

### 3. RALLY GUIDE

The concept is to have all rally paperwork in one document whether for media, officials or competitors. The Rally Guide may be published as electronic document at least 3 weeks before the start of the rally. **It is optional for the organisers to print the Rally Guide.**

\* Supplementary Regulations fully detailed in Appendix II-1

CONTENT			
Art.	Headings and Subheadings	SR*	RG
1	<b>Introduction / welcome</b> Introduction from top officials, chairman, etc "This document has no regulatory power – for information only"	- -	X X
2	<b>Contact details</b> a) <b>Permanent contact details</b> Postal and visitors' addresses, phone and fax E-mail and internet addresses Key officials b) <b>Rally HQ contact details</b> Address, phone and fax Rally office opening hours c) <b>Media contact details</b>	X X X X X X -	- - - X X X X
3	<b>Programme and critical deadlines</b> a) Schedule before the rally week b) Schedule during the rally week	X X	X X
4	<b>Entry details</b> Titles for which the rally counts List of entry fees Entry packages for non-FIA registered teams	X X X	- - -
5	<b>Service park(s) and Remote Service Zones if applicable</b> Information about the service park(s), etc Facilities at service park Service park content – see list at the end of this Appendix	- - -	X X X
6	<b>Two-way radio</b> Contact details to person / authority in charge	-	X
7	<b>Fuel / Tyres</b> Information on requirements /availability	X	X
8	<b>Import of vehicles and spare parts</b> National laws / customs clearance / agents	-	X
9	<b>Helicopters</b> Registration procedure / information on hire companies	-	X
10	<b>Hospitality arrangements</b> Contact details for person/company in charge of hospitality arrangements	-	X
11	<b>Hotel / accommodation reservation</b> List of hotels Contact details for reservations	- -	X X
12	<b>Reconnaissance</b> GPS tracking (start nos, collection,)	X	X
13	<b>Scrutineering, sealing and marking</b> Date, place and time-windows (individual times in bulletin) Preparations to be made before the car is brought to scrutineering Collection / return points for safety tracking system Final scrutineering	X - X X	X X X X
14	<b>Shakedown / Free Practice and Qualifying (if applicable)</b> General info & times (location, stage length, distance to service park, etc.)	X	X
15	<b>Start procedure</b> Programme and instructions	X	X
16	<b>Finish Procedure</b> Programme and instructions	X	X

Art.	Headings and Subheadings	SR*	RG
17	<b>PR activities</b> Rally shows etc	-	X
18	<b>Media</b> Contact before the rally Accreditation procedure / criteria and deadline Accreditation desk – location and opening hours Media room – location and opening hours Press Conferences – time and location Teams' media contacts Expected media coverage (TV & radio, times, channels and frequencies)	- - - - X - -	X X X X X X X
19	<b>Passes and plates</b> Description of the various passes and plates – which pass allows access where	-	X
20	<b>Medical and Safety Service</b> Emergency number Telephone numbers for: - Hospitals in the area - Police - Towing service - Pharmacies	- - - - - -	X X X X X X
21	<b>List of useful facts and services</b> Climate Time zone Currency Hire car companies Airline companies and airports Copy service Mobile phone (Rental and service) Security companies Taxis	- - - - - - - - -	X X X X X X X X X

<b>APPENDICES</b>		SR	RG
Note: Format of Appendices is at the discretion of the organiser.			
<b>Headings</b>			
<b>Itineraries</b>			
<b>All Legs</b>		X	X
Itinerary compared with previous years		-	X
Recce schedule		X	X
<b>Maps (A4 format)</b>			
Overview Maps (each Leg)		-	X
Special stage maps and recce maps		-	(optional)
Shakedown map, (if applicable)		-	X
Free Practice and Qualifying (if applicable)		-	X
Relevant cities / towns (showing HQ, service park, hospitals etc)		-	X
<b>Road books or regional maps, town maps, diagrams to explain how to travel</b>			
From airport to HQ (or road connections)		-	X
Between HQ and service park		-	X
From service park to shakedown		-	X
From shakedown to service park		-	X
Between HQ and scrutineering		-	X
Between service park and scrutineering		-	X
Between service park and remote / additional refuel zones (if any)		-	X
Between service park and remote service zone (if any)		-	X
Between service park and tyre fitting zone (if any)		-	X
Between service park and light fitting zone (if any)		-	X
Between HQ and media centre (if applicable)		-	X
<b>Drawings and layouts</b>			
Scrutineering & noise check area		-	X
Safety box installation		-	X
Remote Service Zone (if applicable)		-	X
Rally HQ		-	X
Starting area		-	X
Finish area		-	X
Service Park drawing		-	X

**Organisers may consider use of forms for the following:**

Hotel / accommodation reservation  
Service park facilities  
Media accreditation  
Recce registration  
Additional material order  
Two-way radio form (if applicable)  
Customs clearance form (if applicable)

**Check list for Service Park plans:**

- TC in / TC out (with numbers)
- Parc fermé
- Technical zone
- Tyre marking zone
- Refuel area (if not remote)
- Environmental requirements
- Service vehicles in and out of SP
- Position for emergency service, fire brigade medical centre, etc
- Auxiliary parking areas
- Press and VIP parking areas
- Spectator parking
- Rally office / information centre
- Public toilets
- Water supply
- Rubbish area(s)
- Helicopter pad