

This booklet is intended to provide guidance to organisers and background to all interested parties as to the planning and implementation processes required to run successful events in accordance with the MotorSport NZ rules and regulations.

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Should any conflict exist between the requirements in the MotorSport Manual and the guidelines in this handbook the Manual takes precedence.

FOREWORD

The intention of this Handbook is to provide organisers of ClubSport events with guidelines to assist with organising events and to put into logical order the tasks involved in running an event.

The MotorSport Manual contains the National Sporting Code, which is applicable to all events along with its Appendices Two and Five. Appendix Two Schedule H Chapter Four contains the basic safety elements that organisers must consider and Schedule A contains the Driver and Vehicle safety requirements. Appendix Five Schedule C are the Standing Regulations for all ClubSport events.

This Handbook should act as a prompt to all event organisers in helping them remember all the information, duties and checks that help make an event successful.

Separate Booklets are available for Navigational Trials (Schedule T), Sporting Trials (Schedule CK), Drifting (Schedule DR) and Cross Country Vehicle (4WD) events (Schedule CCV).

If organisers or clubs have any ideas for improvement in future issues of this Handbook, or with documents that could assist other organisers please send details to MotorSport NZ.

In the production of this booklet MotorSport NZ gratefully acknowledges the support from the ClubSport Advisory Commission, the Chief Steward and the Chief Clerk of the Course, without all this voluntary support the compilation would have been that much harder.

MotorSport NZ intends to publish an updated version of this booklet regularly; all major changes from previous versions will be shown highlighted thus.

APPOINTING A COMMITTEE

References to this subject
Appendix One Schedule O

Having decided to organise a ClubSport event it is the responsibility of the member Club involved to appoint an organising committee. Often the club will simply appoint one person who will take the role of Chairman of the Event Organising Committee. It is then up to the chairman to select and appoint the people that will be needed to fill the important positions for the event.

The composition of the committee may include such roles as follows and obviously for small events some members of the committee may have a multitude of roles or the organiser may decide that some positions are not necessary for the level of event planned:

- Chairman
- Secretary/Treasurer
- Clerk of the Course
- Assistant Clerk of the Course
- Chief Safety Officer
- Results and Timing Officer
- Chief Marshal
- Communications Officer
- Accident Investigator
- Publicity Officer
- Chief Scrutineer
- Competitor Relations Officer

Other officials who will have specific jobs for the event will need to attend some committee meetings to ensure that they have a good understanding of event planning and their roles in the event.

Chairman

The ability of the chairman is the key to the success of the whole event. Ideally the chairman should hold no other position except Clerk of the Course or Assistant Clerk of the Course.

The chairman needs to be fully aware of the individual tasks of each of the personnel appointed to each task and needs to be able to direct when necessary and advise on the requirements for each job.

The chairman in this situation is the taskmaster - the person who sets the tasks and makes sure they are done.

The financial aspects of the event are very important and the chairman should set a fully detailed budget that is as accurate as possible. A regular check should be made on all expenses incurred or committed against this budget.

Pay particular attention to the arrangements for ancillary services being provided by non-motorsport persons who may not realise the full extent of the task they are taking on.

Secretary / Treasurer

The Secretary / Treasurer is another key position. This position carries the responsibility for:

- Maintaining records of all meetings.
- Attending to all correspondence.
- Ensuring all the paperwork is organised properly and efficiently.
- Attending to all financial matters, banking, payment of accounts.
- Maintaining accurate records of income and expenditure.

An Event Secretary may be appointed to handle all of the duties directly related to the event:

- Receiving and acknowledging entries.
- Organising documentation.
- Provides results to all competitors.

The duties of other officials are covered in a later section dealing with event administration.

TIMETABLE

References to this subject
Form CS 001 ClubSport Event Checklist-MotorSport NZ website
Form CS 002 ClubSport Event Checklist-MotorSport NZ website

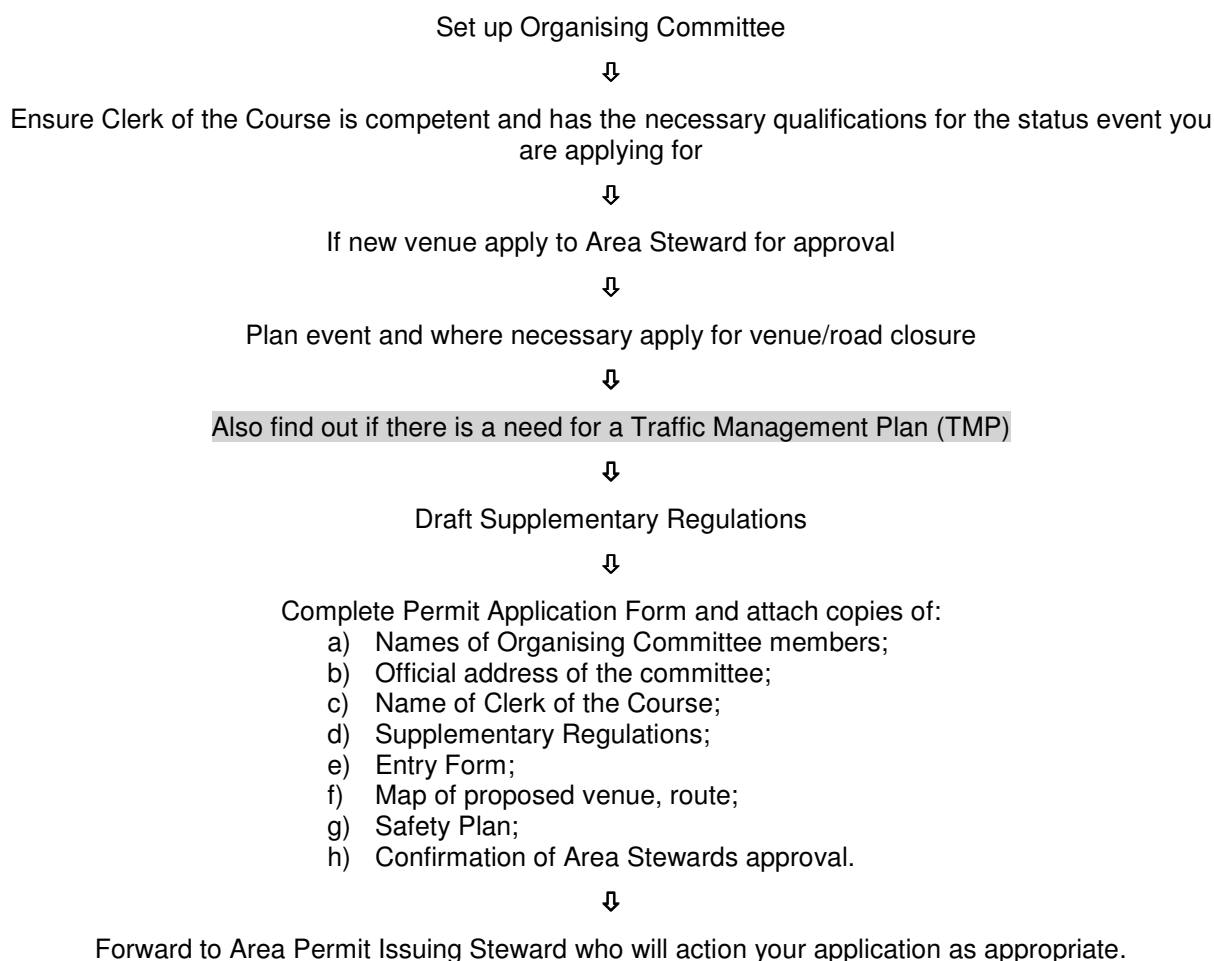
The key to a successful event is to set a timetable, listing all the key tasks, putting target dates on each by working back from the date of the event including key target dates then arranging all the tasks in date order.

The following is a suggested timetable for a ClubSport level event.

