



THE DIGITAL SLOT CAR ASSOCIATION EVENT HANDBOOK 2025 version 1.0

1. DiSCA values

The purpose of this document is to describe the preparations, activities and responsibilities that are necessary to host an event that satisfy the core values of DiSCA. Those values are;

- To provide clear and accurate information to competitors and or attendees by issuing professional documentation, maintaining consistency in planning, and following through on commitments made to attendees.
- To facilitate fair and exciting competition between accurate scale model slot racing cars by implementing effective technical and sporting regulations.
- To take advantage of the nature of digital slot car racing by distinction from analogue conventions such as driver rotations, lane tape, track calls and aggregated racing, where possible.
- To race on realistic, replica racing circuits, or otherwise garnish traditional slot circuits with a realistic flavour where it is not possible to replicate a real layout.
- To emulate and uphold established conventions from full-sized car racing events, where appropriate.
- To promote the hobby of slot car racing on a general basis .

2. Pre-Announcement Preparation

This section describes the necessary preparations to be made prior to announcing an event to the public.

2.1. The organiser must decide on a on overall concept for the event, including but not limited to;

- 2.1.1. Race format and duration
- 2.1.2. Track layout and configuration
- 2.1.3. Type of cars to be raced

2.2. The organiser must determine and arrange a suitable venue to host the race event. Factors associated with the venue which require consideration may include;

- 2.2.1. Time required to host the event including any prior setup or subsequent break
- 2.2.2. Immediate facilities and access including toilets, refreshment, car parking etc
- 2.2.3. Location and proximity to nearby amenities
- 2.2.4. Costs

2.3. The organiser must select a date for the event to take place. Factors associated with selecting an appropriate date may include;

- 2.3.1. Personal availability of the organising team
- 2.3.2. Venue availability
- 2.3.3. Clashes or proximity with other slot meetings for potential attendees

2.3.3.1. Avoiding clashes can sometimes be difficult, so if necessitated, select a clash with an event that has the least potential crossover with your target attendance.

2.3.4. Clashes or proximity to full-sized race meetings or other prominent sporting event

2.3.5. National holidays

2.4. The organiser must prepare the appropriate supplementary information for prospective attendees, including but not limited to;

2.4.1. Summary of event as per section 2.1

2.4.2. Venue information as per section 2.2

2.4.3. Event date as per section 2.3

2.4.3.1. The event date should never be changed unless absolutely necessary due to some unavoidable force majeure.

2.4.4. Technical regulations describing the cars to be raced

2.4.5. Sporting regulations to formalise the format and order of the meeting, including schedule

2.4.6. Entry form or process, and associated fees and methods of payment

2.4.6.1. Google forms is the preferred method by DiSCA to collect entries at the time of writing this document

2.5. The organiser must devise a promotional strategy to advertise the event effectively. Effective promotional methods include but are not limited to;

2.5.1. Physical posters for display in shops and clubs

2.5.2. Digital posters and other appropriate artwork for online fora and social media

2.5.3. Public event tie-ins such as full-sized race meetings, shopping centre exhibits, model shows

2.5.4. Traditional local media such as community radio, newspapers and flyer distribution

3. Announcement

This section describes how the event announcement should be handled by the organiser.

3.1. The event announcement should cover all of the information described in section 2.4, and any promotional material such as the examples given in section 2.5

3.2. Any digital announcement should have any supplementary documents attached or linked to in an environment where attaching documents to an announcement is not possible.

3.2.1. Any links should use a "shorten URL" feature. Google suite (docs, forms etc) allow this natively in sharing options, otherwise use tinyurl.com for facebook posts or similar, or if not using G-suite.

3.3. Any physical poster should contain a URL or QR code where more information can be found. Alternative methods of enquiry may be;

3.3.1. Organiser's email address

3.3.2. Organiser's phone number in the case of a commercial operation

4. Pre-Event Preparation

This section describes the necessary preparation to undertake before the date of the event.

