

How to organise an Autotest

Is your Club thinking of organising an Autotest for your members? This guide will bring you all the important areas you should think about when organising your event from the venue, to the tests, the regulations, and so much more. Have a look at the following pages for more information and how you can make your Autotest a success.

Where should you start?

There is a lot of organisational preparation that goes into putting on an Autotest and ensuring it is successful. If your club is new to the Autotest world, it is a good idea for everyone involved to be allocated tasks so that it does not overwhelm one person. In particular, the following club officials are likely to be needed:

- Competition Secretary
- Secretary
- Treasurer
- Safety Officer (if you have one)
- Chief Marshal (if you have one)
- Equipment Officer (if you have one)

After confirming the people involved in the planning process, you should set out what needs to be done by what dates. The three main things to check before planning are the venue, the date that the event can take place at this venue, and the type of Autotest that you want to hold. There are three different types of Autotest:

- AutoSOLO
- Production Car Autotest
- Autotest

For more information about what each type of Autotest is, and the differences between them, head to the “What is an Autotest” Club Guide in the Sporting Section of the Club Toolkit [here](#). You can also refer to the summary of key requirements for each different type of Autotest in the Motorsport Yearbook.

Throughout the whole process of organising your Autotest event, you should make sure that it complies with Motorsport UK’s General Regulations. The General Regulations can be found in the Motorsport UK Yearbook, also known as the Blue Book, and the section dedicated for Autotests is Section M.

Vehicles



One of the great things about Autotests is that your members can compete in the event in their everyday road car, making it one of the cheapest and easiest forms of motorsport to get involved in.

Some competitors build specialist cars for autotesting which are relatively cheap to build and run. However, they are not necessary to compete, and many winners are often in their standard, non-modified daily commute cars. Classes can be built into the event to give everyone an opportunity to be successful.

Autotests have all kinds of cars involved which makes for a very fun day for all. The vehicle your members participate in must comply with the NCR (**Ch 19 App 3**).

AutoSOLO – The aim of AutoSOLOs are to encourage entry level motorsport, using production roadgoing cars that are taxed, insured, and have a valid MOT certificate if required. The cars must be driven to the event and the event must be held on a sealed surface.

Production Car Autotests (PCA) – You must have a passenger when competing in a PCA and your vehicle must be a production car.

Autotests – with an Autotest there is an array of different vehicles that can take part. If you choose to hold one, make sure to reflect this in classes in the Supplementary Regulations and the entry form.

Venue

An Autotest can take place either on a sealed or unsealed surface. The maximum test area is 200mx200m regardless of the type of Autotest your club is organising and your event can comprise of multiple tests.



Once you find a venue, you need to obtain written permission from the landowner that you can use their venue, and on which dates. Normally choosing a date happens in tandem with choosing a venue. Some venues will request a payment for using their space, others will request you give a charitable donation to a charity of their choice. This should be considered and agreed in your written permission for the use of the land.

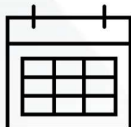
Top Tip:

When you go and check out a venue, make sure that it has enough space for all areas of an Autotest, not just the test! You need to think about where the queues and paddock area will go safely without getting in the way of the test.

It is recommended that you secure the venue well in advance of the date of the event. This way, should there be any problems, they can be sorted out without affecting the event, and it also gives your club the time to promote the event and its location to its full potential.

Date

In order to make the most of the event, you should choose a day and time when most of your members are free. For example, for most individuals this



would be a weekend as less people work then, or perhaps an evening during the summer. Note that an evening autotests might not be so practical in the winter months when it gets dark!

Top Tip:

Before confirming the date, you should check with your local clubs' event calendars. If there are similar events taking place in the area on the same day, you may struggle for entries and members from invited clubs may not sign up.

When you have confirmed the date, you should publicise this on your Club calendar as soon as possible so that your members know when the next events are taking place.

