

Guidelines

Secretary of the Event

Automobile Sport

New Guidelines
(Summary of previous guidelines for Race Secretary and Rally Secretary)

As at: 15.02.2019

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List of abbreviations

- ASN** National club or national organisation recognized by the FIA as sole holder of the sporting authority in a country
- DMSB** Deutscher Motorsportbund e.V. (German ASN)
- FIA** Fédération Internationale de l'Automobile
- ISC** FIA International Sporting Code
- ER** DMSB Event Regulations

Links

www.dmsb.de

www.dmsb.de/active/informationen-fuer-veranstaltungen/sportwarte-und-bewerberlisten/

<http://www.dmsb.de/active/automobilsport/allgemeine-bestimmungen/>

The DMSB Secretary of the Event in Automobile Sport

The terms for officials used in the present guidelines automatically include female and male persons.

1. General

The Secretary of the Event is the right-hand man of the Clerk of the Course. Within his important role to ensure a smooth running of the event, he enjoys a high status, similar to other senior officials, such as for example the Chief Safety Officer. Whilst the latter is responsible for the procedures on the track, the Secretary of the Event supports the Clerk of the Course in administrative procedures.

The Secretary of the Event must hold a licence and as such respect the guidelines, provisions and regulations of the FIA and of the DMSB. He must be acquainted with those and moreover be familiar with all amendments and/or supplements.

Art. 11.11.1 ISC provides for the possibility of the Clerk of the Course to be also the Secretary of the Event.

ISC Art. 11.11 DUTIES OF THE CLERK OF THE COURSE

11.11.1 The clerk of the *Course* may also be the secretary of the *Event* and may have various assistants.

Pursuant to Art. 11.12 ISC, the Secretary of the Event shall amongst others be responsible for the functional organisation of the competition.

ISC Art. 11.12 Duties of the Secretary of the Event

11.12.1 The secretary of the Event shall be responsible for the organisation of the Event and all announcements required in connection therewith and is entrusted with all checking of all documents relating to Competitors and Drivers.

11.12.2 He shall ensure that the various officials are familiar with their duties and provided with the necessary equipment.

11.12.3 If necessary, he shall second the clerk of the Course in the preparation of the closing report for each Competition.

The Secretary of the Event has to complete many task already in advance of an event: within the preparation of the Supplementary Event Regulations, the approval procedures and all the correspondence, he is the closest associate to the Clerk of the Course.

He will also closely cooperate with the Clerk of the Course during the running of the event and he shall normally be responsible for the Race or Rally Secretariat. He is moreover the personal link between Clerk of the Course and Stewards, competitors and drivers.

After the event, the work of the Secretary of the Event is not yet completed: He prepares the final report of the event or the competition and sends it to the appropriate bodies. The transmission of accident reports, where applicable and necessary, may also be part of his duties.

The purpose of the present guidelines is to represent a guidance for the duties of the Secretary of the Event under sports law at automobile competitions. They are a short summary of the procedures in relation to an event. The detailed content of these guidelines can be found in the current DMSB Event Regulations.

2. Duties of the Secretary of the Event

2.1. Before the Event

2.1.1. Supplementary Regulations

Depending on the organisational structure of the corresponding event, the Event Director or the Clerk of the Course will prepare the Supplementary Regulations.

The following points should be clarified before the preparation of the Supplementary Regulations:

- Entries (block entries / individual entries)
- Entry fees / entry closing date (to be defined by the organiser)
- Provisional schedule for administrative checks and scrutineering as well as for drivers' briefings, if any
- Track information
 - Races: Eligible numbers of starters, race direction, parc fermé etc.
 - Rallies: Total and SS distance, road surface, legs, parc fermé etc.
- Information on the single competitions (status, approval no., eligible cars, starting mode, track distance, numbers of laps where applicable, special stages, classification, prizes)
- Recording of the names and licence numbers of the officials
- Protest and appeal deposits

The entry form for the scheduled event in the corresponding motorsport discipline is available for download on the DMSB homepage in the area "Information for organisers and series organisers".

The DMSB regulations to which reference is made in the standard regulations are published in the corresponding DMSB Yearbook or on the DMSB homepage.

It is the responsibility of the Secretary of the Event to use the current versions of all documents/forms of the event.

2.1.2. Approval of the Supplementary Regulations

The procedure for the sporting approval of events in automobile and motorcycle sports is always handled by e-mail.

The completed form for the Supplementary Regulations shall be submitted to the competent Sporting Department by e-mail (regulations in Word format). The Sporting Department will then submit the pre-checked documents also by e-mail (regulations in Word format) to the DMSB if it concerns an event with the status International, National A or National A/NEAFP or NSAFP.