4.1. The organiser must arrange for any trophies, prizes or awards to be delivered prior to the event taking place

4.2. The track must be inspected, cleaned and if necessary, repaired or maintained so that is fit for racing

4.3. Supplementary equipment must be arranged and made ready for use. Examples of supplementary equipment include, but are not limited to;

4.3.1. Tools for working on the track and or facility in general

4.3.2. Power cables, boosters and or extension leads

4.3.3. Power supplies for track and hand controllers, if appropriate

- 4.3.4. Laptop or computer with timing and scoring software, and any other digital tools, if appropriate
- 4.3.5. Circuit-Computer interface such as dongle, hub, etc
- 4.4. The organiser must arrange for any hand-out parts to be delivered and if necessary, prepared, prior to the event taking place.
- 4.5. For larger events, DiSCA recommends that the organiser issues Final Instructions to competitors between ten (10) and fourteen (14) days prior to the event. The purpose of Final Instructions is to;
 - 4.5.1. Confirm the venue and provide any relevant travel information
 - 4.5.2. Confirm the schedule for each day of the event
 - 4.5.3. Post the entry list and confirm Car and or Driver IDs, if appropriate
 - 4.5.4. Confirm firmware levels to be used by competitors, and those to be used by the organisation, if appropriate
 - 4.5.5. Provide any useful recommendations or requirements not covered by any regulations, if appropriate
 - 4.5.6. Provide any other supplementary information, if appropriate
 - 4.5.7. Provide contact details for key members of the organisation
 - 4.5.8. Focus attendees on the event to get them excited!
 - 4.5.9. Demonstrate professional conduct by the organisation
 - 4.5.10. Emulate full-sized racing conventions
- 4.6. For larger events, one optional consideration may be to produce a spotters guide featuring illustrations of the cars entered into the race, along with the driver(s) and driver(s) nationality, team name and nationality if appropriate, body and chassis manufacturer, and optional short paragraph of flavour text pertaining to the driver(s) and / or team. Any spotters guide or similar such document would require appropriate information to be collected at the time of registration, and checked again prior to print or issue. The purpose of a spotters guide is to;
 - 4.6.1. Provide quick reference for both competitors and organisation during the event
 - 4.6.2. Provide a simple souvenir for attendees to take home with them after the event has concluded
 - 4.6.3. Provide a commercial opportunity for event sponsors to advertise their logo and or involvement
 - 4.6.4. Demonstrate professional presentation by the organisation
 - 4.6.5. Emulate full-sized racing conventions
- 4.7. The organiser may chose to issue official sticker kits (ie, racing numbers) during the event. If this activity is performed, then the sticker cuts must be designed and printed prior to the event taking place. The purpose of an official sticker kit is to;
 - 4.7.1. Clearly identify the race number and digital ID of every car and or driver
 - 4.7.2. Facilitate a consistent appearance of models across the field, as found across many full-sized race grids by use of common number panels and or windscreen streamers
 - 4.7.3. Improve the appearance of low-effort or poor quality custom painted cars
 - 4.7.4. Provide a commercial opportunity for event sponsors to advertise their involvement
 - 4.7.5. Provide a simple souvenir for attendees to take home with them after the event has concluded
 - 4.7.6. Demonstrate professional presentation by the organisation
 - 4.7.7. Emulate full-sized racing conventions

5. Administrative and Procedural

- 5.1. During the event, the organiser should consider the following;
 - 5.1.1. Any need for drivers or attendees to sign in or otherwise declare their presence at the venue, for security or insurance purposes, if appropriate
 - 5.1.2. Any change to the advertised schedule, for whatever reason, should be announced or otherwise shared publicly so that attendees are made aware
 - 5.1.3. The start of any track session should be announced or otherwise signalled
 - 5.1.4. The end of any track session should be announced or otherwise signalled

5.2. During the event, the organiser should have the following printed documents to hand;

5.2.1. Schedule

5.2.2. Technical Regulations

5.2.3. One-page abbreviated technical regulations to assist scrutineering team for quick reference

5.2.4. Sporting Regulations

5.2.5. Final Instructions, if appropriate

5.2.6. Spotter's guide, if appropriate

5.2.7. Optional "Master Sheet" containing every car and or driver, and every variable associated with that car or driver as dictated by the race format. Examples of variables include, but are not limited to;

