

Clerk of the Course Event Checklist



Advanced Pre-Event Planning

1. Make sure the site is booked and confirm with landowner.
2. Arrange poles and toilets to be delivered with Barry Hogg.
3. Choose number of hills and rounds and tell Secretary of Meeting for paperwork.
4. Recruit Scrutineer(s) and Marshals.
5. Recruit on-the-day helpers and for setting out - agree date and start-time.
6. Download & print-off Officials' Signing-on form from Club website and take to setting-out.

Setting-Out – day prior to event

1. Choose hills and a practical running sequence.
2. Get all officials & helpers to sign-on and brief them - wide and novice friendly sections for first round.
3. Set out the hills, attach section numbers to yellow poles and hill numbers at start of each hill.
4. Walk & drive hills to confirm OK – adjust if necessary.
5. Seek feedback from helpers (novice and expert if possible) about suitability of hills – especially any safety concerns.
6. Signpost the site.
7. Make notes for Marshals' and Drivers' briefings.

On the Day

1. Arrive early.
2. Check site direction signs and other signage previously deployed are still in place.
3. Deploy traffic warning signs at minimum of 50m if site entrance sightlines are poor. Appoint parking marshal(s) if needed.
4. Check the hills are still OK as set out and be prepared to change them, especially if any significant change in weather/ground conditions since setting-out.
5. Choose the tyre pressure, inform Scrutineer(s) and designate an official pressure gauge.
6. Designate a safe & convenient location for scrutineering and refueling as required.
7. Get non-runners/no shows names from Secretary of Meeting.
8. **Call Marshals together for briefing (15 mins. before start).** If no chief marshal, check all signed-on, have hi-vis vests and assign to hills. Advise location of hills, first aider, no-shows/non-starters and 3-second rule.
9. **Call Drivers together for briefing (10 mins. before start)** – hill locations, sequence, number of rounds, tyre pressure, site specific safety issues and points to note, location of first aider. Advise to respect marshals.
10. Visit hills and leave instructions with competent Marshals for subsequent round section changes.
11. Return to alter hills with novice Marshals between rounds and revisit all each round to confirm OK.
12. Ensure site is cleared, left in acceptable condition, gates are closed etc. and all signage removed.

Event Officials

Steward – second stage judicial process and oversight of safety matters. Cannot have any other post on the day and cannot be an officer of the club and must be there all day.

Clerk of Course – overall responsibility for staging the event, setting-out the course, safety, direction of all participants/officials and first stage judicial process. Cannot be a competitor and must be there all day.

Secretary of the Meeting – Obtains the event permits, produces the Supplementary Regulations, receives the entries, circulates the entrants list, does the draw and produces the running order sheets, produces the drivers score cards, oversees the signing on of competitors and officials, takes the event fees, pays the event day expenses, circulates the results, submits the MSA event returns and payment.

Scrutineers - check car log books, scrutineer the cars and record defects/rectifications in car log books and Scrutineers' Car Defects Log Book. At least one name cannot be a competitor - anybody can do the paperwork therefore that person should be the named scrutineer. Must be there all day.