



CARS-Region-Event Responsibilities for the CRC

Responsibilities of the Organizer, Organizing Club, Organizing Region, and the Canadian Association of Rally Sport (CARS) For the 2020 Canadian Rally Championship

WHEREBY:

The Organizing Club (the Club) is a Regionally based rally club that organizes and controls performance rallies in that region.

The Organizer is a member of the Club and is the person responsible for organizing the event on behalf of the Club.

The Region is delegated certain sanctioning authorities for Rally Sport within the Region by CARS.

Canadian Association of Rally Sport (CARS) is the Canadian sanctioning body for all CARS affiliated clubs and performance rally events held by those clubs in Canada and as such sanctions the performance stage rallies that make up the 2020 Canadian Rally Championship. CARS is the sanctioning authority for Rally Sport in Canada.

OBJECTIVES:

This outline sets out the terms and understanding among the three parties for the organization of a national championship rally. It recognizes that for the organization of a national championship rally each party has obligations, responsibilities and benefits as defined herein. The aim of this outline is to facilitate a mutual understanding among the participants in order to create a vibrant partnership in the Canadian Rally Championship.

A. RESPONSIBILITIES OF CARS

Rules & Guidelines

1. CARS will provide National level event sanction, and provide oversight.
2. CARS will issue a permit upon the “event” meeting at least the minimum criteria set out herein and in the current CARS rulebook, policies and documents listed below.
3. CARS will ensure that a Performance Rally Insurance program is in place through.
4. CARS will supply the GCR’s and NRR’s.
5. CARS will supply performance rally safety guidelines.
6. CARS will supply Stewarding guidelines.
7. CARS will supply safety plan templates.
8. CARS will supply various forms for use by the event, all to be found on the CARS website.
<https://carsrally.ca/documents/organizers/>
 - a. Judge of Fact report
 - b. Competitor rating
 - c. Event Registration
 - d. Scrutineering



9. CARS will provide a tool for recognizing possible concussion
10. CARS will provide competitor seed information.
11. CARS will provide competitor speed factor information.

Support Staffing

12. CARS will provide the services of a National Series Manager at no cost to the event. The Series Manager will work with the Organizer and provide the following services to the event:
 - a. Review and input to supplementary regulations;
 - b. Review and input to event time schedule for stages and transits;
 - c. Review and input to map of event;
 - d. Review and input to event safety plan;
 - e. Review and input to event emergency plan;
 - f. Review and input to recce schedule;
 - g. Input to start order;
 - h. Issue event permit and approve insurance application;
 - i. Will be at the event to participate in any registration, licensing, technical or administrative rule related issues and as a resource for the event organizer.
13. CARS will provide a National Scrutineer a no cost to the event, The National Scrutineer will work with the Organizer and provide the following services to the event:
 - a. Provide consistent interpretation of the technical rules
 - b. Work with the event Chief Scrutineer and his team for series wide consistency
 - c. Provide feedback and input to the Stewards with respect to technical rules
14. CARS will assign one Senior Event Steward.
15. CARS will assign a second Event Steward.
16. CARS will supply a Sponsor Host to host the CARS national Sponsors. The Sponsor Host will work with the Series Manager and will provide the following services:
 - a. Host our national series sponsors;
 - b. Help coordinate national sponsor needs at the event;
 - c. Help coordinate national sponsor banner and podium placement.
17. CARS will provide the services of the CARS Office Manager at no cost to the event. The CARS Office Manager will work with the Organizer and provide the following services to the event:
 - a. Provide current competitor information
 - b. Process insurance application
 - c. Provide requested event supplies
 - d. Provide series sponsor decals

Finances

18. CARS will make available and provide at reasonable cost any road control tape, OK/red cross route book covers, door panels, vehicle numbers and decals that CARS specifies in all documents referenced above in section "Rules and Guidelines" and requires the event, competitors and other participants to utilize.
19. CARS may collect certain fees and levies such as:
 - a. Permit fees;
 - b. Insurance levies.



Insurance and Licensing

20. CARS will provide a competitor licensing system.
21. CARS will administer an event insurance equalization program.

Sponsorship and Advertising

22. CARS will provide a website, advertising and aim to secure sponsorship for the overall Canadian Rally Championship.
23. CARS will provide any roadside or podium banners that may be required for National Series sponsors that are under contract with CARS.
24. Subject to securing the sponsorship required to fund the media program, CARS will provide the opportunity for the Organizer to sell two stage side banner advertising spots that will receive a minimum of 30 seconds combined exposure on the Broadcast CRC TV shows that are aired on TSN & RDS and online after the Premier airings on TV.
 - a. **Please note:** CARS and the Media provider do not guarantee exposure of the event stage side banners in any of the online "CRC on demand" or event "highlight" clip videos as these videos may have topics that may or may not include on-stage video.
 - b. The National Series Manager will, after consultation with the CARS Sponsorship committee, provide CARS approval of such event sponsors.
25. CARS will provide, upon request, a maximum of four photographs for the organizer to use for promotional purposes. The Organizer will ensure that any copyright assigns are honoured on any media materials that are produced by CARS or their contractors and that permissions are sought prior to redistribution. The Organizer will ensure that the caption "sanctioned by the Canadian Association of Rallysport" appears in the relevant material.
26. CARS will provide Organizers with an outline of National Sponsor contract clauses, which pertain directly to the event Organizer.
27. CARS will supply sponsor logos for inclusion in all event literature (CRC, CARS, Subaru, and Frontech)

Canadian Rally Championship

28. CARS will maintain the website database of Championship Standings.
29. CARS will maintain the website database of competitor speed factors.
30. CARS will provide a website driven scoring system for the national series
31. CARS will supply licensing and associated competitor information report to event registrars
32. CARS will host an Annual awards ceremony at no cost to the Region or Club, notwithstanding that certain guests would be expected to purchase tickets for entry.

