



2019 MEDIA FACILITIES AND OPERATIONS GUIDE



1. INTRODUCTION

The purpose of this document is to define the minimum standards for the provision of facilities and services to the media at all rounds of the FIA Asia-Pacific Rally Championship & FIA APRC Cups.

It is in the interests of the event and the championship to have a good relationship with the local media.

Prior to the event, the Media Officer should be in contact with local print, radio and TV sports and/or motorsport media to inform them of the programme for the event, expected competitors, and to establish key print / news deadlines.

2. ACCREDITATION

All media shall be accredited at the discretion of the Event Media Officer for each round of the Championship.

Organisers are requested to encourage media accreditation to expand the exposure of the Championship.

3. RESPONSIBILITIES

The Media Officer for each round of the Championship is responsible for:

- 3.1 Publication and distribution of APRC-focused media releases, as a minimum, including:
 - a. Pre-event Information.
 - b. Pre-event Entry List.
 - c. End of Leg 1 incorporating results.
 - d. End of Leg 2 incorporating results (including Rally2 restarts).
 - e. End of event incorporating official final results.
 - f. Any subsequent decision affecting the results
- 3.2 All media releases published by the event should be included on the event website which must also include event results.
- 3.3 Provision of a direct link to the results page of the event website 1 month prior to the event so that the results section of the APRC website can link to the results section of the event website.
- 3.4 Distribution of a pre-event media release and a post event media release to the APRC Secretariat and APRC Coordinator for the APRC website.
- 3.5 Distribution of End of Leg media releases with one relevant picture electronically to the APRC Coordinator for the APRC website.
- 3.6 Provision of a minimum of six APRC relevant high resolution photos to the APRC Coordinator for use on the gallery section of the APRC website and for free distribution to the media.
- 3.7 Distribution of the media releases and results to international media – via email.
- 3.8 Accreditation of all media on event.
- 3.9 Provision of media facilities on event.
- 3.10 Organising and hosting the pre-event and post-event (optional) press conferences.

- 3.11 Providing raised photographers stand at start and finish ceremonies.
- 3.12 Providing a suitable finish podium for place-getters.
- 3.13 Helping to ensure adequate exposure for event and series sponsors (ie backboards for press conferences – refer Article 10).
- 3.14 Liaise with ASNs to ensure there are no insurance issues with photographers on special stages, in particular.
- 3.15 The APRC will share the relevant access data for the FIA APRC Twitter and Face book accounts, so that organisers can update these sites as well prior, during and post event. It would be fantastic to also get live streaming done for parts of the rally and the APRC request 2 to 5 minutes footage to be posted on YouTube.

4. MEDIA FACILITIES

The following minimum standard of media facilities must be provided by each Organiser for use by accredited media on event:

- 4.1 Media Accreditation Centre:
This should be located adjacent to the Media Centre and should be opened at least 24 hours before the start of the event.
- 4.2 Media Centre:
The media centre should contain:
 - a. High speed internet access – cable or wireless access
 - b. A minimum of one (1) computer that has internet and results access and is networked to a printer
 - c. Sufficient workspace for all accredited media
 - d. One (1) telephone line for general use by accredited media
 - e. Photocopying facilities
 - f. Notice board
 - g. Power supply, with sufficient outlets
 - h. Results board / trays containing copies of the following reports
 - i. Staff of a sufficient number and relevant experience to service the media centre during the event, manage the press conferences and start/finish ceremonies, and provide the end of stage and service park quotes (field media) in a timely manner.
- 4.3 Reports:
The following list of printed reports should be available within the Media Centre and posted in the relevant sections of the event website:
 - a. Shakedown Times.
 - b. Official Start List for each Leg.
 - c. Individual stage times, incorporating progressive results ie stage results alongside overall position after each stage
 - d. End of Leg 1 and Leg 2 unofficial classifications, 1 set for overall.
 - e. Individual Leg & Overall provisional final classifications
 - f. Incident and Driver comments from end of stages and Service Parks (field media).
 - g. Information from the Clerk of the Course / Stewards – communications and bulletins
 - h. Final official classification, 1 set for overall.

