerks of the Course, Judges, Competitor Relation Officer, Chief Scrutineer and other Officials, as relevant.
- 2. Officials:**
- 2.1 Stewards:** MotorSport NZ shall appoint the number of Stewards appropriate to the Event status in accordance with the National Sporting Code.
- 2.2 Observers:** For all rallies MotorSport NZ reserves the right to appoint one(1) or more observers.
- 2.3 Technical Officer:** For all MotorSport NZ Championship rallies MotorSport NZ shall appoint at least one(1) Technical Officer.
- 2.4 Rally Coordinators:** MotorSport NZ through its Rally Advisory Commission may from time to time appoint Area Rally Coordinator/s. The appointed coordinator/s shall co-ordinate the use of roads with the clubs in the area. The chairman of the Rally Advisory Commission will be the National Rally coordinator.
- Note: For specific duties of coordinators, refer to Rally Organisers Handbook.*
- 2.5 Identification of Officials:** Officials and marshals must be identified, a description of which must be advised in the Supplementary regulations. Official vehicles must be identified.
- 2.6 Checking of the route and special stages by officials:** As part of their duties, the MotorSport NZ Observer and Stewards have the discretion to check all technical and/or safety measures installed on the route and the special stages. In exercising this discretion they shall comply with the following;
- (a) They shall display a distinctive emblem or sign on the windscreen of their vehicle, provided by the event organiser that denotes to all special stage officials that the vehicle is permitted access.
 - (b) Entry onto the route of special stages shall take place at the latest thirty(30) minutes before the start time of the final road-closing car (Car No. Zero).
 - (c) Should the Zero car catch up to their vehicle while in a special stage they shall stop, park their vehicle in such a place that will not impede the competing cars and remain there until the arrival of the sweeper car.
- 2.7 Availability of Documents:** The originals or clear photocopies of all competitor entry forms and indemnities must be available to officials at all times at all Rally Headquarters.

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3. Itineraries, Road Book and Standard Documents:

3.1 Itineraries:

(a) **Road and Road Closures:** All rallies must be conducted over routes, which are negotiable, on the day, by two-wheel drive automobiles. The maximum achievable average speed over any special stage shall not exceed 132kph. At the end of each Event the Clerk of the Course shall provide the MotorSport NZ Stewards and Observer (if appointed) with a schedule of average speeds actually achieved by the fastest 5% of cars in each stage. If the maximum average speed is exceeded by more than 5% of the vehicles for any stage then that stage may not be used in that configuration in subsequent years. Public roads to be used as special stages must be legally closed for the purpose.

(b) **Target Timing:** When determining the time allowance for each target section, organisers are to add special stage allowance; three(3) minutes for special stage finish Control procedures, touring stage allowance and any service time, e.g;

Special stage 5	20minutes
Finish control	3minutes
Touring to Stage 6	20minutes
Service time	7minutes
Total target	50minutes

So competitors should arrive at the start of special stage 6, 50minutes after starting special stage 5.

(c) **Standard Measurement:** All distances and speeds must be expressed in standard kilometres and decimals thereof.

(d) **Legs and Sections:** Events may be divided into legs, subdivided into sections and may contain as many legs and sections as the organiser may decide, provided however, that the total special stage distance does not exceed that laid down in this Schedule except where prior approval has been obtained from MotorSport NZ.

3.2 **Standard Documents:** For all rallies standard documentation as detailed in the addenda to this Schedule shall be used except as otherwise approved by MotorSport NZ. The latest versions of all the Addenda documentation may be found on the Official MotorSport NZ website (www.motorsport.org.nz).

4. **Driver Seeding Criteria:** MotorSport NZ has established a driver seeding criteria;

(a) **“A”** seeding shall be achieved by drivers finishing in three(3) events, in one of the top three(3) places in a New Zealand Rally Championship round, in any two(2) year period.

(b) **“B”** seeding shall be achieved by drivers finishing in three(3) events, either in one of the top six(6) places in a New Zealand Rally Championship round, in any two(2) year period.