Ideally, you should hold a meeting at the beginning of the year to decide all dates for your events, and then your organising team and club members are aware. It makes it easier to plan meetings, and gives the club members a date to work towards.

Finance and Budget

Before embarking on the organisation of the Autotest, you should check with your club's treasurer and committee that the event is financially viable.

There are many factors to consider including the permit fee, the venue fee (if applicable), the trophies and awards costs, any equipment purchased for the event, and any further or extra costs that could be incurred. Ideally, you should make a profit on the event. This is so that you can cover expenses, running costs and new equipment if needed.

Its important to consider the maximum and minimum number of entries as part of the process. The minimum will be the number below which it wouldn't be acceptable to run while the maximum will be the number that you either are comfortable managing or that you have space for or time to get enough "runs" in during the time you have available.

If you're unsure, research and ask other local clubs who run Autotests to see whether they can offer guidance. If you aren't sure who to ask approach your regional association for help. After agreeing your budget, you need to set your entry fee.

Timeline Checklist

To help and ease the planning process, we have created a Timeline Checklist: a handy list of all the things you need to remember by a certain deadline when organising an Autotest event. You can tick the tasks completed as you go along for each event. We recommend that you think about your event in reverse chronological order (backward planning) to make sure you know when your deadlines are and when certain elements of the event organisation have to be finalised.

You can find this [here](#) or in the Club Toolkit under Sporting > Autotests.



Club Officials

In the preparatory organisation meetings with your club, you need to assign various roles needed on the day of the event such as:

- Clerk of the Course
- Event Steward
- Timekeeper (and results)
- Scrutineer
- Club Safeguarding Officer
- Chief Marshal

This can be undertaken by your members and your committee and make up the Organising Team. These roles are required for the event supplementary regulations. It is essential to assign someone with previous Autotest experience to the role of Clerk of the Course and Timekeeper, as these can be the busiest roles. If someone is not available to fill this role, try asking other local clubs or your Regional Association for help. Ideally, these officials should only have one role, however they can double up if required with the exception of the Steward.



It is the Club's responsibility to make sure that each individual is aware of their duties and what they need to do should anything not go to plan. The organising team need to know what to do if there is an incident or accident so make sure to arrange pre-event meetings to discuss. A simple safety plan that can be shared with everyone is a good way of providing this.

Permit

After you've confirmed both the venue and the date, you should apply for your event Organising Permit. This is normally undertaken by the Secretary or Competition Secretary, and the application is completed online with the club login details.

Your first step is to list your event as a Fixture – this will list the event on the Motorsport UK Fixture list on the website which can be found [here](#). When your date is then confirmed, you can finish the application process by applying for the permit. For a full Fixtures & Organising Permits Online Application Guide, please head to the Motorsport UK Resource Centre > Club & Organisers.

For Clubman events, the application must be made no less than **four** weeks in advance. The recommendation is that permit applications should be made as soon as possible.

For more information regarding what kind of permit you should have for your event, you should head to **Section M** of the Motorsport UK Yearbook or contact the Competitions & Clubs Team at competitionsandclubs@motorsportuk.org.

Supplementary Regulations

The Supplementary Regulations, commonly referred to as the Regulations or the SRs, are an official document which outline the event rules and format.

If you don't know where to start with your Supplementary Regulations, take a look in the Motorsport UK Resource Centre under the filter Clubs & Organisers where you can find a template, with suggestions on what to add.

Top Tip:

If you're still unsure as to what to write in your Supplementary Regulations, have a look at what other clubs have written for similar events. Additionally, in section D10 of the Motorsport UK Yearbook, there is guidance about the contents.

Safety

Due to the nature of Autotests, no extra equipment such as helmets or fire protection clothing are needed.

The minimum age requirements for each type of Autotest are different, and are listed in the Competitor Regulations in Section M10 of the Motorsport UK Yearbook.

