

Appendice H)

RALLY GUIDE TEMPLATE

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1. Event presentation (based on 2005 Tunisian event as example)

-Welcome words written by the organizer

“Since 1988 Cyril Neveu and Jean Christophe Pelletier are organising the Optic 2000 Rally in Tunisia and are happy to welcome you on this 17th edition. FIA and FIM sanctioned event, this will be also ...

Mister X,

Chief Executive signature

Event History

2001: Sat phones are compulsory for the competitors

2003: Creation of a new bikes category: 450 cm³

2004: Sentinel Klaxon test

2004: All stages without GPS

Past Winners

2004	Mister X and Mister Y	Car	Make
	Mister W	Bike	Make
	Mister 1,2,3,4	Truck	Make
2003	Mister X and Mister Y	Car	Make
	Mister W	Bike	Make
	Mister 1,2,3,4	Truck	Make
2002	Mister X and Mister Y	Car	Make
	Mister W	Bike	Make
	Mister 1,2,3,4	Truck	Make
2001	Mister X and Mister Y	Car	Make
	Mister W	Bike	Make
	Mister 1,2,3,4	Truck	Make
2000	Mister X and Mister Y	Car	Make
	Mister W	Bike	Make

2. Organizer Contacts Details

General information

Address 10/12 Rue Marius Jacotot
92817 PUTEAUX CEDEX
FRANCE

Telephone: + 33 (0)1 41 450 300
Facsimile: + 33 (0)1 41 450 301
Email: npo.rallye@wanadoo.fr
Website: www.npo.fr

Main contacts

Competitors Department	Véronique Caire	Email@adress.fr
Press Officer	Thierry Scharf	Email@adress.fr
Logistic Department	Isabelle	Email@adress.fr

Key Officials

Function	Title	Name	Email address
Sporting	Clerk of Course	M. "x"	Email@adress.fr
	Stewards President		Email@adress.fr
	Steward		Email@adress.fr
	Steward		Email@adress.fr
	FIA Observer		Email@adress.fr
	FIA Technical Delegate		Email@adress.fr
	Competitors Relation		Email@adress.fr
Organizer	Event Director		Email@adress.fr



Simon Readhead
Clerk of the Course



Stuart Hall
Steward



David Prattley
Steward

International Correspondents

Country	Name	Telephone	Email address
England	ND.Perkins	+ 44 1 952 825 078	ndppublicity@com
Germany	B.Reitbauer	+ 49 92 58 96 83 27	info@sam-event.de
Japan	S.Yamada	+ 81 3 3923 8745	adven35@fsinet.jp

Federations

CAR	FIA	+ 41 22 544 44 00	www.fia.com
	FFSA	+ 33 (0) 1 44 30 24 00	www.ffsa.org
BIKES	FIM	+ 41 22 950 95 00	www.fim.ch
	FFM	+ 33 (0) 1 49 23 77 00	www.ffmoto.org

Compulsory items' providers

Klaxon Sentinel	+ 33 (0) 4 67 27 35 84
Balise & Sat phones	+ 33 (0) 1 45 10 07 77
GPS and Iritrack	+ 33 (0) 2 97 87 25 85

Facilities Contacts

Hotels	- Name	- Email address	- City
	- Name	- Email address	- City
	- Name	- Email address	- City
	- Name	- Email address	- City
Car and Van hire	- Company	- Email address	- Address
	- Company	- Email address	- Address
	- Company	- Email address	- Address
Fuel and AVGAS	- Company	- Email address	- Address
	- Company	- Email address	- Address
Catering	- Company	- Email address	- Address
Others	- Company	- Email address	- Address
Customs authorities	- Company	- Email address	- Address
Health administration	- Company	- Email address	- Address

3. **Event Schedule****(Event – 90 days)**

Supplementary Regulations

Entries open

Entries close

List of the countries where the race takes place.

Entry fees description for competitors and assistance**(Event – 60 days)**

Location of the scrutineering

Rally Head Quarters location and schedule (timing and location)

Date

Country

City

Detailed map of the **locations: day per day and in format A5**

RACE		LIAISON	SS	LIAISON	SS	LIAISON	TOTAL
Leg 1 – 6 March	Tunis - Le Kef	224	225	144			593
Leg 2 – 7 March	Le Kef - Tamerza	198	280	44			522
Leg 3 – 8 March	Tamerza - Douz	88	170	30	81	42	411
Leg 4 – 9 March	Douz - Douz	132	320	38			490
Leg 5 – 10 March	Douz - Borma	30	204	47	116	12	409
Leg 6 – 11 March	Borma - Borma	22	290	2			314
Leg 7 - 12 March	Borma - Djerba	2	330	120			452

Total Liaison **1175**Total SS **2016**

SERVICE		Biv to Asst 1	Biv to Asst 2	Asst 1 to Biv	Asst 2 to Biv	Biv to Biv
Leg 1 - 6th March	Tunis - Le Kef	293		324		600
Leg 2 - 7th March	Le Kef - Tamerza	130		324		457
Leg 3 - 8th March	Tamerza - Douz	130	220		120	389
Leg 4 - 9th March	Douz - Douz	180		180		-
Leg 5 - 10th March	Douz - Borma	225		400		520
Leg 6 - 11th March	Borma - Borma	157		178		-
Leg 7 - 12th March	Borma - Djerba	210		230		390

4. Itinerary

General description of the event.