Media should be referred to www.fiaaprc.com for APRC points.

5. CEREMONIAL START (OPTIONAL)

A raised photographer stand should be provided at both ceremonial start and finish ceremony in a suitable location adjacent to the start/finish ramp (preferably in front of & within 7 m of ramp). Consideration needs to be given to the position of the sun at the times of these ceremonies. Ideally the sun should be located behind the photographer stand.

If the Start is at night, lighting should be provided on the Start Ramp.

One or two sentences of biographical, seeding or other information should be provided to the MC for each crew.

6. FINISH CEREMONY

The Finish Ceremony must place emphasis on the APRC place-getters. Refer Appendix A (page 6).

Trophies must be awarded as per Appendix B (page 7). Organisers can award additional trophies if they wish.

7. RALLY GUIDE 1

Email notification of Rally Guide 1 must be sent to media by the organisers.

Refer to 2019 FIA Regional Rally Sporting Regulations – V4 - APRC – Article 14.4

8. RALLY GUIDE 2

Rally Guide 2 must be produced (as per FIA Regional Sporting Regulations Appendix II-3) by each round of the Championship and email notification that it is on the event website must be sent to media by organisers to help media with their planning.

Refer to 2019 FIA Regional Rally Sporting Regulations – V4 - APRC – Article 14.4

9. MEDIA SAFETY BOOK

A printed Media Safety Book should be produced by each round of the Championship and distributed to photographers/television media at accreditation.

CONTENTS

1. Welcome from Clerk of the Course
2. Safety for the Media
3. Tabard Media Special Stage Entry Times
4. Media Parking (Rally HQ, Media Centre and Special Stage Parking)
5. Media Safety and Identification (refer page 8).
6. Itinerary
7. Stage Maps and Photo Point Diagrams

10. MEDIA CONFERENCES

One Pre-event and one Post-event (optional) Media Conference should be included in the programme of activities for the event.

If the media conference is held outdoors, then an all-weather facility must be provided.

A media backdrop must be provided – to include event sponsors, and APRC logo / sponsors (50% event logos / 50% series logos).

10.1 Pre-Event:

This should be scheduled as late as possible prior to the start of the event, at a time that will maximise media exposure. The timing should ensure that no clash occurs with other activities that the crews are likely to be involved with and may be held in conjunction with the Ceremonial Start.

A minimum of four (4), and maximum of six (6) APRC registered drivers should be invited to attend, and would ideally include, current APRC Champion, winner of last year's event, plus other notable drivers.

Alternatively, organisers may arrange a driver photo opportunity which may include a driver signature session for the public and/or a mini press conference. Whichever option is used, details must be advised in Rally Guide 2.

10.2 Post-Event:

The Post-Event Press Conference may be held at the discretion of the Organisers.

This may be as part of the Finish Ceremony OR scheduled immediately after the finish of the event.

If the Media Officer feels that a Post Event Press Conference will be poorly attended then the event may elect not to hold one.

The location and timing of the Post Event Press Conference must be advised in the Timetable of Events and if one is not being held it must be advised in Rally Guide 2.

The first, second and third placed APRC registered driver and co-driver are required to attend.

11. APRC SECRETARIAT: POSTAL AND COURIER ADDRESS

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New Zealand

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APPENDIX A

APRC PODIUM CEREMONY

1. GENERAL POINTS

a) The finish ramp should incorporate an archway, clearly displaying the name and logo of the event. Directly in front of the ramp should be the photographers' tower. The lane leading to the archway **must** be barriered to prevent public access from obscuring the photographers view.

b) The organisers should provide an "Olympic style" dais for use by the third, second and first crews only, positioned in a way to allow photographers / TV crews to take pictures from the photographers' tower.

c) All teams with a car in the top three must have a technician in attendance with the car to transport the car to post-event scrutiny, if required.

d) The reference to registered drivers in the APRC also includes nominated Team Trophy drivers.

