

### Guidelines for Regional Representatives when asked to approve a running order

The purpose of these guidelines is to assist regional representatives when asked to approve a running order. The questions are intended to act as prompts when reviewing a proposed running order and to assist new regional representatives in undertaking this responsibility. This checklist is used after the division splits and proposed format have been approved. It is during that first step that a review of web times will also have been undertaken. It is recognised that depending on matters such as small number of Teams entered and other local factors that the Guideline for gaps and breaks in running may not be achievable in all cases. All Guidelines must be applied with benefit of local knowledge and common sense.

1. Has each team been allocated the appropriate number of races for the approved format?
2. Does each team have an equal (or balanced) number or races in both the left and the right lane?  
NB: where a team has an uneven number of races there will not be an equal balance of races.
3. What are the minimum and maximum number of races between each teams races?  
Example below:

Division	Team	Lane	Race Number				Biggest gap	smallest gap
1	C	Left	17	26	31	35	14	4
		Right	5	9	13	39		
	D	Left	3	7	12	39	10	4
		Right	17	22	27	33		
	E	Left	1	5	15	33	7	3
		Right	12	21	26	37		
2	F	Left	24	40			10	8
		Right	6	16	32			
3	G	Left	2	19	7		11	5
		Right	14	40				
	H	Left	11	32			14	6
		Right	2	25	38			
	I	Left	8	14	38		10	4
		Right	24	28				

4. Do all teams within the one division (or combined divisions) have roughly the same minimum and maximum gaps between races?
5. Does any team have a gap of 3 heats or less? If yes, is a break in the running order required?
6. Ensure that clubs do not have back to back races, this will speed up the number of races completed per hour. Where it is unavoidable to avoid club clashes, try to keep the club with the clash in the same lane. This will also speed up racing and clubs will be appreciative of fewer box movements. An effective way to do this is to colour code clubs on a spreadsheet.
7. This is not essential but if there is a chance of rain it is a good idea to identify where each division completes a round robin so that racing can be rearranged if necessary to achieve a result in the competition.