Media

33. The National Series Manager will manage and accredit CRC media for all national rallies and provide updated media lists and standard registration form and media responsibilities outline to the Organizer.
34. CARS will provide media vests for the Organizer to use.



B. RESPONSIBILITIES OF THE REGION

Rules & Guidelines

1. For the Regional portion of the national event, review and approve, where appropriate, the supplementary regulations.
2. For the Regional portion of the National event, provide regional regulations that supplement CARS GCR's and NRR's as appropriate for performance rallies in <Region>

Support Staffing

3. The region will nominate a regional scrutineer for the event.

Finances

4. The region may collect certain fees and levies, for example: a regional permit fee and/or series/road/timing gear levies.

Insurance & Licensing

5. The CARS Regional Director will approve all new competition licenses to ensure that competitors meet the experience requirements.
6. The CARS Regional Director will issue the regional event permit when the event includes a regional component.

Sponsorship and Advertising

7. The region may promote the event on the region's web site.

Media

8. The Region may accredit media for national rallies held in the region.



C. RESPONSIBILITIES OF THE ORGANIZING CLUB & ORGANIZER

For the purpose of this outline the Organizer will be deemed to be acting on behalf of the Organizing Club.

Rules & Guidelines

1. The Organizer will conduct the event within the GCR's and NRR of CARS and other documentation specified in the CARS Rules and Guidelines section of this document.
2. For the Regional portion of national events, the Organizer will also organize the event in keeping with the documentation specified in the Regional Rules and Guidelines section of this document.
3. The Organizer will follow the CARS taping and safety guidelines.
4. The Organizer will adhere to the organisational timelines as per the attached appendix 1.
5. The Organizer will adhere to the documentation and communication requirements set forth in section 4 of the GCR's.
6. The Organizer will not commit a CRC event to participate in any other championship without the prior approval of CARS.

Support Staffing

7. The Organizer will provide a team that should consist of the following as a minimum:
 - Organiser *
 - Clerk of the Course *
 - Chief Marshal *
 - Chief of Security (Safety Officer) *
 - Registrar
 - Publicity Chairperson
 - Chief Scrutineer*
 - Chief Radio Marshall (or Chief Communications Officer)
 - Chief Scorer

No more than two of the above positions are to be held by any one individual.

* Roles that should not step down to become a competitor in the event

8. The Organizer will supply a minimum of 3 banner assistants to help place and remove stage side banners that are provided by CARS, CARS National Sponsors and the Event Sponsors.
9. The Organizer will supply a minimum of 2 podium assistants to assemble and disassemble the podium backdrop.

Finances:

10. The Organizing Club will finance the event, including providing cash flow and responsibility for profit or loss at the event.
11. The event will pay to CARS:
 - A permit fee that is set by CARS.
 - Insurance levy fees at a rate that is set by CARS.
 - Other CARS fees or levies that may be implemented from time to time.



12. The event will pay to the Region:
 - A Permit fee if so imposed
 - A Regional levy/levies if imposed
 - Other regional fees or levies that may be imposed from time to time.
13. The Organizer will provide accommodation for the two appointed Stewards and will reimburse the Stewards reasonable expenses including travel