2. PROCEDURE (ALL PROCEDURES SHOULD BE CONTROLLED BY THE MASTER OF CEREMONIES)

a) The recommended finish procedure is as follows:

- 3rd car of registered drivers (incl Cups & Team Trophy) in the APRC event, on to ramp, interview on ramp and then proceed to park in a location as directed by and under the authority of the event officials.
- 2nd car of registered drivers (incl Cups & Team Trophy) in the APRC event, on to ramp, interview on ramp and then proceed to park in a location as directed by and under the authority of the event officials.
- 1st car of registered drivers (incl Cups & Team Trophy) in the APRC event, on to ramp, interview on ramp, nose down on ramp for photo session.
- Podium boxes in to place.
- Presentation of trophies.
- National anthem and associated flag raising for winning driver, co-driver and manufacturer.
- Champagne spray and photoshoot.
- Provision for team photos on ramp or in adjacent area.

b) The above procedure duplicated for the Outright positions – If 2 (or 3) APRC registered drivers are in first 3 outright in APRC event, the need for a separate podium &/or the method utilised for the second procedure is left to the Organiser's discretion.

c) The above procedure duplicated for the 2WD positions where there are 2 or more 2WD finishers in the APRC event.

FIA Asia Pacific Rally Cup powered by Würth.

This competition is open to ALL drivers in the international event (including non-registered APRC drivers and co-drivers) and should be held in conjunction with the Registered Driver podium or the Overall podium as appropriate.

APPENDIX B

APRC MINIMUM TROPHY REQUIREMENTS

The Trophies to be awarded are below. Organisers may award additional trophies if they wish.

General Classification

1st Overall (driver and co-driver)
 2nd Overall (driver and co-driver)
 3rd Overall (driver and co-driver)

Events

All events
 All events
 All events

FIA Asia Pacific Rally Championship

1st FIA APRC (driver and co-driver)
 2nd FIA APRC (driver and co-driver)
 3rd FIA APRC (driver and co-driver)
 1st FIA APRC 2 (driver and co-driver)
 1st FIA APRC 3 (driver and co-driver)
 1st FIA APRC 3 Manufacturer
 1st FIAAPRC Manufacturer

All events
 All events
 All events
 All events
 All events
 All events
 All events

1st FIA APRC Pacific Cup (driver and co-driver)
 1st APRC 2 Pacific Cup (driver and co-driver)
 1st APRC 3 Pacific Cup (driver and co-driver)
 1st FIA APRC Asia Cup (driver and co-driver)
 1st APRC 2 Asia Cup (driver and co-driver)
 1st APRC 3 Asia Cup (driver and co-driver)
 1st FIA APRC Junior Cup (driver and co-driver)

NZ / Australia
 NZ / Australia
 NZ / Australia
 Indonesia / Japan / China
 Indonesia / Japan / China
 Indonesia / Japan / China
 NZ / Australia / Japan / Indonesia / China

1st APRC AEV Cup
 1st APRC SUV Cup

All events
 All events

Classes

1st placed (driver and co-driver)

All events

FIA Asia Pacific Rally Cup powered by Würth.

The presentation of prizes is generally made by a Würth representative or someone representing the APRC. The Organisers are not required to provide any trophies or awards.

APPENDIX C

FIA ASIA-PACIFIC RALLY CHAMPIONSHIP

ADMINISTRATIVE PROCEDURES

The following table details the schedule for publication of documents.