Organisers Duties	Suggested Completion Dates Expressed In Weeks Before Event
• Appoint Committee Chairperson	12
• Establish key Committee posts	12
• Initial selection of roads to be used for the event	12
• Apply to Area Steward for new venue	12
• Prepare supplementary regulations	6
• Prepare Safety Plan	6
• Apply for Permit	3
• Send out regulations/entry form	3
• Complete organisation of event	2
If Venue use involves road closure:	
• Initial discussions with road authorities	<u>5 months</u>
• Initial residents visit	<u>3 months</u>
• Formal application for venue, road closure	<u>3 months</u>

Note: *For organisers of the MotorSport NZ Championship there is a requirement for greater lead times on preparation of Supplementary Regulations. Intending organisers should consult with the ClubSport Advisory Commission for further details.*

PERMIT APPLICATION FLOWCHART



PERMIT APPLICATION DEADLINES

References to this subject
National Sporting Code Articles 8 to 11 inclusive. Appendix One Schedule B Articles 2 & 3. Appendix One Schedule E. Parts I & II Form CS 001 ClubSport Event Checklist MotorSport NZ website Form CS 002 ClubSport Event Checklist MotorSport NZ website

Permit Status	Event	Permit Authorising Authority	Time
Other	[Refer (F) in Appendix One Schedule E]	MotorSport Office	60 days prior
ClubSport	ClubSport Championship	MotorSport Office	60 days prior
	All other ClubSport Category Advanced and Basic Events:	Permit Issuing Steward	20 days prior
Note: For contact details of Permit Issuing Stewards refer to the first page of Schedule E, the Office Bearers booklet, or Contacts on the MotorSport NZ website (www.motorsport.org.nz)			

ROLE OF OFFICIALS

General

Ensure that all personnel know what is expected of them and what to do if something goes wrong. Hold either a training session in the week prior to the event or a familiarisation briefing immediately prior to the event to ensure all your senior officials understand their duties and what you as organiser expect from them. Ideally the Clerk of the Course or Chief Marshal should do this.

Note: Not all the positions listed below are required for ClubSport events. Optional positions, like CROs, should be carefully considered before appointing someone to ensure that it is beneficial to the event.

Clerk of the Course and Assistants

References to this subject
National Sporting Code Articles 74, 79 & 89
Appendix One Schedule G
Appendix One Schedule L Part Two Article 2.5
Appendix One Schedule O Articles 1.2 & 2

The entire running of the event is under the direction and responsibility of the Clerk of the Course.

All other officials of the event are responsible to the Clerk of the Course. There may be an Assistant Clerk of the Course appointed and allocated to oversee the event.

The Clerk of the Course and the Assistant must be totally aware of all aspects of the event. The Clerk of the Course shall ensure the correct operation of:

- Scrutineering and documentation
- Communications
- Officials
- Timing
- Safety
- Results

The Clerk of the Course shall check the actual setting up of the event, placement of officials and safety personnel, in order to correct any problems before the competition begins.

The Clerk of the Course can compete in a ClubSport Basic status event provided an alternative suitably experienced and licenced person is available to control the event during the competition of the Clerk of the Course. In such circumstances a clear method of responsibility hand over is required.

The Clerk of the Course can compete in ClubSport Advanced status events except for the Motorsport NZ ClubSport Championships, Sanctioned Series, Street Sprints, Multi Car Sprints and Grass Track Racing provided there is a clear handover of responsibility to an alternative licensed Clerk of the Course for the period of competition of the Clerk of the Course.

Note: *For the majority of ClubSport Events the Clerk of the Course will assume the responsibility of Accident Investigator and should ensure the role of Accident Investigator is well understood.*

Secretary of the Event

References to this subject
National Sporting Code Article 81

The duties of the Secretary of the Event were covered earlier. In some cases the Secretary of the Event may be a different person from the Secretary/Treasurer, recognising the heavy workload around the time of the event. The special requirements of the Event Secretary include:

- Receiving and recording entries
- Preparing the acceptance of entry letter and sending it out if required
- Ensuring the Stewards are on the mailing list for information
- Organising documentation and checking of competitors' licences at the event.
- Recording on the Participation Levy Declaration Form, the number and age split of competitors for MotorSport NZ statistical information
- Organising the copying of Final Results and if the status of the event demands sending them to all entrants, stewards, media, etc.

Safety Officer

References to this subject
National Sporting Code Article 71, 73, 76 & 77 Appendix One Schedule G Appendix One Schedule O

The National Sporting Code allows for certain events to be overseen by a Safety Officer instead of a Steward appointed by the Permit Issuing Steward or MotorSport NZ.

Also, on occasions when a Steward is appointed but does not arrive then the event organiser shall appoint a Safety Officer to oversee the event.

The Safety Officer duties are those detailed in the National Sporting Code, Articles 76 and 77 as they relate to safety only.

All Safety Officers should be fully conversant with Appendix One, Schedule G.

The Safety Officer may not compete or hold any other duties during the event he/she is appointed to.

Results/Timing Officer

The Results/Timing Officer's duties include:

- Organising a competent timing and results team
- Organising timing gear
- Organising the results calculation system
- Set up timing sheets, timecards if required
- Ensure up to date progress results are available throughout the event
- Prepare provisional results for posting after the event has finished
- Prepare final results after the Clerk of the Course confirms them.

Communications Officer

The Communications Officer shall:

- Coordinate with the Clerk of the Course to prepare a list of vehicles and locations requiring communications
- Brief radio personnel on what is expected of them
- Carry out radio and cell phone tests to ensure communication can be received from all marshal/radio points.

Accident Investigator

References to this subject
National Sporting Code Article 89 Appendix One Schedule G Articles 4 & 5 Form ACC01 MotorSport New Zealand Accident Report MotorSport NZ website Form MA01 Onsite Medical Assessment Form Form MA02 Medical Clearance to Compete Form Form MA03 The Accident and Injury Reporting Procedure Form T007 Vehicle Damage Report MotorSport NZ website

The Accident Investigator may have other duties during the event but they must be of such a nature that they can be dispensed with or delegated without affecting the continuing effective running of the event should an injury accident or incident occur

Chief Marshal

The Chief Marshal's duties are:

- Coordinate with the Clerk of the Course to determine the number of marshals and Safety personnel required
- Notify marshals of report times and duties
- Arrange marshals briefing and where appropriate initial training prior to the event
- Arrange to issue all equipment:
 - Flags
 - Signs
 - Fire extinguishers (check that they are operational)
 - Brooms, shovels, Oil absorbent spill kit.(Kitty Litter)
 - Identification (bibs, hats etc)
 - Paperwork (safety instructions)
- Assist the Clerk of the Course in preparing the safety plan for the venue. (Refer Chapter Four Safety Planning).

Publicity Officer

The role of the person filling this position will be determined by the event. If it is sponsored and/or part of a MotorSport NZ Championship then there is a need to obtain as much public exposure as possible. In this case the Publicity Officer becomes a key operator who must:

- Assemble an address list of media contacts including:
 - Newspapers
 - Radio stations
 - Local television (news and sports)
 - Sponsors representatives
 - Websites
- Prepare and send out pre-event promotional information.
- Arrange in advance for Press Releases and event information to be included on the MotorSport NZ Official website.

Chief Scrutineer

References to this subject
National Sporting Code Article 84 Appendix Two Schedule A Article 3 Form T007 Vehicle Damage Report Form MotorSport NZ website Form T008 Report to CotC Result of Scrutineering Audit MotorSport NZ website Form T009 Scrutineering Audit Summary MotorSport NZ website Form T013 Scrutineering Audit Programme MotorSport NZ website Form T014 Scrutineering Audit Worksheet MotorSport NZ website

The Chief Scrutineer is responsible for:

- Organising a venue for carrying out scrutineering before the event.
- Recruiting and briefing a competent team of vehicle scrutineers.
- Organising the necessary paperwork.
- Establishing a systematic system for checking the cars.
- Instructing the scrutineers on their job.
- Overseeing the operation of scrutineering.
- Carrying out spot checks and re-inspecting any damaged vehicles for safety compliance during the event.

Competitor Relations Officer (CRO)

References to this subject
National Sporting Code Article 88 Appendix One Schedule L Part II Article 2.6 Appendix One Schedule O

The organisers may appoint a person to be Competitor Relations Officer. The person chosen must have a good knowledge of the National Sporting Code (including Appendix Two, Schedule A Driver and Vehicle Safety and Appendix Five Schedule C ClubSport), the Supplementary Regulations and the Series articles (if any).