The approved and final Supplementary Regulations (including DMSB visa number) as well as the letter of approval will be sent by the DMSB Headquarters by e-mail to the organiser and to the competent Sporting Department. A postal dispatch will **no longer** take place.

2.1.3. Approved Supplementary Regulations have been received

It is only after the approval has been granted that the organiser may publish the Supplementary Regulations. If licence holders of a foreign ASN are involved, the text of the corresponding regulations must also be made available in addition to the Supplementary Regulations.

The approved Supplementary Regulations will be sent to all officials, the organiser, the series organiser of the participating series and to all participants.

In the case of block entries submitted by the series organiser, the latter is responsible for the distribution within the series.

2.1.4. Event Insurance

The organiser is obliged to conclude the insurance prescribed by public law and/or under sporting law for his event. More details on the insurances are published in Art. 35 of the DMSB Event Regulations.

2.1.5. Entries

Upon the receipt of entries, provisional entry lists for the corresponding series are prepared. Block entries may only be submitted by series organisers/coordinators, but the original entries must have been received by the Race/Rally Secretariat before the beginning of administrative checks.

The following information on the entry list and later start list is required as a minimum: Start number, class/group, competitor name, name/given name of the driver/s (and co-driver where applicable), sponsor name (in case of a DMSB Sponsor Card), nationality of competitor and driver (taking into consideration Art. 9.4 ISC), make and model, where applicable, of the competition car.

Notwithstanding any provisions in the competition or series regulations, the following applies with regard to the replacement of a competitor and/or driver:

- The competitor may withdraw his entry until the entry closing date.
- Up to 30 minutes before the first practice, the driver entered by the competitor may be replaced by the competitor, even if after the entry closing date. The replacement driver must then sign the entry form in place of the originally entered driver and pass administrative checks.
- In Rallies, the approval of the Stewards is required for the replacement of a driver after administrative checks and before the publication of the list of competitors eligible to start.

- After the entry closing date, the replacement of the competitor/sponsor or the car or any re-classification of cars are generally not possible. Exceptions to this are wrong classifications of cars or amalgamation of classes as well as the provisions under paragraph 4 (Art. 10 SR).

Nationality ⇒ Nationality of the ASN which has issued the licence (comply with the FIA country code)

ISC Art. 9.4 Nationality of a competitor or driver

9.4.1 As far as the application of the Code is concerned, any Competitor or Driver who has obtained their Licence from an ASN takes the nationality of that ASN for the period of validity of that Licence.

9.4.2 All Drivers, irrespective of the nationality of their Licence, participating in any FIA World Championship Competition, shall retain the nationality of their passport in all official documents, publications and prize-giving ceremonies.

After the entry closing date, the entry confirmation shall be sent to the drivers/ series coordinators. This shall include:

- Start numbers
- Class, class amalgamations, if any
- Number of participants in the classes
- Provisional timetable
- Times for administrative checks and scrutineering, if already available
- Bulletins, if any
- Additional information such as tourist information (hotels).

2.1.6. Sending of Event Documents to the DMSB

In accordance with the sporting approval issued by the DMSB, the following documents must be sent by e-mail to the DMSB before the event:

- Insurance confirmation
- Entry lists with licence numbers

2.1.7. Sending of Event Documents to Officials / Organisation / Series Organisation

Before the beginning of the event (administrative checks), the following event specific documents must be sent or handed out on-site to the officials, to the organisation and to the series organisers:

- Approved Supplementary Regulations
- Authorities' approval
- Updated timetable

- Provisional entry lists
- Event Bulletin, if prepared and approved by the DMSB in advance of the event
- Programme, if available before the event
- Insurance confirmation
- Track licence, where applicable, and/or safety plan

2.2. During the Event

2.2.1. General

From the beginning of the event (from administrative checks), the Chief Steward shall be allowed to inspect the event documents at any time.

During the event, the officials must be provided with all necessary documents (Supplementary Regulations, timetables, series regulations, provisional entry/start lists, bulletins, results etc.).

2.2.2. Administrative Checks

ER Art. 16 Administrative Checks and Scrutineering/Start Numbers

(1) At the beginning of the event, the organiser shall inspect the documents of the participants and of the competition cars. After having successfully passed administrative checks and scrutineering, the cars will be provided with an approval sticker. Participation in the corresponding competition including practice is not possible without having successfully passed administrative checks and scrutineering.