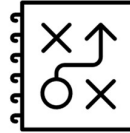
When setting out your test, you should make sure that it is not near any fences and that any spectators and non-essential marshals are a safe distance away. Those who are not protected by a solid physical barrier capable of stopping a car, should be kept by means of roping or fencing at least 10m from the edge of the course in each direction, and at least 20m from the finish line. This is outlined in Section M2 of the Motorsport UK Yearbook.

You must provide a first aid kit at Autotests. At least 5kg of fire extinguisher should be available for all test sites. This can be several fire extinguishers in units of not less than 2kg capacity.

Every event will require a Risk Assessment. More advice on how to create and fill out a Risk Assessment can be found in the Club Toolkit under Sporting > Safety, as well as a template for your Risk Assessment in the Resource Centre under the filter for Club & Organisers.



The Test



Before deciding on the event, you should determine which discipline and format of Autotest your club want to organise: Autotest, AutoSOLO, or Production Car Autotest.

However, it is possible to run more than one type of event to maximise your entry. This does require separate permit applications and subsequent results to be issued.

One of the most important parts of an Autotest is the actual test. You want to make it interesting enough that it is a challenge, but not too difficult that the participants can't remember the route – you want to test the participants' driving skills, not their memory!

Ask an experienced autotester for help designing the tests, and make sure they are designed for the competitors coming whether experts or novices. You can also ask other local clubs who normally put on events for their input.

You should also consider the venue when planning this out. There may be aspects of the area such as bumps which you may want to avoid when designing the test. If you choose to organise a Production Car Autotest, you should make sure that the whole test is visible at all times – this makes it easier for beginners to visualise their upcoming challenge.

At the end of the test, make sure that you have enough space for the car to stop astride the line or inside the box. Make sure there is plenty of room at the finish in case the competitor has trouble stopping! You should also consider the route to the next test or to the paddock area so that doesn't cross over with anyone waiting to have their go.

Top Tip:

Print out plenty of test diagrams to bring to the event. Someone is always bound to lose or forget one and this way, everyone knows what they're doing.

Equipment

To hold the event, there are a few items of equipment the club needs to complete the test:

- Cones or pylons
- Warning signs
- Hi-Vis for Marshals
- Radios/Flags for wrong tests
- Fire extinguishers
- Timing equipment (stopwatches, timecards)
- Spill kit (one for each test)
- First aid kit

Top Tip:

If you don't have all the equipment, get in touch with a local club or your Regional Association and see whether it is possible to borrow theirs.

If you don't use a virtual notice board, you will need a physical notice board at your event displaying:

- Permit for the event
- Supplementary Regulations
- Entries list

Any additional organisational information which may be useful for members can also be put on the notice board such as save the date posters reminding members of the next event, or the Race with Respect poster.

Other items which may also needed include:

- Gazebo(s) and tent pegs
- Club Caravan (if you have one)
- Table
- Chairs
- Food and water
- Toilets

Publicising and marketing your event



Marketing and publicising your event makes sure that members know that your event is taking place.

In order to publicise your event, you must have a permit in line with regulation D4.1.8.

With an Autotest, you can invite up to 15 other clubs to take part. This is a good way of building relationship with other clubs and sharing expertise but also potentially broadening your membership.

To make sure everyone knows about your upcoming event, you should let people know about it via:

- Social media (Instagram, Facebook, Twitter and any other platforms your club use)
- Email
- Local notice boards and press

Top Tip:

Make your event a Taster event! This way, you can open up the event to the public, friends and family. In order to do this, you should look at Regulation D4.5.6. in the Motorsport UK Yearbook, and note in your permit application and the Supplementary Regulations that it is a Taster Event.

Make sure your event details and dates are up-to-date on your website as this will make sure everyone is getting the correct information, when they are directed there for the supplementary regulations for the event.

Head over to the Marketing section of the Club Toolkit in order to find more in-depth guides to different tools, strategies, and platforms that you can use to get the word around about your club and your event. This includes how to use different social media platforms, how to get started in email marketing, how to contact the press with your news and so much more. You can find this by clicking [here](#), if you are reading this digitally.