The Competitor Relations Officer is there to assist the competitor to find the answers to questions about the event and, to relay information from the Clerk of the Course to the competitors.

The Competitor Relations Officer should be available to competitors at the start and at the finish.

Note: *A full list of the Competitor Relations Officers duties are contained in the National Sporting Code.*

RELATIONSHIP WITH MOTORSPORT NEW ZEALAND STEWARDS

References to this subject
National Sporting Code Article 71,76 & 77 Appendix 1, Schedule G

MotorSport NZ will appoint a Steward to attend all ClubSport Advanced status events. As soon as notification is received of such appointments contact should be made by the Clerk of the Course with the Steward to clarify all event information. It is important that these officials are treated in an appropriate manner so they are able to get around the venue and see what they wish to see. The Clerk of the Course should meet with the steward immediately prior to the event to explain the event. The Steward will arrange a meeting at the conclusion of the event to discuss any matters that may arise and go through items in their report.

The Clerk of the Course should be familiar with the duties and authority of the Steward as found in the National Sporting Code.

FIRST AID

References to this subject
Appendix Two Schedule H, Chapter 4 Article 2.3

Organisers are advised that the attendance of a qualified first aid official with a complete first aid kit is compulsory for all ClubSport events except for Motorkhanas and Car Trials. Included with the first aid kit will be some form of mobile shelter capable of protecting a patient from the elements.

Note: A first aid kit is recommended for Motorkhanas and competitors in car trials should be encouraged to carry a suitable first aid kit in their car.

A suitable intervention vehicle (i.e. vehicle large enough to transport the first aid officer with their equipment along with at least one fire extinguisher and basic rescue equipment) shall be stationed at or near the event control to be used when requested by the Clerk of the Course, its purpose being to take the First Aid Officer and a Fire Marshal, if appropriate, to the scene of any accident.

This vehicle should be in communication with the Clerk of the Course by either radio or cell phone.

As part of the Safety Plan, prior to the Event, details of who to call in an emergency must be arranged with the nearest doctor and/or Medical Centre.

COMMUNICATIONS

An efficient communications network is essential for the smooth operation and safety aspects of all events.

Organisers must establish reliable communications networks linking the start, finish and all intermediate marshal posts.

Organisers should test radio and cell phone reception before and during the event. It is a real problem on the day to find out that one of your marshal points is in an area of poor reception.

If cell phones are to be used organisers must ensure that there is reception with adequate signal strengths from the majority of the course. If a blind spot exists then all officials shall be advised of these in the Event Safety Plan.

The Clerk of the Course must have a means of immediate contact with key marshal points and other key officials including Intervention and/or first Aid vehicle/s (i.e. radio or mobile phone).

VEHICLE RECOVERY

It is recommended that a fully equipped recovery vehicle should be available at events; especially where a vehicle cannot be pushed back onto the circuit/road manually and there may be a need to right a vehicle in an emergency. Competitors should be advised in pre-event information if there are arrangements for vehicle recovery.

INTERVENTION VEHICLES

References to this subject
Appendix Two Schedule H, Chapter Two, Article 5

Appendix Two Schedule H specifies the requirements of these vehicles for circuit events.

While this is written specifically for circuit races, the basic principles can be utilised for ClubSport events. As a consequence organisers are recommended to consider the use of such vehicles at an equipment level suitable for their particular event.

FUEL HANDLING and STORAGE

References to this subject
Appendix Two Schedule H, Chapter Four, Article 1.4 Code of Practice for Fuel Handling and Storage – MotorSport NZ website

Every event should make reference to the Code of Practice – Fuel, Chapters one & two (which detail how competitors are required to transport and handle fuel), which can be found on the website. For Clubsport events, the onus on fuel safety rests with the competitors. If organisers intend to provide fuel or facilities to store or dispense fuel then details should be contained in the Supplementary Regulations.

FUNCTIONS AND MEALS

For some events it is necessary to have a separate official responsible for organising the prizegiving function and meals.

The task involves:

- Arranging suitable venue (local hall or clubrooms) of suitable size to fit everyone in, Tables and chairs are important
- Arranging competent caterers
- Arranging a suitable place for posting results where everyone has access
- Arranging bar facilities
- Ensuring there is a good PA system for prizegiving
- Ensuring there is plenty of parking.

RESULTS

References to this subject
National Sporting Code Articles 30 & 31

Decide on how you are going to calculate the results before starting the event. It can be Fastest Time of the Day or Accumulated Time. Ensure that all competitors have been advised before the event starts.

Decide any penalties for hitting course markers, or not following the course correctly, and make the drivers aware of these penalties before they start.

During the event provisional progress results should be available to all competitors at a designated venue. If an efficient system is set up via the communications network and a timing/results team then results from each run will be easily produced. Provisional results should be available within an hour of the last competitor completing the event.

It is a good practise to broadcast results over the communication network so that officials and other marshals in the field are informed of competitors' progress during the event. It makes it much more enjoyable for them. For major events the organisers should endeavour to give progress results to local and/or national radio stations to keep the public informed.

The operation of the processing of the results should be under the control of a competent Results Officer. Many post event hassles can be avoided if the Results Officer can identify incorrect times and sort them out prior to provisional results being posted. This will save undue delays with inquiries and the embarrassment of releasing incorrect results to the media.

TIDYING UP

After the event has finished a Tidy-Up Crew should ensure that all signage is collected, all safety tape removed from gateways, etc. A note must be made of any property damage and arrangements for any temporary repairs to be carried out. Any damage must be recorded and reported to the Clerk of the Course so arrangements can be made to effect permanent repairs (preferably the same or next day). Attention should be given to any areas where there may have been a number of spectators to ensure that any litter is removed.

EVENT PLANNING

References to this subject
National Sporting Code Part II Appendix Five Schedule C Part 1 Article 2 Appendix Five Schedule C Part 2 Article 1 Appendix Five, Schedule DR

VENUES

The first step in running a ClubSport event is to choose a suitable venue for the type of event you plan to run. Points to note include:

- Access in all weathers
- Condition of road in adverse weather
- Avoid areas and roads with known opposition from locals
- Liaise with neighbouring clubs to avoid "poaching" venues
- Consult people with previous knowledge of good venues in the area
- Ascertain which Road Authority or venue owners that you have to deal with.
- Avoid frequent use of the same road.
- Venues, which have not previously been used for an event of the type you are planning, must be inspected before use. Contact the Area Steward to arrange this inspection.
- Consider the availability of alternative routes for the public (this is something the road authorities are required to consider)
- Consider creating spectator areas.

Motorkhana:

These events should be run on a smooth, relatively level area. Private car parks and circuits offer sealed areas of adequate size. Bear in mind when using car parks, the effect the squealing tyres and spinning vehicles will have on the passing public's perception of motorsport. It may be less hassle to find an area out of town. Gravel or unsealed areas as may be found in quarries or speedway tracks are often used; try to avoid surfaces which will cause tyre damage. A paddock with good grass cover and a firm underlying soil is a good choice. Remember each course must be less than 200m in length.

If the surface is cutting up, move the course at the end of a run. You may wish to use the venue again. It is useful to carry a shovel and rake to replace divots and restore the surface before leaving the venue.

Autocross:

The venue can basically be a level paddock, not too soft or bumpy. Sandy venues should be avoided. An undulating paddock is best, but lay out a course to ensure that braking is done on an uphill section and acceleration, including the start line, is downhill. This avoids damage to the paddock and may prevent having to re-set the course between runs.

Consider tyre restrictions such as road tyres or worn rally tyres only, and publicise these restrictions well in advance. Make sure the Scrutineer or Clerk of the Course is the sole judge of fact of these restrictions.

Set out the course so that if the corners cut up they can be changed between runs. Look at the course after each run and make sure it will last out for the whole of the next run. Don't change the course halfway through a run. If the surface is cutting up, move the course at the end of a run. You may wish to use the venue again. It is useful to carry a shovel and rake to replace divots and restore the surface before leaving the venue.

Competitor Coaching:

Appendix Five Schedule C details the type of coaching which shall be covered within this style of Event permit. It must be stressed that the whole emphasis of these events is driver education not competition.

