**SLROC TRIALS EVENT ORGANISATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Venue |  | Event Date |  |
| Landowner |  | Tel. |  |

PRE EVENT SETTING UP

|  |  |  |
| --- | --- | --- |
| Course Builders |  | |
| Set up Date |
| Camping Area | Yes / No | |
| Orange arrows on road junctions | Erection | Removal |
| Safety signs etc |  | |
| Equipment Trailer / Canes & Tops | Delivery | Return |

RUNNING OF EVENT

|  |  |  |
| --- | --- | --- |
| Signing on |  | |
| Scrutineering |  | |
| Clerk of the Course |  | |
| Drivers Briefing |  | |
| Start Marshals | Group 1 | Group 2 |
| Finish Marshals | Group 1 | Group 2 |
| Course removal and tidy up |  | |

**COMPETITIVE TRIALS EVENTS – DRIVERS BRIEFING**

|  |  |
| --- | --- |
| **VENUE** |  |
| **WELCOME** |  |
| **LANDOWNER** |  |
| **NOVICES** | Advise any novices they can have assistance from experienced driver if required, they don’t have to go first on a section etc. |
| **SPECIAL INSTRUCTIONS** | No unsigned or unlicenced drivers allowed on site  Specific site hazards  Spectators  Children and animals  Pick up litter  12 gate sections if applicable  Bring course in this afternoon |
| **START MARSHALS** | Issue ID badges |
| **FINISH MARSHALS** | Issue ID badges |
| **DOUBLE ENTRIES** | ensure double entries are in the same group |
| **COMPETITOR QUERIES** | Invite any questions relevant to today’s event |
| **RUNNING ORDER** | Ask competitors to make sure card is completed correctly  Advise how many groups, who to follow to first section, lunch break, issue cards |
| **FINISH BRIEFING** | |
| **LANDOWNER THANKS** |  |
| **COURSE BUILDERS THANKS** | Those responsible for today’s sections are............... |
| **MARSHALS THANKS** | Start & finish marshals noted above  Marshals draw |
| **SPECIAL INSTRUCTIONS** | Leaving site, speed, respect the neighbours |
| **SCORES** | Score card read out, make mention of any special or daft achievements during event |
| **NEXT EVENT DETAILS** | Date and venue for next event, who to contact  Appeal for help to set up and marshal |

**SLROC - POST EVENT PAPERWORK**

1. Check each score card has all details completed correctly.
2. Check score cards and master score sheets arithmetic corresponds.
3. Take a copy of the master score sheets and keep them in event of any queries and to avoid problem if anything goes missing in the post.
4. Post score cards and score sheets to Pam Norrie.
5. Complete the financial report, attach any receipts for event expenses and send to Steve James.
6. You retain the Competitors and Marshals signing on sheets in order to collate the marshal’s league table for the end of the year and to have record of competitors having helped at one event to ensure they are eligible for their championship points.