(2) The participants must personally present at administrative checks:

- Licences for driver/co-driver and competitor/sponsor (if applicable, original proxy with copy of the licence, for international competitor licences [automobile sport and karting], a competitor licence card which implies the right of representation must imperatively be presented at administrative checks)
- ASN approval in case of foreign licence holders
- for Rallies, a valid driving permit for the driver and for the co-driver, where applicable.

To complete administrative checks, the following documents/information must be prepared and available:

- Entry form: It must be completely filled in and signed and be available in the original
- The original valid driver licence (in accordance with the prescribed national/international licence as stipulated in the corresponding series regulations)
- Valid competitor/sponsor licence, original proxy, where applicable, with copy of the licence
- Driving permit (for Rallies)
- Vehicle documents (for competitions with cars approved for road traffic)
- ASN approval (if required and not printed on the licence)
- Medical aptitude form (if required and not indicated on the licence)

For the purpose of scrutineering, the drivers may be provided with a control card, a sticker or copies of the technical passport as proof of having successfully passed administrative checks.

After completion of administrative checks and the scrutineering report, the official start lists shall be prepared.

ER Art. 14 a) Official Lists, Lists, Records of Timekeeping

(1) The following information must appear on the entry and start lists as a minimum requirement:

Start number, class/group, competitor name, name/given name of the driver/s (and co-driver/s where applicable), sponsor name (in case of a DMSB Sponsor Card), competitor's and driver's nationality (in consideration of Art. 9.5 ISC), make and, where applicable, model of the competition car. The publication time must be indicated on the start list.

(2) In addition to the aforementioned minimum information, the following must appear on the result lists:

Lap/track distance, designation of the heat/race, the number of laps completed by each participant and the fastest lap (for circuit races), total driving time, time distances between the individual participants, penalty points (where applicable) or time additions.

Decisions imposed by the Clerk of the Course or the Stewards (e.g. time penalties) must be identified on the corresponding lists. The publication time must be indicated on the result list.

(3) Minimum specification on top of the page for all official lists and timing records:

Event title, name of the organiser or organisers' association, date of the event, place of the event, DMSB approval number, specification of the competition, DMSB logo.

A copy of the official start list shall be distributed as follows:

- Stewards
- Clerk of the Course/ Race Director
- Organisation
- Timekeeping
- Media Centre
- Official Notice Board
- Chief Scrutineer

2.2.3. Drivers' Briefing**ER Art. 18 Drivers' Briefing/Leaving the Event**

(1) If a drivers' briefing is scheduled, all drivers must attend throughout the whole duration, from the beginning until the end. In this drivers' briefing, the drivers will be notified of the particularities of the event.

Non-attendance or incomplete attendance will result in a cash penalty of 100 EUR imposed by the organiser. A different amount may be specified in the corresponding series or supplementary regulations.

The following points shall be prepared by the Secretary of the Event before the drivers' briefing conducted by the Clerk of the Course:

- Signpost the location
- Prepare meeting room (depending on the Clerk of the Course's requirements, a beamer, flipchart, track map as well as chairs must be prepared)
- Prepare signature lists (start number, driver's name and box for signature and name of competitor with box for signature)
- Each driver and competitor must sign-on at the drivers' briefing
- In the case of non-attendance or incomplete attendance of a participant/competitor, the procedure as described in the Supplementary Regulations shall be followed after consultation with the Clerk of the Course
- After the drivers' briefing, a copy of the signature list shall be given to the Clerk of the Course and to the Stewards.

2.2.4. Official Notice Board

There shall be only **one** official notice board which must be identified as thus (Official Notice Board).

The Board must be accessible for all drivers/competitors without restrictions and it must be placed at the location published in the Supplementary Regulations.

If specifically stipulated in the Series Regulations or in the Supplementary Regulations, there may also be an electronic "Notice Board". In this case, it must moreover be clearly stipulated how the drivers/competitors are able to identify the Official Notice Board without doubt.

The following documents must be posted on the Official Notice Board at the beginning of the event:

- Supplementary Regulations *
- Timetable
- Times for the drivers' briefings, where applicable
- Provisional entry/start lists
- Bulletins approved by the DMSB before the beginning of the event
- Insurance confirmation
- Track map, where applicable

*if there is not sufficient space on the Official Notice Board, the approved Supplementary Regulations may also be made available in the Race Office.

The following documents must also be posted on the Official Notice Board during the event:

- Event Bulletins
- Results
- Penalties imposed by the Clerk of the Course and by the Stewards

All the documents posted on the Official Notice Board must be clearly provided with the time of publication.