(60 days prior the event)

Leg Number 1

SS Distance	= X km
Liaison Distances	Liaison 1 before SS = X Km Liaison 2 after SS = X Km
Total LEG	= X Km
SS Ground Description	X Km sandy – X KM gravel – X KM stony
Assistance Road	X Km

Leg Number 2

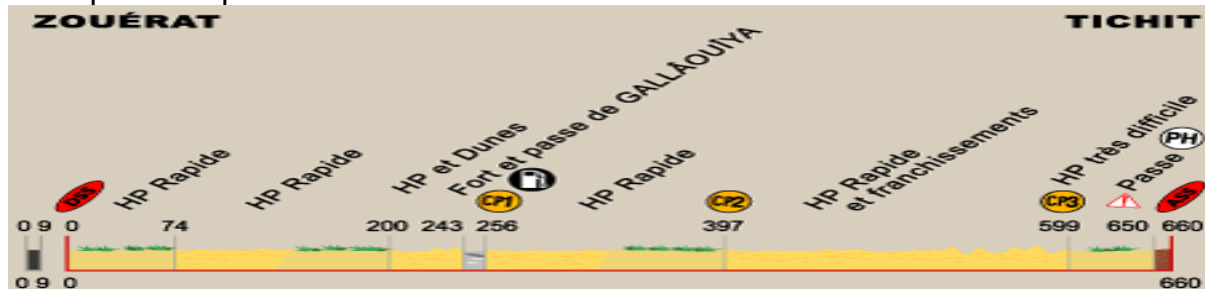
SS Distance	= X km
Liaison Distances	Liaison 1 before SS = X Km Liaison 2 after SS = X Km
Total LEG	= X Km
SS Ground Description	X Km sandy – X KM gravel – X KM stony
Assistance Road	X Km

Leg Number 3

SS Distance	= X km
Liaison Distances	Liaison 1 before SS = X Km Liaison 2 after SS = X Km
Total LEG	= X Km
SS Ground Description	X Km sandy – X KM gravel – X KM stony
Assistance Road	X Km

- Marathon stage(s): How many (if any)
- Numbering of SS per Legs
- Service point allowed in SS
- Loops: How many and when (if any)
- Assistance road: X Km on the same road of the SS
X Km parallel road
4 WD vehicles **required or not**
- Maps

Example of Map



5. Accommodation (provided 60 days prior event)

Scrutineering city Centre	City
	Address
	Contact
	Country
Telephone:	+ 00 0000 0000 0000
Facsimile:	+ 11 1111 1111 1111
Email:	"citycentercontact"@aol.fr
Website:	www.city of"..."com



General rules description

Fuel	AVGAS allowed or not (ref Supplier)
Transportation	Chase car type required
Crew	Identification, ...

Key Support

Support	Function	Name	Email address
Support	Function	Name	Email address
Support	Function	Name	Email address
Support	Function	Name	Email address

6. Media**Media planning**

Media	Broadcast	Country	Planning
TV	TF1	FRANCE	Daily: 08h45 PM 00h30 AM
			Sunday: 10h00 AM
TV	F3	FRANCE	Daily: 20h15 PM
TV	TMC	France & Monaco	Daily: 22h45 PM 24h15 AM 12h10 PM
RADIO	Europe 1	France	Daily with news

Media Contacts and details for requests**International**

Contact Name

Telephone:

+ 00 0000 0000 0000

Facsimile:

+ 11 1111 1111 1111

Email:

productionTF1@wanadoo.fr

Website:

www.TF1.com

National

Contact Name

Telephone:

+ 00 0000 0000 0000

Facsimile:

+ 11 1111 1111 1111

Email:

productionF3@aol.fr

Website:

www.f3.fr

Radio

Contact Name

Telephone:

+ 00 0000 0000 0000

Facsimile:

+ 11 1111 1111 1111

Email:

europe1prod@wanadoo.fr

Website:

www.europe1.com

7. Insurance

Description of insurance cover

The insurance company is AXA, policy number 12345678 and covers:

- Health troubles (**case and circumstances**)
- Repatriation
- Death (amount insured)
- **Permanent disability (amount insured)**
- Third part responsibility

Details,

- Date of validity (from scrutineering to finish Parc Fermé) **ref Art.15 GP2005**
- Place of validity (road section, SS, transfer road)
- Special insurance according to the local regulation / **availability per country**

Responsibility

- Description of the insurance in the crossed country
- Availability in the crossed country
- Amount insured for crew
- **Reminder of organizer with ASN , licence cover details**
- **Organizer proposal for insurance : competitors, crew, vehicle, assistance crew and vehicles.**

Insurance contacts and details for requests

Contact Name

Telephone:	+ 00 0000 0000 0000
Facsimile:	+ 11 1111 1111 1111
Email:	rallyassurance@aol.fr
Website:	www.insurancerally.com

8. Entry Details

FIA titles for which the rally counts

World Cup

Driver World Cup classification

Co Driver World Cup classification

Scoring drivers, co drivers, teams

Manufacturer

2 WD Teams

Coefficient

-

Car/ **Trucks**/ categories : T1 – T2 – T4

Bikes categories : Bikes, Quads, Side cars

Final date and time for receipt of entry forms:

- **Entries open**
- **Entries closing**
- **Special rates**

Maximum number of entrants (competitors and assistance category)

-

-

Entry fees

-

-

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These entry fees are fixed (or not) and include the following:

- Sports fees
- Insurance and repatriation in Europe **or location of repatriation**

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These entry fees do not include the following:

10. General facts and Information

- Climate
- Time zone
- Sunrise. Sunset
- Currencies
- Water
- Electricity
- Telephones
- Driving rules
- Airports
- Breakdown services
- Emergency services
- Medical facilities
- Petrol stations
- Photographs
- Vehicle spares and services + franchises

Entry Form

On Website

END