Should a club intend on the same day to have competition runs then they shall apply for a dual status permit (e.g. Competitor coaching / Circuit Sprint (Single Car)).

Whilst conducting Competitor Coaching a tutor may be carried (either as driver or passenger) in a vehicle that complies with Appendix Two Schedule A save for roll protection and full harness seat belts provided that:

- The vehicle will run at reduced speed.
- These are not deemed competition runs.
- No results are to be provided.

The Competitor Coaching permit description in Schedule C refers to details of competition runs. These runs are envisaged to be the course / track / road with the tutor outside the vehicle observing at best the ability of the pupil.

Hillclimb

Sealed or Unsealed roads can be used. Length should be a minimum of 800m. Ensure there is adequate room for parking clear of the road prior to the start and after the finish. It is common courtesy to allow controlled passage of other road users within the road closure period. This is a small public relations effort that can build a lot of goodwill for future events. If an alternative route is available, make sure that it is well signposted at the intersection and all marshals stationed at the road closure points or intersections are briefed on alternative routes and on the times and procedures of allowing controlled passage. The use of a return road will speed up the running of the event but remember unregistered vehicles will not be able to use this if it is outside the specified road closure.

Sprints

Sprints are held on sealed or unsealed surfaces, either closed road, racing circuit or drag strip. Organisers need to consider the speeds likely to be obtained, in relation to the physical characteristics of the venue, when planning such events. The presence of deep ditches, power poles, major undulations or bumps in the road can have a bearing on safety. Remember the onus is on the Event Organisers to ensure the venue is safe for the competing vehicles at the speeds likely to be obtained. If you have any doubts, check with your Area Steward.

The type of sprints specified in Appendix Five Schedule C allow a lot of latitude in organising events but do specify certain limitations, should the event that you are planning fall outside of these descriptions then you can apply for a Special Event Permit. The sprint types recognised are as follows:

- **Bent Sprint (Single Car):** Run on a road course, gravel or sealed surface, which has at least one bend or curve. Cars may be started at intervals, provided no two cars are on the section of road between marshal points at any one time. In a built up area, such events become Street Sprints and different conditions apply.
- **Standing Sprint (Single Car):** Run from a standing start over a measured distance up to a maximum of 400metres ¼ mile on any surface or road that is straight for the entire measured distance and including the slow down area.
- **Standing Sprint (Dual Car):** Paired cars may run from a standing start on a MotorSport NZ approved measured distance up to a maximum of 400metres (¼ mile) on any surface or road that is straight and at least 12 metres wide for the entire measured distance including the slow down area.
- **Flying Sprint (Single Car):** Run on a sealed straight surface of at least 10 metres wide for the entire distance including run up and slow down areas. The maximum run up distance shall be 1 kilometer, followed immediately by a maximum timed distance of either 400metres or ¼ mile. Any extension of the run up or timed distance would require a Special Event Permit (refer Appendix One Schedule E)
- **Street Sprint:** A single car sprint held on a road in residential or commercial (industrial or shopping) areas is defined as a street sprint. Cars may be started at intervals, provided no two cars are on the same section of road between marshal points at any one time.

Organisers need to plan for the installation of temporary protective barriers and the placement of spectator areas. Deep gutters and kerbs are a hazard on street venues and the course and protective elements should be designed accordingly. There are several types of barrier that have proven effective.

The circuit Safety Department can advise on these. Every attempt should be made to design the course so that speeds are kept within manageable limits. A safety inspection may be required. If the venue is being used for the first time a performance bond is payable to MotorSport NZ

- **Circuit Sprint (Single Car):** Run on a sealed circuit approved by MotorSport NZ, cars may be started at intervals of 5 seconds or more. When cars are started at these intervals the starting order shall be fastest to slowest i.e. fastest cars starting earlier in the interval pattern so as to minimise overtaking.

A passenger may be carried at the discretion of the Clerk of Course provided that the requirements of schedule C Article 6 are adhered to and either the driver or the passenger holds a current Motorsport NZ competition licence.

- **Circuit Sprint (Dual Car):** Run on a sealed circuit approved by MotorSport NZ, Paired cars may be started at intervals of 5 seconds or more. When paired cars are started at these intervals the starting order shall be fastest pair to slowest pair i.e. faster paired cars starting earlier in the interval pattern so as to minimize overtaking
- **Circuit Sprint (Multi Car):** Run on a sealed circuit approved by MotorSport NZ. All flag points required by the venue licence to be manned for clubman's racing must be manned. Prior to this event being run a Circuit Sprint (Dual Car) must have been run on the same day, with all competitors in the multi Car Sprint having completed 2 Dual Car Sprints that day. Grids up to 6 cars may be started. Cars must be grided fastest to slowest from times recorded in the Dual Car Sprints. The maximum distance for each sprint heat shall be four (4) laps of the circuit being used. Competitors must hold a ClubSport Licence. (Restricted ClubSport Licences are not valid for this event). The Clerk of Course must hold as a minimum a Grade B Race Licence, with Clerk of the Course ClubSport licence holders assisting with the event organisation. An additional Drivers briefing must be held covering flags, safety considerations, starting first corner procedures etc.

Rallycross

This event is a race and is held on a course comprising a variety of surfaces, of which 25% to 50% must be sealed. There is a requirement for a minimum width of 10 metres and a minimum length of 800 metres. All rallycross venues require to be approved by the Circuit Safety Department of Motorsport NZ

Grass Track Racing

The event is a race held on a smooth grass surface. When designing the course ensure that the defined track width is at least 10 metres wide.

Provide a layout that;

- Allows opportunities for overtaking.
- Ensures corner design minimises severe rutting or surface break up.
- Limits the length of straights to ensure that there is adequate run off before any solid obstacles.

Organisers should be familiar with the requirements of Appendix One, Schedule Y, in particular Article 4 Circuit Conception, which details the requirements when designing a sealed course for motor racing. The basic principles will assist organisers of grass track events.

If spectators are to be admitted to the venue it is important to ensure that they are in a well-protected area. Organisers are advised to seek the advice of the MotorSport NZ Circuit Safety Department in this regard.

Drifting

Drift events are held on sealed surfaces, usually on a circuit, however can also be run on a closed road(s) or drag strip. There are three types of drift events:

- Solo Drift (ClubSport Basic)
- Team Drift (ClubSport Advanced)
- Drift Battle (ClubSport Advanced)

Organisers should be familiar with the requirements of Appendix Five, Schedule DR, which details the requirements pertaining to drift events. They should also consider the speeds likely to be obtained, in relation to the physical characteristics of the venue for safety when planning such events, especially if the event is to be held on a closed public road.

Remember the onus is on the Event Organisers to ensure the venue is safe for the competing vehicles at the speeds likely to be obtained. If you have any doubts, check with your Area Steward.

FIRST CONTACT WITH ROAD AUTHORITIES

References to this subject
Form A014- Road Damage Bond Document MotorSport NZ website Chapter Eight of this Booklet

When planning an event that involves the use of a public or private road contact the Road Authority(ies) at least **five** months before the proposed event date. This requires a personal approach to the roading engineer or person in authority.

Approach the authorities on a positive basis but seek their advice as to the suitability of the road that you have chosen. If they indicate any concerns with your chosen road invite them to suggest an alternative. Take the approach that the officer involved has only a passing knowledge of the organisation involved in running a motorsport event. Explain how the particular event is run and give the officer a copy of the event description as detailed in this publication and the current MotorSport Manual. Detail all of the safety and control aspects you intend to structure and emphasise the fact that a member of your event organisation will visit all residents on the roads involved.

In answering any concerns over potential charges for venue use remember that a MotorSport NZ bond is available as a guarantee against road damage subject to your club completing the requisite applications. (Refer to Bonds later in this Chapter) It is strongly recommended that you avoid entering into a contract price for road usage without first discussing the projected costs with the MotorSport NZ Administration.

Note: *Some Councils now require a MotorSport NZ permit number before they will accept road closure requests. - you can reserve a number with your permit issuing Steward*

FIRST CONTACT WITH FORESTRY OWNERS

Should a planned event involve the use of forestry road or roads it is essential that contact be made with the Forestry Owners. This first contact should be at least five months before the proposed event date and requires a personal approach to the person in authority.