Insurance & Licensing

14. Performance rally insurance will be facilitated through the CARS office.

Sponsorship & Advertising

15. The Organizer will work with the CARS Sponsor Host and will provide: event identification, program/spectator guides, vehicle identification (if available), invitations to the awards/banquet and work with the Sponsor Host in making representatives of the national sponsors welcome.
16. The Organizer will have a Media Accreditation program as per the attached appendix 2.
17. Upon request, the Organizer will provide service area space to accommodate one vehicle plus a 5 metre by 3-metre area for CRC sponsors' promotional needs. This request will be provided to the Organizer not less than five working days prior to the opening of the Service Area.
18. All event promotional material such as the event web site, spectator guide, event posters, radio advertising of the event, supplementary regulations, event documents such as route and service books, etc. or any place where the event lists its sponsors, are required to display all national series sponsor logos and say "Canadian Rally Championship presented by Subaru". The size and location to be comparable to an event title sponsor.
19. If the Organizer conducts a VIP Spectator program the organizer will allocate a minimum of four places at cost to CARS for the use of Series sponsors. CARS will advise the Organizer not less than eight working days prior to the event if the VIP places will be used.
20. The Organizer may obtain sponsorships for the event, but is required to review sponsorship proposals with the CRC Series Manager to help avoid conflicts of interest and undervaluing of the commercial property. The exception to this opportunity is that the Organizer shall not approach any National level sponsors that are already under contract with CARS on a National basis. The event may however approach any such National sponsor company at the regional or distributor level of that organisation.
21. Subject to CARS securing the sponsorship required to fund the media program, the organizer may sell two stage side banner advertising spots that will receive a minimum of 30 seconds combined exposure on the Broadcast CRC TV shows that are aired on TSN & RDS and online after the Premier airings on TV.
 - a. The event can sell this advertising at CARS approved pricing to CARS approved sponsors.
 - b. The Organizer may sell the stage side banner advertising to a maximum of two separate sponsors. The Organizer must obtain CARS approval of the stage side banner advertising sales. The Organizer must strive to sell the stage side banner advertising according to the CARS valuation range, which is currently \$8K - \$10K per sponsor.
 - c. The Organizer will provide up to three stage-side banners for each of the maximum two sponsors to whom they have sold stage side banner advertising. The banner design should take into consideration lighting and clarity for optimum video broadcast results. Banner colour shall be white with contrasting artwork suitable for both day and night filming.



- d. Banners are to be 3' high by 8' long, made of min 3/8-inch thick Coroplast plastic sheet. Run the core ribs horizontally (8' length) for maximum rigidity. The banner is to be folded in half for ease of transportation (transport size 3' x 4'). Banner is to have 4 grommets along the top and 4 grommets along the bottom spaced at each corner of the 3' x 4' sections.
22. Official CRC Sponsor Titles
- a. Subaru is the "Canadian Rally Championship Presenting Partner". The CRC should be referred to as the "Canadian Rally Championship brought to you by Subaru" or "The Canadian Rally Championship presented by Subaru"
 - b. Frontech Solutions are the "Canadian Rally Championship Technology Partner"

Media/CARS Media Partners

23. The Organizer will implement a Media Accreditation program as per attached appendix 2
24. The Organizer will accept all CARS and Regional accredited media for the event.
25. The Organizer will prepare a media package for accredited media (event time schedules, Car 00 times for stage access (if tier 1 media), an updated entry list, directions and maps to spectator and media areas).
26. The Organizing Club may sell promotion opportunities to event sponsors and may promote the event and its sponsors through various media outlets and platforms.
27. The Organizer will provide CARS Media Partners support in terms of event identification, passes, stage access for both media reconnaissance for shooting locations and the event, route books and map of the stages.
28. The Organizer will work with CARS Media Partners to assist them in reviewing their movement plans with the aim of facilitating their mandate for the CRC and, importantly, maintaining safety protocols.
29. The Organizer will provide as a minimum, the podium champagne splash for the top three placed overall and overall 2WD national classes. Other classes and regional podium celebrations are at the organizer's discretion but should be identified in the supplementary regulations.
30. The Organizer will provide lighting for the podium if not done in daylight.



List of Appendix documents

Appendix 1 – Event Timeline

Appendix 2 – Media accreditation

Appendix 3 – Other CARS documents for use by event organizers



Appendix 1

CRC Event Documents for Submission

Item	Description	Due Date From the Thursday of the rally week	Response	Send To:
Permit Application and fees	Form found on CARS website	13 weeks	NA	CARS office Reg. CARS director
Supplementary Regulations 1 st draft	As per sections 4.6 and 19	13 weeks	7 days	NSM
Supplementary Regulations 2 nd draft			7 days	NSM, Senior Steward & Reg. CARS Director
Publication of Supplementary Regulations	Final version of Organizer/Competitor contract	9 weeks	NA	NSM, Stewards, CARS office & Reg. CARS Dir.
Event Time Schedule and Maps	Preliminary event time schedule of transits and stages plus map of the event showing planned stages	7 weeks	7 days	NSM & Senior Steward
Application for Event Insurance	Event Insurance application submitted with additional insureds	6 weeks	3 days	CARS Office & Reg. CARS Dir.
Route Check	Appoint Green Crew as per 21.1 and Notification	5 weeks	3 days	Stewards
Safety Plan	A plan following template showing event planning for marshal numbers and placement and plans for stage security and spectator access/management	4 weeks, 1 st draft	7 days	NSM & Senior Steward
		2 weeks Final version	3 days	NSM, Stewards & CARS office
Emergency Plan	Plan outlining emergency procedures and protocols along with plans for communication to response/emergency services	4 weeks, 1 st draft	7 days	NSM & Senior Steward
		2 weeks, Final version	3 days	NSM, Stewards & CARS office
Recce Schedule		3 weeks	7 days	NSM & Stewards
Review for Start Order	Consultation before publication of Start Order	Pre-publication	1 day	NSM
CARS Fees	Payment of fees due	2 week	NA	CARS Office
Results	Send out official results	2 weeks	NA	As per 20.5



Appendix 2 CARS Media Accreditation

[Media Accreditation documents](#)

Appendix 3 Other CARS documents and forms for use by event organizers

<https://carsrally.ca/documents/organizers/>

Changes are removal of references to ASN Canada FIA – May 7, 2020