5.2.7.1. Hand-out part selection

5.2.7.2. Position on driver's rostrum for each driving session

5.2.7.3. Position to marshal when not driving

5.2.7.4. Penalty marks accrued

5.2.7.5. Fastest lap time and or lap score from each session, as applicable

5.2.7.6. Outcome of any scored session (eg Qualifying or Race)

5.3. The organiser must perform a mandatory driver's briefing prior to the main racing session taking place.

5.3.1. The purpose of the driver's briefing is to;

5.3.1.1. Remind the drivers what will be expected of them as the event progresses

5.3.1.2. Remind track marshals what will be expected of them as the event progresses

5.3.1.3. Inform the drivers of the responsibilities of the organiser(s)

5.3.1.4. Provide an opportunity for drivers to ask questions about anything they are unsure of

5.3.1.5. Establish equal treatment toward all drivers, each of whom are mandated to gather for the briefing regardless of their driving ability, experience level or familiarity with event procedures.

5.3.2. The content of the driver's briefing should cover, but not be limited to;

5.3.2.1. Welcome and introductions of organisers and or officials for the event

5.3.2.2. Venue orientation including locations of fire escapes, smoking areas and toilet facilities

5.3.2.3. Summary of schedule and or remaining sessions

5.3.2.4. Scrutineering procedures to be undertaken

5.3.2.5. On-track driving etiquette expected of competitors

5.3.2.6. The procedure for pit work, maintenance and repair during a session

5.3.2.7. Summary of actions to be penalised and relevant penalty procedures

5.3.2.8. Any other remedial information which may include, but not be limited to;

5.3.2.8.1. Fault mitigation

5.3.2.8.2. Track call implementation, if any

5.3.2.8.3. Downtime procedure

5.3.2.8.4. Race start and or restart procedure

5.3.2.8.5. Race finish procedure

5.3.2.9. Invitation for questions

5.3.2.10. Thanks and lead-in to the immediate next session

5.3.3. The organiser may also chose to prepare a short-form briefing for the specific purpose of;

5.3.3.1. Qualifying sessions

5.3.3.2. Rookie drivers attending for the first time

6. General

Annex I – Encouraged behaviours and actions for organisers

- Use consistent and deliberate language when describing technical information or any matter pertaining to rule making
- The organiser should keep to the listed schedule to the best of their ability. Build down-time in to the schedule in order to mitigate against over-running and provide a more relaxed feel to the day. List any downtime as “Tack Closed”, “Intermission” or “Lunch Break”. Try to envisage all possible scenarios and what may be done to address them, in other words, develop a “Plan B” or “Plan C” for certain scenarios.
- Any deviation from prior published information must be clearly communicated among attendees
- Use hand-out tyres for any race longer than one (1) hour
- Use hand-out motors for all racers longer than three (3) hours
- Rotation the driver positions on the driver’s rostrum prior to the main race event. Many DiSCA events allow the drivers to select rostrum position based on qualifying results, prior to that rostrum positions are assigned at random by the organisers.
- Rotate the marshal positions for any event longer than three (3) hours
- All cars should display a race number corresponding to their Digital ID, where appropriate
- The organiser must consistently enforce all rules across all drivers, cars and actions, without exception
- Any decision made should be upheld and stuck with, even if it is later realised to be a mistake. Acknowledge the mistake after the event and take the correct action next time. Do not go back on decisions made during the event.
- The organiser should take a short moment following the prize giving ceremony to thank attendees, sponsors and organising colleagues for making the event possible. The organiser may wish to use this opportunity to briefly promote any forthcoming event.

Annex II – Discourages behaviours and actions for organisers

- Track calls should not be used unless absolutely necessary, eg multi-car accident on main straight. Track calls ruin driver’s immersion and the feeling of taking part in a race. Any track call should be the Race Director’s prerogative, not requested or activated by any driver. Any track call should prioritise a speed-limited mode over a dead stop, such as safety car feature of the Race Management Software. Resumption of racing should be clearly communicated prior to the return to racing.
- Speculative penalties should not be issued. Officials should only take action toward penalties or protests if they can be sure a violation was committed. For longer races, a three-strike penalty system can be effective filter mitigating uncertain reports.
- Ad-hoc decision pertaining to an matter should be avoided. Any decision should be backed up by existing documentation, or in the case of an any exceptional decision, voted for primarily by the organisation, secondarily by team captains if applicable, and thirdly by individual drivers only if absolutely necessitated