Approach the forestry owners on a positive basis but seek their advice as to the suitability of the road that you have chosen and whether there are any intended logging activities planned, prior to, or at the time of your planned event. Invite them to suggest an alternative road. Take the approach that the forestry owner has only a passing knowledge of the organisation involved in motorsport. Explain how the particular event is run and give the officer a copy of the event description as detailed in this publication and the current MotorSport Manual. Detail all of the safety and control aspects required; make particular emphasis of the fact that all competing vehicles carry on board fire extinguishers and that as part of the safety plan there will be an Intervention vehicle at the start line which also carries fire extinguishing equipment.

In answering any concerns over potential charges for venue use and or road damage remember that a MotorSport NZ bond is available as a guarantee against road damage subject to your club completing the requisite applications. (Refer to Bonds later in this Chapter). It is strongly recommended that you avoid entering into a contract price for road usage without first discussing the projected costs with the MotorSport NZ Administration.

Note: Some Forestry owners may require larger fire extinguishers in your intervention vehicles than what MotorSport NZ recommends. Organisers should ensure that this matter is clarified well in advance of the event.

ADVICE TO RESIDENTS

References to this subject
Chapter Eight of this Booklet

When the event is to use public roads it is important that you approach the Road Closing Authority first to check on the procedures that they may require for any closure applications.

Where the event is using public roads it is important that residents are made aware that the event will be passing and the effect of the road closures. This will require at least two separate pre event contacts. In cases where there are non resident land owners with properties fronting onto the selected road organisers are advised to seek from the Road Authority a list of these owners (usually from the ratepayers database) and contact details so they can be contacted either in person or in writing.

The first contact should be a personal one before the application is advertised where a representative of the organising committee visits each resident and discusses the proposal. A letter should be left with all residents that explains the purpose of the road closure and outlines when the Road Authority is likely to publish the first public notice of closure. The letter should also inform the residents that they have the opportunity of making submissions to the Road Authority either in support of or objecting to the closure. Try to encourage those residents who support the closure to write to the Road Authority in support of your application for road closure. (We suggest you have standard letters of support prepared that the resident can sign in support of your application.) Remember that this is a communication exercise rather than seeking permission for the event.

The second contact should be carried out during the week before the event and is aimed at reminding the residents of the event and the procedures in an emergency. This may take the form of simply delivering a letter to each mailbox or house. It is also useful to provide with this reminder a copy of the event details, whom to contact in the event of an emergency and any spectator warning literature.

Note: A further contact should be made after the event by either mail or visit thanking residents for their cooperation and seeking feedback to enhance the success of any future road closure applications

APPLICATIONS FOR ROAD CLOSURE

References to this subject
National Sporting Code Article 43(2)

There are two statutory procedures for closing a public road for motorsport events that a Road Authority can use. These are;

- (a) 10th Schedule of the Local Government Act 1974, or
- (b) The Transport Act 1962 and the Transport Regulations.

10th Schedule of the Local Government Act 1974.

This Act enables a controlling authority (i.e. Local Authority in these cases) to close roads to ordinary vehicular traffic and for the duration of the specified closure the road ceases to be a road in the meaning of the Act thereby giving greater control over the venue and the activities held on it.

Note: A road closed under this legislation allows a junior driver to compete or allow for the use of an unregistered or unwarranted vehicle.

The Transport Act 1962 and the Transport Regulations.

This Act enables a controlling authority (i.e. Local authority in these cases) to close roads to ordinary vehicular traffic however it does specify a number of conditions and only allows specified departures from aspects of the Transport Act 1962 and the Transport (Vehicular Traffic Road Closure) Regulations 1965. Competitors must hold a current civil drivers licence and the transport regulations relating to driving a motor vehicle in a safe manner, dangerous driving, etc are still in force.

Note: *A road closed under this legislation does not allow a junior driver to compete or allow for the use of an unregistered or unwarranted vehicle.*

Road Authorities preference.

Road Authorities vary as to which legislation provisions they prefer to use as;

- Using the Transport Act 1962 and the Transport Regulations, at least 42 days public notice is required. Such notice must specifically invite objections from the public, which must be taken into consideration.
- Under the Local Government Act (10th Schedule), the 42 days public notice is not required. Public notice is still required to be given of a Council's intention to consider the closure, although no time requirement is prescribed.

As a consequence of the above, it is important that you gain a clear understanding from your Road Authority which method of road closure they intend using and work with them to ensure all the information required is given to their appointed officer in sufficient time.

It is likely that the Road Owning Authority will require a Traffic Management Plan (TMP) as a condition of the road closure. This must be developed by a suitably qualified person (TMC or STMS) and be approved by the Road Authority. This plan **MUST** be followed exactly, and supervision must be carried out by either a TMC or STMS.

Applications for a road closure must be made within the time frame dictated by the Road Authority. The authority will consider the application and advertise the application in a local newspaper, usually at the organising clubs expense.

Request that they advise you of any objections received in advance of any hearing or meeting so that you can attempt to placate the concerns of the objector(s).

Be ready to have a representative of the event committee attending the Council meeting to answer any questions that may arise.

Ensure that you have a letter from the Council or a final Road Closure Notice from the paper giving permission for the closure. This is your evidence in the event of enquiries from public or any of the authorities, e.g. Police, Fire Brigade or Ambulance service.

You should provide copies of this letter or notice to all block marshals and assistant Clerks of the Course.

ROAD DAMAGE BOND

References to this subject
Form A014 Road Damage Bond Document MotorSport NZ website Chapter Eight of this Booklet

From time to time the road authorities may request prepayment against projected road damage. You are urged not to enter into any such arrangement without;

- (a) Consulting with the MotorSport NZ Administration, and
- (b) Offering to arrange a MotorSport NZ guaranteed bond in lieu of any prepayment.

MotorSport NZ, in conjunction with its legal advisors, has developed a Road Damage Bond for member clubs to utilise with Road Authorities and Forest Owners.

To utilise the Bond, the following steps need close attention:

1. Allow 3-4 weeks as a minimum for putting the Bond in place.
2. Forward a draft copy of the document to the Road Authorities or Forest Owners for approval in principle of the conditions of the bond and to settle on the dollar amount of the bond. There may be some aspect that requires clarification or amendment. Should they wish to change the document we recommend you fax MotorSport NZ for approval before preparing the formal copies.
3. Complete three formal copies under seal by the Club. The signatories to the Common Seal should also initial the second page headed "schedule". Check your constitution regarding use of seal and number of signatures required.
4. Forward the three copies to MotorSport NZ for execution together with a letter of undertaking from your club agreeing to meet the costs to repair the damage as required under the seal and a copy of your club's Constitution. (An example of the required letter is contained in Chapter Eight of this handbook).
5. Providing MotorSport NZ is satisfied that its requirements have been met they will attach their Seal and forward two copies of the Bond to your club one for you to retain and one to forward on to the Road Authorities or Forest Owners. MotorSport NZ will retain one copy for its own records.
6. Finally, after the event please have the Road Authorities or Forest Owners concerned forward a letter to MotorSport NZ advising that the conditions have been met and that the Bond document can be released.

Notes: *1. Should the bond be called MotorSport NZ should be advised immediately and copies of all relevant reports relating to the calling of the bond must be sent to MotorSport NZ who will if deemed necessary arrange for payment and then seek reimbursement for all associated costs from the organising club.*

2. It is important that organisers arrange for pre event and post event road inspections to satisfy all that any damage has been corrected if required and that all parties have no outstanding issues over the condition of the roads.

LIAISON WITH EMERGENCY AND OTHER ORGANISATIONS

The road closure for your event may affect various organisations including:

- Police.
- Fire Service.
- Ambulance Service including rescue helicopter services.
- Power Companies.
- Dairy Companies.
- Postal delivery agents.
- Tourism Operators.
- Road Maintenance Companies.
- Local Schools
- Land Owners (Farmers)

The organiser should ascertain any such organisation that may be affected. Each such organisation should be advised in writing of the details of the closure and, in the case of emergency services, advised of the procedure detailed in your event safety plan should they have to gain emergency access during the event. Power Companies and their contractors often carry out maintenance work on lines during the weekends and plan their work schedules well in advance so liaison with them along with the Dairy Companies and Postal delivery agents is essential.