Another factor to consider when advertising your event is the opportunity for content that could be captured. In the digital age, your event is a great opportunity to showcase what your club is like, and the fun that members can have when participating in your events. In order to make the most of the opportunity, you should assign someone to capture content such as videos, and photos.

Having the pictures and videos is also a nice memento for your club members, that can be shared on social media after the event.

Extra Consideration:

If you would like to promote your event as a StreetCar event, why not sign up? By signing up to StreetCar, you are able to promote your event through Motorsport UK's StreetCar channels including the dedicated StreetCar Facebook Group, as well as a newsletter to the StreetCar mailing list. It is a great way to get word of your event out there and attract competitors who aren't members of your club to the event. If you want to learn more about StreetCar, head to the StreetCar website [here](#) or at streetcarmotorsportuk.com, or email the StreetCar Team at streetcar@motorsportuk.org.

Entries

When you publicise your event, you should send an email and post on social media. This means that members of your club can now sign up to participate in the event by reading the supplementary regulations, filling out the entry form as well as paying their entry fee.

Logistically, you can do this in the way that works best for you. This could be a Google Form, or often a popular choice are the timing apps made for events. To learn more about timing apps, read the next section, or ask get in touch with a club that uses them – they can walk through what they use and how it works for them.

When the entrant signs up, they will fill out all the information, including their car details and which class they would fall into. As the event organiser, you are welcome to choose the classes and categories in which the members will compete. Some popular ones include:

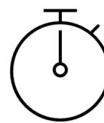
- Specials (modified vehicles)
- Different engine capacities (101cc to 1400cc, and 1401 to 1600c etc.)
- Electric vehicles

Sometimes, two entrants compete in the same car; this is called double-drivers.

Depending on your event, you may want and need to cap the entries at a certain number. This number usually depends on the time available, the space, and the number of volunteers available. Normally there is between 15-40 entries depending on the event.

Remember to always make sure that your event is financially viable and know how many entries you need to break even.

Timing



In Autotests, you're racing against the clock. You require a system to record the timing, whether that be analogue or electronic.

Many clubs like to use an electronic timing app to make their lives easier throughout the event. This organises everything for them, and means that everyone can access their own times. If you have used this for your entries, then this will already be set up for your use.

If you don't have the apps, you can still note down all the times manually where the times are recorded on time cards. If you do choose to go down the analogue route, make sure to place the start and finish within sight of each other. This way, the Timekeeper can easily see when the competitor crosses the start and finish line. Also make sure to have more than enough time cards to note down the entrants' times – it is always better to have too many, than not enough!

The Event

On the day of the event, the club organisers will have to arrive early to set up for the day. Make sure you have given all the volunteers this information ahead of time so that everything can go according to plan, and that you confirm the times in the final instructions.

Top Tip:

Let everyone know where the event is with [what3words ///](#). A website and app, what3words gives every 3m² across the world a unique combination of three words. Compatible with many different map and navigation apps, this allows people to find where you are exactly and saves entrants getting lost, especially newcomers!

You should make sure that everyone is aware of the fire and safety plan in case of an emergency. This should be laid out in your risk assessment.

When the first test has been laid out, the appointed Clerk of the Course should drive the route to make sure that it is accurate and safe for competition. This also includes making sure that the marshals around the test site are in safe positions, in areas where cars are not likely to lose control.

You should also mark where the cones and pylons are going, so that if a car does knock one over, the cone can be put back in the right place and the test is consistent and the same for everyone.

Scrutineering – Make sure the chief scrutineer checks everyone's vehicles before the running takes place. This is a basic check and can be completed by a suitably experienced club member or official. The technical regulations members need to comply with can be found in section M4 of the Motorsport UK Yearbook.