2.2.5. Results

The Secretary of the Event shall make sure that all the results are promptly published. The following must be respected:

- Provisional results must be signed by the Chief Timekeeper after preparation by the timekeeping team.
- Subject to the provisions in the Series Regulations, it is up to the Clerk of the Course to sign the results and timekeeping records.
- The results shall be promptly published and be provided with the actual posting time.
- Already published results shall NOT be removed even if followed by corrections or amendments; the amended results shall be provided with the new actual time of publication and be posted. This list should be marked "NEW/AMENDED" and show a consecutive number.
- As soon as the Chief Steward has signed the official results, this list shall also be posted on the Official Notice Board.

2.2.6. Bulletins/ Communications of the Clerk of the Course or of the Stewards

ER Art. 39 Modification of the Supplementary Regulations, Official Notice Board

(1) As a principle, the Supplementary Regulations may only be amended by the approving body.

(2) From the beginning of the event (administrative checks), amendments may be made in form of Bulletins issued only by the Stewards of the event, but only if this is necessary for reasons of safety, upon instruction of the authorities and/or force majeure or if it concerns track distance, race duration, number of laps and officials or in case of apparent mistake/s in the Supplementary Regulations.

(3) Bulletins must be dated and consecutively numbered and they shall be posted on the Official Notice Board.

(4) Competitors are required to inform themselves regularly about publications on the Official Notice Board.

One of the duties of the Secretary of the Event may be to prepare Bulletins.

The content will be defined by the Stewards who will also approve the Bulletin once it is drafted.

After approval of the Stewards, these Bulletins shall be promptly distributed as follows:

- Stewards
- Clerk of the Course /Race Director
- Organisation
- Timekeeping
- Media Centre
- Official Notice Board
- Chief Scrutineer

The Stewards will decide whether a Bulletin shall also be distributed to the competitors. In this case, the Secretary of the Event shall prepare a list for the competitors to confirm receipt.

Other information by the Clerk of the Course/Race Director or by the Stewards for which a Bulletin is not required shall be prepared and distributed in the same manner.

Particularities for Rally events:

Bulletins must be numbered and dated. They must be printed on yellow paper and be published on the Official Notice Board(s) and on the event website.

If possible, the participants should be informed electronically when a new Bulletin is published. The competitors (or team members) must confirm receipt by signature.

Bulletins become an integral part of the Supplementary Regulations. It must hence be ensured that all participants are quickly and comprehensively informed about this contract amendment. This can be done by delivery of a copy to each driver who must confirm receipt by signature at administrative checks or at a time control or at a regrouping.

A regrouping is a suitable opportunity to deliver information to the participants. This information may be, as described above, official communications but also information about times and unofficial classifications.

2.2.7. Meetings of the Stewards

Stewards and the Clerk of the Course are primarily responsible for the smooth running of the event and they depend on a constructive and trusting cooperation. For this purpose, there must be a regular exchange of information. The precise planning of the manner and kind of the extend of information shall never rely on a random principle but rather be carefully planned by all the parties involved. In this context, the Secretary of the Event has a coordination function:

- Invitation of all concerned in advance of the first meeting of the Stewards (participants: Stewards, Event Director, Clerk of the Course/Race Director, Secretary of the Event, Chief Safety Officer, Chief Scrutineer, Chief Timekeeper, Environmental Officer)
- Meeting room with appropriate number of chairs shall be prepared
- Agenda (to be defined by the Chief Steward)
- Secretary of the Event will draft the minutes after the meeting (unless the chief Stewards proceeds himself)
- Deliver copy of the minutes to all participants in the meeting

Particularities for Rally events:

An agenda shall be prepared for the various meetings, including information about time and location of the meetings as well as of the meeting participants invited.

The number of meetings depends on the rally timetable and the associated times when decision are likely to be made. They will be determined by the Chief Steward. No additional meetings shall take place, informal meetings in between may, however, be useful.

Minutes of all meetings shall be taken. This should be a result log and thus be drafted in a concise manner.

Decisions of the Stewards shall be drafted separately and made accessible to the participants in an appropriate manner. The minutes shall be signed by the Chief Steward and copies be given to the meeting participants. In any subsequent meeting, the minutes of the previous meeting shall be approved by the Stewards. In the last meeting, all the original minutes will be signed by all the Stewards and be added to the final report to be sent to the DMSB.

The meetings shall be prepared by the Secretary of the Event in due time, copies of the lists that are to be checked, attachments and decisions taken shall be copied in advance in a sufficient number.