Note: *It greatly assists if in planning your event you take GPS readings at suitable locations for rescue helicopter landing sites as close as practical to the start and finish lines and pass this information on to the emergency services. These should also be detailed in your Safety Plan.*

OVERVIEW

References to this subject
Appendix Two Schedule H Chapter Four Form RY040 Spectator Safety Pamphlet MotorSport NZ website Form SAFE007 ClubSport Autocross Safety Plan Template (Word format) MotorSport NZ website Form SAFE008 Sample Autocross Safety Plan MotorSport NZ website Form SAFE009 ClubSport Hillclimb & Sprints safety Plan Template (Word format) - MotorSport NZ website Form SAFE010 Sample Hillclimb & Sprints Safety Plan MotorSport NZ website Form SAFE011 ClubSport Street Sprints & Grasstrack Race Events Safety Plan Template (Word format) - MotorSport NZ website Form SAFE012 Sample Street Sprints & Grass Track Race Events Safety Plan – MotorSport NZ website MotorSport NZ website: www.motorsport.org.nz

All events covered by this handbook shall have a safety plan in place.

For a Rallysprint the safety plan requirements and associated forms as detailed in the Rally Organisers Handbook are more appropriate.

A draft of the plan must be submitted to your Permit Issuing Steward with your permit application.

The Permit Issuing Steward will check the submitted draft for compliance with the regulations.

Note: The Organising permit will remain provisional until such time as the event safety plan receives approval.

The plan may differ in its complexity between the levels required for the varying types of ClubSport events but in all cases shall describe the steps the organisers will take to:

1. Protect the public and spectators;
2. Protect the officials;
3. Protect the competitor;
4. Provide fire, medical and rescue services in the event of an accident;
5. Recover vehicles involved in accidents;
6. Provide a set of conditions for continuation of the event after an accident.

An essential part of any Safety Plan is a diagram of the venue, (preferably drawn to scale), showing the position of any protective barriers, spectator areas, "No Go" areas, marshal points, medical/first aid units, ambulance, rescue and recovery units, fire extinguishers/appliances as applicable. All roads and other identifying features should be named. If possible include a GPS reference, which greatly assists all emergency services in any needed deployment.

Note: In a number of instances organisers after taking into account the layout of the venue may decide to restrict spectator access to a very limited number of areas and designate all the remaining area prohibited access or "no go" areas. In such cases the venue diagram should clearly note these features.

The safety plan must also allow for adequate numbers of marshals to control the event and, most important, any members of the public. The level of training of these marshals must also be set down.

An efficient communications network is essential for the smooth operation and safety aspect of all events. The organisers must establish reliable communication networks linking the start, finish and all intermediate marshal posts.

Organisers should test all radio and cell phone reception before and during the event. It is a real problem on the day to find out that one of your marshal points is in an area of poor reception.

If cell phones are to be used organisers must ensure that there is reception with adequate signal strengths from the majority of the course. If a blind spot exists then all officials shall be advised of these in the Event Safety Plan.

The Safety Plan shall include;

- The location of the event control post.
- The names of the various people in charge,
 - Clerk of the Course including any assistants or deputies,
 - Safety Officer
- The contact details for safety services,
 - Police,
 - Fire service,
 - Hospitals,
 - Emergency medical services and
 - Breakdown services.

The safety plan shall specifically address issues of spectator, competing crews and officials' safety.

Note: It is advisable to download the latest template from the MotorSport NZ website for each event. The forms are continuously being updated and by using last year's document you could miss new requirements etc.

SAFETY PLANNING GUIDELINES

You should prepare as part of the overall plan separate plans for all areas where it can be anticipated that significant numbers of spectators will be present. These areas will include spectator points specifically identified in any event promotional material.

There will be sections where the public viewing locations are generally safe and no exceptional attention will be required, although a simple plan will still be needed detailing how spectators will be prevented from entering positions of potential risk.

Of course there may be many sections of the event, which are inaccessible to the public, or you choose to identify as prohibited areas. It then becomes your responsibility to ensure that no spectators stray into such areas.

There are many ways to establish individual spectator point plans. When doing so, the following issues should be addressed:

1. Identify by number or alphabetically, points where special attention is required.
2. Prepare an individual safety layout for each of the points (a drawing or photograph will suffice).
3. Identify what equipment that is required to provide the planned safety controls (e.g. rope or tape, signs, plastic mesh etc).
4. Identify the number of marshals that are required.

On completion of the point plans review the event as a whole in association with the event Safety Officer to ensure that the safety plan as prepared adequately meets the requirements.

Appoint a suitable Marshal for each of the points that have been identified. That Marshal shall ensure that manpower is available and instructions for that point are distributed in sufficient time to enable them to become fully familiar with the requirements.

IDENTIFIED POINTS OF POTENTIAL HAZARDS

For a Hillclimb, sprint or grass track race venue it will be necessary to identify those parts of the road or course, which signify above normal danger risks. These would be such locations as:

- Immediately over a brow or jump
- On acute or sharp corners
- At a road intersection
- At a double change in direction ("s" bend)

Having identified these potential areas of risk decide whether they can be controlled as either spectator points or designated prohibited areas and clearly identified as such.

Note: *In preparing a safety handout leaflet for spectators you may state that spectators are only allowed at areas clearly designated and all other areas are deemed to be no go areas. If taking this approach it is then your responsibility with roving marshals, course cars or any other means to ensure that the areas remain clear.*

In selecting spectator points prioritise the points into one of three categories according to the differing level of potential hazard:

CATEGORY 1

Low risk sections – These could be simply managed by the placement of suitably briefed and identified marshals, using rope, tape or markers to identify the points beyond which spectators may not pass.

CATEGORY 2

Medium risk sections – These positions could be where you consider additional spectator marshals may be required. Areas considered dangerous should be recognised as no go areas and must be identified by signage and or physical barriers. Such areas will also recognise where run-off areas are required for competitor cars.

CATEGORY 3

Highly dangerous areas - these positions will be identifiable by such things as:

- Major changes in direction
- “S” type curves
- Over brows or jumps where cars on landing could lose control and leave the road

All category 3 sections identified need to be marked as “no go” sections except where the terrain would allow the public to be on high ground above the road.

Undoubtedly there are other areas of potential hazard that will be immediately apparent to experienced persons on reviewing the planned event venue. The advice of a very experienced driver would be very helpful in identifying the danger spots.

PROVIDING FOR SPECTATORS

Once you have identified a spectator point, it is then necessary to identify the special needs to be covered in that spectator point safety plan.

This may include:

- Providing run-off area
- Identifying the high ground where spectators can safely stand
- Identifying the areas where it is dangerous or prohibited for spectators to stand. In such cases you will need to detail how these areas will be monitored to ensure spectators do not stray into them.
- Appropriate means to control spectators

Organisers must ensure that adequate information is available for spectators showing clearly how they can get to good safe viewing points. These viewing points need to be constructed and managed in accordance with the layout and description in the event Safety Plan.

SPECTATOR AREA EQUIPMENT

The following is a guide to the equipment that is required to set up a spectator viewing area:

- A map, plan or photograph of the area clearly identifying how it is to be set up
- Rope, tape, netting or similar highly visible marker products to identify the point past which spectators may not go
- Signs clearly identifying the “danger” or “no go” areas
- Leaflets to give to spectators showing them basic safety requirements
- Bibs identifying clearly the Marshals
- A means of communication with event control may be required in some cases.

Note: *This list is not exhaustive and additional equipment may be required in special circumstances.*

MARSHALS TRAINING AND EQUIPMENT

References to this subject
MotorSport NZ Marshals Training Video Form CS008 ClubSport Schedule of Documents for Inclusion in Officials Information Packs MotorSport NZ website

Successful implementation of your safety plan is entirely reliant on the knowledge of the marshals placed at the spectator points. They must clearly understand their function and the need to place spectators in a safe position. This will require you as the organiser to establish a training programme or conduct a briefing.