Activity	From	To	Deadline
Draft Itinerary	Organiser	APRC Secretariat	5 months before the rally
Rally Guide 1 (electronic)	Organiser	APRC Secretariat, FIA APRC Officials, APRC Co-ordinator and others	5 months before the rally
Appointment of the Stewards and Observer	FIA	Organiser	3 months before the rally
Draft Supplementary Regulations	Organiser	FIA who will liaise with the Observer	
Approval of the Supplementary Regulations	Observer	FIA who will advise the Organiser	2 months before day 1 of the rally
Issuing of Visa	FIA	Organiser	2 months before day 1 of the rally
Supplementary Regulations published and opening of entries	Organiser	FIA, APRC Secretariat, APRC Co-ordinator, possible entrants and published on event website	A minimum of 1 month before the final entry closing date
Closing of Entries	Entrants	Organiser	3 weeks before the rally and no later than 2 weeks before start of reconnaissance
Rally Guide 2 published	Organiser	Competitors, APRC Secretariat, FIA Officials and published on event website	3 weeks before the start of the rally
Proposed Seeded Entry List for comment	Organiser	Observer & APRC Coordinator	2 weeks before the rally
Seeded Entry List published	Organiser	Entrants, media, officials & APRC Secretariat	8 days before Day 1 of the rally
Media Safety Book published	Organiser	Accredited media	Before the rally
Road Book published	Organiser	Competitors and FIA APRC Officials	Before the rally
Safety Plan published	Organiser	FIA, FIA APRC Officials	Before the rally
Results			
Provisional Final Classification	Website		Separate results for: Overall, Leg 1, Leg 2
Final Classification	Website		Separate results for: Overall, Leg 1, Leg 2 Must include all entered competitors including DNFs

APPENDIX D

MEDIA SAFETY & IDENTIFICATION

Adapted from the FIA WRC Media Facilities and Operations Guide

1. It is acknowledged that the media play an important role in the FIA Asia Pacific Rally Championship and that each member of the working media must be permitted to carry out his or her work in the best possible conditions.
2. However, the media is not exempt from having to respect safety rules. In general, this should not interfere with their ability to perform their duties. Nevertheless, safety will always take precedence.
3. Media are divided into two groups:
 - a) MEDIA
 - b) TABARD MEDIA

Each group is identifiable as follows:

- a) MEDIA – media passes, named and issued by the event organizer.
 - b) TABARD MEDIA – named media passes and numbered tabards, issued by the event organizer. It is strongly advised using the APRC numbered tabards available from the FIA APRC Coordinator Mr Murray Brown.
4. Only media representatives wearing a media pass and tabard will be permitted access to reserved areas on the special stages where spectators are not permitted. These areas are marked in the event's Media Safety Book as designated tabard media zones. All other members of the media must remain in designated spectator areas on the stages.
 5. Media representatives wearing a tabard must ensure it is clearly visible at all times and not covered in any way. The tabard is allocated on a strictly named basis and is non-transferable. Failure to comply with this will result in the immediate withdrawal of the tabard.
 6. If in the opinion of a marshal, official or the FIA APRC Coordinator the wearer of a tabard is located in an area of danger he or she will be asked to move. If this instruction is ignored, a written report of the incident, detailing the number of the tabard holder, must be sent to the Clerk of the Course, who will immediately forward it to the FIA APRC Coordinator.
 7. The FIA APRC Coordinator, having investigated the matter, may at his or her discretion, summon the relevant parties.
 8. Having heard the parties, the FIA APRC Coordinator (in accordance with the event's Accreditation Agreement and Waiver of Liability) may:
 - a) impose a reprimand, which will be taken into account in the event of a further offence
 - b) withdraw the accreditation for one or more days of the current or following event(s)
 - c) refer the matter to the Stewards of the Meeting
 - d) refer the matter to the FIA Press Council.

APPENDIX E

2019 APRC WÜRTH AGREEMENT

Since 2013 Würth and the FIA Asia Pacific Rally Championship have had a marketing partnership in place with the current agreement extending to 2019.

Würth will have exclusivity in an agreed product range - Automobile chemical and tools - and the ability to develop a range of APRC branded products and merchandise.

Please note the correct spelling of Würth is with an 'Umlaut-U', otherwise use Wuerth.

WÜRTH SIGNAGE AND PROMOTION BENEFITS

Würth Competitor Door Banners for a Product Partner agreement are 2x (50cmx 10cm) however the APRC currently offers Würth a door banner 2x(67 x 17 cm) the same dimension as the doorplate while the space is available. The APRC reserves the right to change the signage size back to the agreed dimensions if a naming rights sponsor is signed.