Signing-On – When everyone is arriving and getting ready, make sure that everyone is signed-on for their role, whether that be competitor or official, and check licences. To print the signing-on sheets, they can be found on the Motorsport UK [Resource Centre](#), however many clubs also complete signing-on online.

Drivers' briefing – Before competition starts, the Clerk of the Course should go through all the important information that the competitors should know. When entrants aren't competing, you should insist on safe driving around the venue, with slower speeds and taking care parking as there are a lot of participants walking around. This is also an opportunity for anyone to ask questions. It is best if questions are asked at the beginning as they

might be useful to everyone. By having this at the drivers briefing, everyone can hear the answers.

Top Tip:

Allow time for the competitors to walk the test before the event. This will let the participants, especially the inexperienced ones, to get their bearings!

Marshals – In order to make sure that the event runs safely and everyone complies to the tests, there should be Marshals stationed around the test. They should be aware of the responsibilities they have before they start, most commonly including being fault judges for the tests where they relay any mistakes (faults) to the timekeepers.

Top Tip:

The competitors are there to compete and have fun! If they have to spend most of the event queuing for their turn at the test, it may turn them away from participating again. It is a good idea to have several tests running simultaneously, and divide your entries into groups so that competitors can also marshal. This way there can be a seamless rotation and everyone gets more goes at the tests. This also means that the other groups of entrants that aren't competing, can volunteer and marshal, or be preparing for the next test.

If you have any newcomers participating in your event, assign someone to look after them. By doing this, you are accommodating them and they might feel more comfortable asking any questions about the running, the tests, or even your club. It can be intimidating to ask questions in a new surrounding and group where members may know each other, and this way you can make potential members feel more welcome.

Awards

Following the finish of the last test, and after all the results have been collected and verified, you can conduct an awards ceremony to celebrate the winners and runners up of the event.

Many clubs like to break it up into the different classes that were chosen for the event, but other popular awards include:



- Best Newcomer
- Driver of the Day
- Overall Winner

When awarding the prizes, many clubs like to provide physical trophies for the winners to take home. If you choose to do this, remember to factor this cost into your budget and set it aside when organising the event.

Licencing – RS Clubman

All competitors and passengers will need to hold a free of charge Motorsport UK RS Clubman licence as a minimum.

The licence can be applied for on the day of the event, but it is advised that the licence is obtained in advance. To apply for the RS Clubman licence, this can be done via the Motorsport UK website. Make sure to have a device with an active internet connection ready at signing-on in case somebody shows up without a licence.

Remember to make a note about licenses in your Supplementary Regulations!

For more information on the RS Clubman licence [click here](#).

After the event

In the organisation of the event, you should factor in the time it will take you to pack down from the event. Make sure you have individuals allocated to help collect and tidy everything. If everyone chips in, it will make it easier and get the job done.

Leaving the venue in a good condition means that you are more likely to build a better relationship with the landowner and be allowed to come back so it is super important!

If you run a Taster Day make sure you sign up any potential members after the event. This can be done by sending an email with all the relevant information. To find out more about email marketing, head to the Digital Marketing section of the Club Toolkit [here](#).

Top Tip:

Send an email out to all the competitors asking for feedback after the event has taken place. Getting the positives and negatives of your event running and organisation will only help you improve and get better as a club.

When using email, make sure that you are always in line with GDPR so as to not share people's information.

Race With Respect

At all events, a socially-minded standard of behaviour is expected from everyone within the motorsport community. By participating in a Motorsport UK event, in any capacity, you are agreeing to follow the values of the governing body's Respect Code. This can be found on our website [here](#). There is also a Club Flyer on our website which can be distributed among your members or put on your event notice board.



Need help?

If you are struggling or would like any help, let us know! At Motorsport UK, we can help put you in touch with some experts who can guide you through the process.

For more information guides visit the Motorsport UK Club Toolkit.

For guidance and suggestions of further guides, email the Motorsport UK Club & Community Development Team at club.development@motorsportuk.org