Ensure your senior marshal at all road closure points have at least the following paperwork;

- Certificate of authority.
- Marshal information summary sheet.
- Marshal(s) bib.
- A plan of the assigned point.
- Road closure notice for the road in question.
- Where applicable detour options for public seeking access to adjacent areas.
- Copy of Event permit.
- Emergency contact numbers.
- Spectator Safety leaflets or notices to place prominently for spectators to read.

CHAPTER FIVE

Paperwork

The preparation of the paperwork is important for all ClubSport events, no matter how small. The need to communicate the intentions of the organisers to a large number of parties is critical to the success of the event. This chapter highlights some important aspects of the paperwork that must be prepared in the organising of a speed event.

TIMING SCHEDULE

References to this subject
Form CS 003 ClubSport Event Timing Schedule MotorSport NZ website

The timing schedule for the event is the key to the successful running on the day. This should take into account the time required to set up the venue, brief marshals and officials, test equipment and safety procedures along with carrying out competitor documentation and vehicle audit scrutineering.

The Organiser will need to calculate the time needed for each competitor to complete practice and official runs, allowing for turning cars around and bringing them back to the start line if necessary. A buffer time allowance will also need to be included in case of accident, salvaging vehicles, or lunch breaks. Once the Organiser has decided on how many runs will be allowed it will be easy to work out the maximum number of entries the venue can handle and the limits on any road closure times.

SUPPLEMENTARY REGULATIONS AND ENTRY FORM

References to this subject
National Sporting Code – Article 17 & 18 Appendix Five Schedule C Part 1 Article 3.3; Part 2 Articles 3.6. Form MCS304- Standard ClubSport Event Entry Form - MotorSport NZ website Form CS003 ClubSport Event Timing Schedule – MotorSport NZ website

The supplementary regulations must be prepared at an early stage. They extend the rules in the MotorSport Manual and, together with the manual, set the rules for the event. The supplementary regulations must comply with the requirements given in the manual. It is recommended that supplementary regulations be published for all ClubSport permitted events.

The **current** MotorSport NZ standard entry form **must** be used on all events.

Note: *This official form is available in word format, either directly from www.motorsport.org.nz or on request from MotorSport NZ Administration, to enable Clubs to incorporate their club Logo and to include their club details as appropriate throughout the form.*

Include any penalties that may be being used for the competition, eg 5seconds for knocking down a cone, false starts,. Also include the procedures for mis-timed runs.

Additions and alterations to the Regulations can only be issued by Bulletins in accordance with the provisions of the appropriate article in the National Sporting Code.

Note: *It is advisable to download the latest template from the MotorSport NZ website for each event. The forms are continuously being updated and by using last year's document you could miss new requirements etc.*

LICENCES

References to this subject
Appendix One Schedule L Articles 2.1 (1); 3.2; 4.1 & 4.2 Appendix Five Schedule C Part 1 & Part 2 Article 5

Your event supplementary regulations must make it clear as to what level of competition licence (if any) is required.

PERMIT APPLICATION

References to this subject
National Sporting Code Articles 8 to 18 inclusive National Sporting Code Articles 66 & 71 Appendix One Schedule B Appendix One Schedule E Appendix Five Schedule C Parts I & 2 Articles 3.1 Form A004 Organising Permit Application Form MotorSport NZ website

The Application for an Organising Permit is an area that needs special attention. It is often overlooked in the rush to organise an event. Under no circumstances can your event proceed if a permit has not been issued.

Important points to remember are:

Permit Number

Organisers should note that for the purpose of completing the Supplementary Regulations they may contact the MotorSport NZ office, or where appropriate, the Permit Issuing Steward and reserve a permit number.

Status of Event

Organisers should decide at an early stage, the permit status of event they wish to run. The majority of events will obviously be run under a ClubSport Basic or Advanced Permit however if the event is of major national or regional importance then a higher level permit maybe required [e.g. National or international Permit]. In cases where the event contains extraordinary features then a Special Event permit may be required, the Permit Issuing Steward will be able to advise further as to procedures if this arises.

The permit status level of the event will dictate the type of Supplementary Regulations required.

MAP

A clear map of the event and/or venue is essential for all those involved in the event. The map should be on a good scale and easy to read. Remember that many people involved may be unfamiliar with the area so information for finding the venue may help competitors find the event.

The map should show clearly:

- Nearest major point (Town, Landmark, etc.)
- Route from major point to venue(s). (Show Highway numbers or Road Names)
- Scrutineering/Documentation venue
- Start and Finish Line
- Marshals points
- Direction of travel
- Spectator vantage points
- Prizegiving venue.

Note: *Ideally any map should have the spectator safety information included*

The map should be sent out with the Supplementary Regulations if possible, otherwise with the Acceptance of Entry. It should also be provided at that stage to the Police, Fire and Ambulance. There are a number of websites that provide down loadable maps that may be suitable for this purpose.

ACCEPTANCE OF ENTRY

References to this subject
National Sporting Code Articles 21, 23 & 25 Form CS009 ClubSport Event Acceptance of Entry Template MotorSport NZ website

The majority of ClubSport events will allow for entries to be accepted right up to the start of competition. As such a formal acceptance of entry document is not necessary.

However on major ClubSport events where entries are to be lodged in advance as stated in the Supplementary Regulations, then an Acceptance of Entry should be sent out no later than 7 days prior to the event.

The acceptance of entry is the simple way of advising competitors of;

- A list of entries.
- Where and when to report for Documentation and Scrutineering audit.
- Final details of the event (could include a venue map if desired).
- Any prizes and after event social functions.

INFORMATION FOR STEWARDS OR SAFETY OFFICER

It is important to make these officials welcome and informed. Organisers should find out the names and addresses of the Steward/s allocated to their event or, as directed by the Permit Issuing Steward, appoint a Safety Officer.

They should be sent at least:

- Supplementary Regulations
- Timing Schedule
- Map of Event
- Copies of any information sent to competitors
- Road closure/Venue use approval information
- A full list of event officials
- A full list of competitors.
- Copy of safety plan

At the documentation venue you should provide the Steward or Steward Safety Officer with any further information such as:

- Route sheet (if applicable)
- List of competitors in start order
- Marshals instructions
- Road Closure/venue use documents
- Function pass/meal vouchers as appropriate.
- Participation Levy Declaration Form
- Clearance certificate.

MARSHALS PAPERWORK

The Marshals paperwork should include:

- Clear instructions of how to reach the venue
- Who to report to for briefing
- Time for marshals briefing and handing out equipment
- Simple instructions on timing procedures
- Simple instructions on use of equipment, including safety procedures.

AFTER THE EVENT INFORMATION

The event does not finish when the last car finishes or prizegiving is over. Within a week of the event you should provide a full set of results for all cars.

For MotorSport NZ Championship events the overall results shall be forwarded to the MotorSport NZ office within the time specified in the National Sporting Code.

A set of overall results should be phoned, emailed or faxed as soon as possible after the event to the local radio, newspapers along with a short write up of the event. It is a good idea to retain the entry forms (or an address list) so you can send out regulations and entry forms for your next event.

Do not forget to thank people, clubs or organisations that may have assisted, i.e.:

- Sponsor/s
- AREC
- Ambulance/first aid
- Other clubs
- Media.
- Venue owners
- Local Schools
- Residents
- Etc

Do not forget a thank you to all your fellow club members who assisted prior to and on the day.

CHECKING DRIVER DOCUMENTS

References to this subject
National Sporting Code Part IV Appendix Two Schedule A Article 3.1 (2) Appendix Five Schedule C Part 1 & Part 2 Article 5.1 Form CS010 ClubSport Event Under age Indemnity and Consent Form MotorSport NZ website

The organiser must arrange an efficient team to carry out documentation checks for all drivers. This activity is either carried out at the scrutineering venue or at a suitable place at the event venue. As organiser you must ensure that the competitors are advised of the location and time to present themselves in either the Supplementary Regulations or Acceptance of Entry.

The documentation checks are to include:

- Driver's civil driving licence
- Driver's competition licences and Club Membership; expiry dates especially.
- Entry form details are filled in and correct.
- Under age indemnity form completed by parent or guardian.

Note: *For all competitors and passengers between the ages of 12 and 18 this indemnity is a standard requirement except for a competitor or passenger holding a current MotorSport NZ competition licence endorsed "Authorised Minor".*

The documentation crew should also issue the necessary documentation and livery (e.g. Start order, Door Banners, etc.).