These seedings shall be awarded at any time during the season when they are achieved and will apply for a two(2) year period. “A” seeded drivers who fail to re-qualify for this grade will become “B” seeded for a further one(1) year.

Any seeding awarded by the FIA will apply in New Zealand.

The MotorSport NZ Executive will act as the sole arbiters in all matters.

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5. Control Opening and Closing Times:

5.1 General Provisions:

- (a) Control posts must be ready to function thirty(30) minutes before the target time for the passage of the first crew.
- (b) Unless the Clerk of the Course decides otherwise, they will cease to operate immediately after the target time for the last car on the road. Cars arriving outside this time but within their exclusion time will be given an assessed time and shall tour through the stage.

6. Special Stages:

6.1 Special Stages Timing: Events comprising a round of the New Zealand Rally Championship shall have special stages timed to 1/10th of a second. 1/10th of a second timing for special stages is optional for other events.

6.2 Interruption to a Time Stage:

- (a) The Clerk of the Course may delete or alter a special stage from the results of an event. However, when a special stage has to be stopped or has been interrupted for any reason before the last crew has covered it, a classification for the stage may be established by allocating to each crew, which has been unable to complete the stage because of the interruption, the slowest time set before the interruption.
- (b) This classification may be drawn up even if only one(1) crew has been able to cover the stage in normal rally conditions.
- (c) Should the Clerk of the Course consider the slowest time set as abnormal, he must select as the allotted time the one among the four(4) slowest which seems the most suitable for approval by the Stewards.
- (d) Notwithstanding the above, no crew that is totally or partially responsible for stopping a stage, or records a slow time through their own misadventure may benefit from this measure. Such competitors will be given the time, which it might have eventually set if this is greater than the allocated time awarded to the other competitors. Should a competitor through their own misadventure not complete the stage prior to it being stopped by the organisers they may be given an allocated time not less than the slowest time allocated to or achieved by any other competitor.

6.3 Super Special Stage:

- (a) A separate safety plan must be submitted to the Permit Issuing Authority at least eight(8) weeks before the rally for approval. MotorSport NZ reserves the right to appoint a member of the Circuit Safety Department to inspect the stage venue either before or immediately prior to the proposed running of the event.
- (b) When starting more than one(1) car at the same time, the roads, at the starting points, must be adjacent to one another. The same starting procedure must apply to each car. It is further permitted to stagger the starting line for the cars to equalise the length of the stage from the different starting positions.
- (c) The length of a Super Special Stage should be between 1.5km and 5km except when a permanent circuit is utilised in which case the maximum stage length shall be four(4) laps of the circuit.
- (d) It is preferable that the road surface of a Super Special Stage should be of the same type as that of the rest of the rally. If the road surface of a Super Special Stage does differ from the rest of the rally, then the service schedule must be organised such that it will not be practical for vehicles to have set up changes other than to change the tyres.

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7. Safety:

7.1 Safety Plan: Organisers shall prepare a safety plan in accordance with the Appendix Two Schedule H, Chapter Three, a draft of which shall be submitted to the Permit Issuing Authority for approval at least eight(8) weeks prior to the planned start date of the event.

Notes:

1. *The Safety Plan template is available on the MotorSport NZ website (www.motorsport.org.nz).*
2. *The Organising permit will remain provisional only until such time as the event safety plan receives Permit Issuing Authority approval.*

The Safety Plan shall include:

- The location of the Rally Headquarters (Rally Control).
- The names of the various people in charge, Clerk of the Course including assistants or deputies, Chief Safety Officer and other key officials.
- The contact details for safety services, fire, police, hospitals, emergency medical services and breakdown services.
- The full itinerary with detailed road sections.
- A safety plan breakdown for all special stages.

The safety plan shall specifically address issues of spectator, competing crews and officials' safety.