1. Organisers are to ensure provision of guaranteed Würth signage and branding on:
 - o Rally cars
 - o Start/finish podiums – 2 FIA/ Würth banners on the top of the podium, to be printed by organisers, and Würth flags on both sides of the podium (supplied by local WURTH distributor), with WURTH flags at the front of all other flags for the APRC presentation.
 - o Service park – organisers to allocate a 6m x 5m space in service park for exhibition/sales space. This area should be central or close to the service areas of APRC teams and supplied with electricity. Würth personnel to erect and man.
 - o Super Stage and Stage signage by agreement with the event organiser.
 - o The Würth logo is to be included on all event publicity and documentation.
 - o Placement and supply of the Würth signage and marquees at each event is the responsibility of the local Würth distributor, working strictly in conjunction with the rally organisers.
2. Allow upon agreement extra space allocated for Würth to use as hospitality
3. Allocate a space 6m x 5m, near each start/finish podium and spectator area for Würth exhibition/sales space. At some events this area is used as a 'meet the drivers' or fan base. Each location should have adequate electricity or lighting supplied. Würth personnel are to erect and man the location.
4. Würth have permission to give away free merchandise to spectators and fans
5. Würth banners to be placed in other areas such as holding areas, parc fermes, service- park fencing, near stage start/finish controls, super-specials and media conferences. Each event is different and the local Würth distributor should meet with event organisers at least 2 months prior to the event, to agree on a plan and available locations.
6. Organiser to provide a minimum of 10x free guest passes and 4x car passes for Würth personnel. Additional guest and car passes by request.
7. Where possible Würth personnel are to be offered 'Ride in a rally car' opportunities at Shakedown (Friday). Seats are limited and prior notice (names, numbers and contact details) are requested at least 30 days before event. Safety equipment will be supplied by organisers (helmets and driver suits) where there is sufficient notice, however Würth personnel are requested to wear suitable non-flammable close-fitting clothing and shoes.
8. Würth require a podium presentation at the finish of each event, Würth will have the opportunity to present prizes, including a giant cheque of US\$1000 to the overall event winner and product prizes for 2nd and 3rd places. Three Würth Cups or trophies are presented at the final round, although this year we have been using the Würth Cup as a winner's trophy at all events and on many occasions, media have posted photos of the rally winner holding the cup.

9. Würth are granted permission to use the FIA APRC logo on special edition products, permission from the APRC Executive is required.

WÜRTH MERCHANDISE FOR ORGANISERS:

A supply of free merchandise for Volunteers and Media – 250 Würth-APRC caps and 250 Würth-APRC Lanyards.

FIA ASIA PACIFIC RALLY CUP POWERED BY WÜRTH.

This is a competition open to ALL drivers in the international event, including non-registered APRC drivers and co-drivers. There is a podium presentation for the top-three drivers in the international event where presentations are made to the overall winner, plus 2nd and 3rd overall.

The presentation of prizes is generally made by a Würth representative or someone representing the APRC.



APPENDIX F

TELEVISION & VIDEO RIGHTS

The Television and Video rights to the FIA Asia Pacific Rally Championship are jointly owned by the FIA and the Asia Pacific Rally Championship Working Group.

The administration and control of the rights is the responsibility of the APRC's contracted and official TV/Media Production coordinator.

1. All APRC television and video footage supplied to third parties including TV stations, On-Line Media, teams and sponsors must be via 'APRC TV and Marketing' at an agreed cost, depending on requirements.

Or

2. Where a TV Station or Production companies wishes to send their own TV journalists/camera-men to an event, all media applications require permission from APRC TV who will consider each request individually and work out an agreeable solution and cost for broadcast rights, relative to the long-term betterment of APRC media and television exposure.

All requests to use of footage for commercial purposes must be referred to the APRC Secretariat.