2.2.8. Decisions of the Clerk of the Course/Race Director and Stewards' Decisions

If the Clerk of the Course/Race Director or the Stewards issue decisions (e.g. penalties) which are notified to the competitor concerned, any such decision must then be promptly published and distributed as follows:

- Stewards
- Clerk of the Course
- Organisation
- Timekeeping
- Media Centre
- Official Notice Board
- Chief Scrutineer

2.2.9. Fines/Fees

After consultation with the Chief Steward, fines and cash penalties or deposit payments (protest/appeal deposits) shall be transferred to the DMSB immediately after the event.

A summary of the paid fines/ cash penalties facilitates the correct allocation of the amounts.

ER Art. 19 Classification Penalties/ Cash Penalties imposed by the Clerk of the Course/ Race Director

(1) The classification penalties under the responsibility of the Clerk of the Course/ Race Director are governed in the corresponding specific DMSB Competition Regulations. Regardless of any additional penalties, classification penalties may also be imposed by the Stewards.

(2) The DMSB Regulations, the corresponding ASN-approved Series Regulations and/or the Supplementary Regulations may make provisions for specific infringements which are in direct relation to the competition to be penalised by the Race Director/ Clerk of the Course by imposing a defined cash penalty. Such amounts are due to be paid immediately, in exceptional cases until the end of the event and they must be forwarded by the organiser to the DMSB.

(3) Classification penalties and cash penalties are part of the regulatory powers of the Race Director/ Clerk of the Course and will be indicated to the driver/competitor during the competition by the display of the classification penalty or in any other suitable manner.

2.2.10. Protests / Appeals:

ISG Art. 13.5 To Whom Addressed

13.5.1 Protests arising out of a Competition shall be addressed to the chairman of the stewards.

13.5.2 They shall be delivered to the clerk of the Course or their assistant if such exists. In the absence of the clerk of the Course or of his assistant, such protests should be delivered to the chairman of the stewards.

Any documents in relation to protests and appeals which are submitted by the Stewards to the Secretary of the Event shall be forwarded in advance by fax to the DMSB immediately after the event. Thereafter, the original documents shall be sent by post.

2.2.11. Other Duties

- Officials and marshals must be provided with all the necessary working materials (regulations, supplementary regulations, timetables, clipboards, pens etc.)
- Preparation and distribution of operating instructions for marshals
- Preparation of phone lists and distribution to officials and marshals on duty
- Runner management and instructions
- Briefing sessions (runner, race office staff, announcements etc.)
- It is a good service if the Race Office prepares for each official a folder with all important event documents
- In the event of an accident with bodily injury, the Secretary of the Event should familiarize himself in advance of the event with the content of the corresponding critical incident management plan (so-called K-Plan, emergency plan) and of the safety concept of the event so that he can assume coordination tasks if necessary.

2.3. After the Event

2.3.1. Preparation of the Organiser's Final Report and Dispatch of the Documents to the DMSB

The final report of the organiser must be prepared immediately after the event. This report shall be sent to the DMSB, together with all necessary event-related documents:

- Results
- Event Bulletins
- Stewards' Report, where applicable
- Minutes of the Stewards' meetings
- Report by the environmental officer
- Medical final report, where applicable
- Accident reports, where applicable
- Final report of the organiser
- Programme, where applicable

ER Art. 44 Accident Reports

Accidents with bodily injuries shall be promptly notified by the participant concerned to the relevant insurance, using the online accident report on the DMSB website (www.dmsb.de/active/lizenznehmer/unfallmeldung).

In addition, any accident with bodily injury must be registered by means of the DMSB accident report and immediately (at the latest on the next working day) be notified by e-mail to the DMSB Headquarters to unfallmeldung@dmsb.de.

Moreover, the on-site treating doctor must forward the medical accident report, duly completed, directly – or through the Chief Steward – per e-mail to unfallmeldung@dmsb.de. After the mailing, the report shall be destroyed.

ER Art. 45 Withdrawal of Licences after Accidents

In the case of an injury after an accident, which, upon the decision of the Race Doctor, for the time being excludes the further participation in competitions, the Clerk of the Course must be informed accordingly. It is then the responsibility of the Clerk of the Course to withdraw the licence of the participant and to send it to the DMSB Headquarters after the event, together with the related accident report.

As soon as a doctor confirms and certifies towards the DMSB that the participant is fit again to compete in motorsport events, the licence will be handed back to the participant.

2.3.2. Notification of Damages to the Event Insurance

All damages (accidents, injury to persons and damage to property) must be notified to the organiser's insurance immediately after the event and the necessary documents be lodged.