7.2 Plotting/Checking the event:

- (a) It is the organiser's responsibility, prior to the event, to ensure that the event is plotted and checked by a competent crew(s), ideally comprising co-driver and driver who are both experienced and either current or very recent competitors.
- (b) The checking crew is appointed to act on behalf of the Clerk of the Course and it is the job of the checking crew to ensure that the Road Book complies with Appendix Three Schedule R.
- (c) Organisers must comply with any amendments required by the checkers.
- (d) The contents of the Road Book must be physically checked with the route to be used. Particular attention must be paid to the identification of potential hazards and to the consistency and accuracy of tulip diagrams in the road book.
- (e) Checking crews must be careful to ensure all timing allowances are reasonable and take into account the traffic and road conditions during the time the event is being held.
- (f) Upon completion of checking the rally, the Checkers Clearance Certificate shall be signed by the checking crew and attached to the Road Book used in checking the event.

Note: *The Clerk of the Course shall retain this Certificate and Road Book for inspection by the event Stewards as and when required.*

7.3 Road Closing and Road Opening Cars:

(1) Safety Car:

- (a) Each stage of a rally must be preceded by a safety car provided by the organisers unless a stage is a repeat of a previous stage and follows it immediately in which case with the approval of the Stewards of the Meeting the safety car need not clear the stage a second time. The safety car must proceed no earlier than one(1) hour before the first competitor to establish that:
 - (i) The entire route to be followed by the competitors is negotiable, and
 - (ii) All controls, block marshals and signs are in their correct positions, and
 - (iii) All gates are shut, all side roads and tracks taped. Special attention should be given to unattended vehicles encountered along the route.

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- (b) In the event that any variations of the route as laid down in the Route Book are necessary due to road blockages or for any other reason, the officials in charge of the safety car must:
 - (i) Make arrangements for written instructions such as variations of route and/or speed to be used by competitors, to be brought to the notice of all competitors at a previous Control. These written instructions must be signed for by a member of the competing crew; and/or
 - (ii) Erect an additional arrow as defined at all points necessary to bring the competitors back onto the original route after such road blockage, together with the details of any necessary change of speed and/or route instructions.
 - (c) The safety car must be clearly identified with signs (Safety) on both doors and have an amber flashing light mounted on the roof and also an audible alarm.
- (2) **Zero (warning) Car(s):** For all MotorSport NZ Championship Rallies the use of a Zero car is compulsory. All other status rallies where a number of spectators are anticipated and/or where conditions may change between the time that the safety car has cleared a stage and the first competition car, it is advisable to run a Zero (warning) car(s) through the special stage ahead of the competition car.
 - (a) Such car(s) shall be clearly identified with 00 (double zero) or 0 (zero) and be equipped with an audible alarm and roof warning lights, and be in compliance with Appendix Two Schedule A safety (this includes roll protection).
 - (b) The occupants shall wear helmets and protective clothing as detailed in Appendix Two Schedule A.
 - (c) Should a competing vehicle catch up to the Zero car while in a special stage the Zero car shall stop, park the vehicle in such a place that will not impede the competing cars and remain there until the arrival of the sweeper car.
- (3) **Sweeper Car:**
 - (a) The sweeper car shall follow the last competing car and is to account for every competitor in each and every special stage.

Note: To establish this, the sweeper car shall be provided with a list of cars starting each stage by the stage official. This list shall be cross-referenced with the list of finishers at the end of the stage.
 - (b) The vehicle must be clearly identified with signs on both doors and have an amber flashing light mounted on the roof, an audible alarm is advisable.
- 7.4 **Medical and First Aid:** At least one(1) qualified First Aid person along with appropriate equipment and first aid kit shall be at the start of every special stage during the period the stage is operational. Included with this equipment shall be some form of mobile shelter capable of protecting a patient from the elements. The use of ambulances, if available, is recommended but not mandatory.
- 7.5 **Clearance of Special stages:** The Clerk of the Course or his appointee shall give the final clearance for each special stage to start.