The Chief Scrutineer, or delegate, shall be part of the documentation team to:

- Sight all vehicle log books,
- Sign off log books, for vehicles that are not selected for a Scrutineering Audit and have no outstanding faults, with the comment 'Not Audited', and
- Hold any logbooks for vehicles that have been selected for a Scrutineering Audit or have an outstanding fault. The logbook will be signed off and returned to the competitor upon completion of a clear audit.

SCRUTINEERING VENUE (Not required for Motorkhanas or Trials)

The organisers should select a scrutineering venue that:

- Preferably allows more than one car to be audited at one time;
- Has ample parking nearby and a suitable area for unloading vehicles off trailers;
- Is preferably not accessed from a main arterial road;
- Has suitable space for processing documentation apart from scrutineering to avoid congestion.

Ideally the Scrutineering area should be roped off to prevent congestion by spectators and to encourage the flow of competitors' vehicles.

Drivers are required to present their vehicles in a state of conformance with the requirements of Schedule A (or Schedule AA if appropriate) and supply a signed declaration to that effect at documentation.

Make sure the scrutineers and assistants are well briefed in their duties and have a fully detailed scrutineering audit sheet listing the items they are to inspect on each vehicle being checked.

The purpose of pre-event scrutineering audits is to ensure that competitors have prepared their competing vehicles and equipment to a correct safety level. Safe vehicles are less danger to their drivers and the other people and vehicles at an event.

SCRUTINEERING AUDITS OF THE VEHICLES

References to this subject
National Sporting Code Part V Appendix Two Schedule A Part One, Article 3.1 (4) Form T008 - MotorSport NZ Report to CotC result of Scrutineering audit MotorSport NZ website Form T009 Scrutineering Audit Summary MotorSport NZ website Form T013 Scrutineering Audit Programme MotorSport NZ website Form T014 Scrutineering Audit Work Sheet MotorSport NZ website

A minimum of 15% of all competing vehicles at an event shall be audited for compliance with the safety requirements set out in Appendix Two Schedule A. The organisers may choose to audit more than 15%, and in some cases they may decide it is appropriate to audit all competing vehicles. The Clerk of the Course and/or the Chief Scrutineer shall decide which vehicles shall be audited; however, the following vehicles must be included vehicles. Those:

- With outstanding defects; and
- Which have not been audited at the last two Events entered; and
- Driven by competitors known to be competing for the first time, and
- Which have not been used in competition for six months or more, and
- Without a MotorSport NZ logbook, and
- Intending to carry passengers.

Note: *Competitors may request an audit to be carried out on their vehicle.*

The inspection items are categorised according to their effect on driver safety:

- **Safety Critical:** Those items that have a direct effect on the driver's ability to avoid or survive an accident.
- **Safety (Non-critical):** Other items that affect driver safety.
- **Non-Safety:** Items that do not affect driver safety.

At least three 'Safety Critical' items and three 'Safety' items shall be checked at each audit and from time to time at least one 'Non Safety' item. At some events it will be appropriate to audit all items. A quick reference list of items appears in the Scrutineers Handbook.

A 'paper trail' must be maintained for scrutineering that gives evidence of compliance with MotorSport New Zealand requirements. Some standard forms are available from the MotorSport NZ office; however organisers may choose to design their own forms for the event.

The minimum documentation required is:

- **Record of Cars Competing:** Start list.
- **Report to the Clerk of the Course:** Used where there is a breach of MotorSport NZ requirements (Form T008).
- **Record of the Inspections Carried Out:** Chief Scrutineer's closing report to the Clerk of the Course that summarises the checks carried out during the event (Form T009).

Note: *At events where MotorSport NZ Technical Officers are appointed, they will be responsible to ensure that the scrutineers are carrying out their audit duties in accordance with MotorSport NZ policy.*

No vehicle should be passed to compete unless the Logbook (if held) has been presented.

DRIVER'S BRIEFING

References to this subject
Appendix Five Schedule C Part 1 Article 6.1 (4) Appendix Five Schedule C Part 1 Article 7.1 Appendix Five Schedule C Part 2 Article 6.1 Form CS004 ClubSport Event New Competitor Briefing checklist MotorSport website Form CS005 ClubSport Event Passenger Declaration MotorSport website Form CS006 ClubSport Event Passenger Briefing checklist MotorSport website

Form CS011 Drivers Briefing checklist MotorSport website

A drivers briefing can be verbal at ClubSport Events. It should reinforce any safety requirements, the number of official runs and the procedure for mistimed runs. It is also a good way to say hello to all competitors and answer any questions before the event starts. The Clerk of the Course should be the person who delivers the briefing. At this time a roll call should be taken and various officials such as the MotorSport NZ Steward or Steward Safety Officer and Competitor Relations Officer should be introduced.

If there are new (novice) competitors at your event you should hold an additional, separate, in depth briefing advising on such matters as how to drive the event and what to do if things go wrong.

EVENT SET UP

References to this subject
Form CS001 ClubSport Event Organisers Checklist MotorSport website
Form CS002 ClubSport Event Organisers Checklist MotorSport website

- Allow sufficient time before the first car is due to set up equipment, scrutineering and documentation venues. Go through the checklist to ensure all volunteers are present, all equipment on hand and in place, everyone briefed, steward(s) briefed and paperwork completed.
- Test run all the timing equipment and radio communications. Are backups, spares (e.g. Stopwatches) available and also tested - do all the people operating the equipment understand their jobs. Ensure radios are only used for essential communications and not chat.
- Are spectator points set up with rubbish bins, PA system, food stalls, entry lists on display, portaloos available?
- Sponsors signage displayed appropriately - not blocking access, line of sight between marshal points.
- Are all tracks and roads adequately taped off and signs erected stating that the road is closed?

EVENT CLEARANCE

References to this subject
Appendix one Schedule G Article10.1 (1)
Form MCS306– Clearance certificate for all ClubSport Events (Except for Rallysprints) MotorSport NZ website

As a final check that all is in readiness for an event to commence the Clerk of the Course shall fill out a clearance certificate. This form is generally filled out with the pertinent details by the Secretary of the Meeting then passed to the Clerk of the Course to check and sign off before being passed to the MotorSport Steward or appointed Safety Officer to countersign and give the clearance to start the meeting. At this point the Steward(s) appointed to the event may require time to inspect the event course to satisfy that all is in readiness and in conformance with the clearance certificate. Organisers should discuss this with the Steward(s) so that time is allowed for this to occur.

SAFETY REVIEW

In conjunction with the preparation of the Clearance Certificate the Clerk of the Course should review the requirements established in the Safety plan to ensure all aspects of event safety are in readiness for the event to commence.

CLERK OF THE COURSE CLOSING REPORT

References to this subject
Form MCS303 Clerk of the Course Closing Report for ClubSport Events – MotorSport NZ website

At the conclusion of the event it is recommended that you complete this form as fully as possible, and file it with your information on the event’s history. Record all the information about what worked well as well as what could / should be improved and any difficulties encountered.

EVENT BUDGET

References to this subject
Form CS007 ClubSport Event Budget form MotorSport NZ website

One of the prime objectives of an event organiser is to run the event without making a loss. Your club will not thank you if you run a successful event that is a drain on the club's finances.

In order to meet this objective it is necessary to prepare a budget early in the planning stages of the event. It is then important to monitor commitments to gauge how actual expenses and income are running against budget so any adjustments can be made to compensate.

The budget should include all expected expenditures and an estimate of income from all sources. Records of actual costs from previous similar events may be a useful guide but be aware of any changes that may impact. There may be areas where improvements can be made from the previous events.

There are two main sources of income:

- Entry Fees
- Sponsorship

As a basic guide the income from entry fees should cover the direct costs of running the event and any monies received from sponsors should be used as prize money or for trophies.

When planning your event take into account the likelihood of road damage resulting from the event. Even if roading authorities do not require payment for road damage after your event, they may consider it in light of your event and charge in future years. This can place a burden on the events finances. It is important that exposure to the risk of road damage is minimised.

Most of the other expenses for the event can be kept in check by careful attention to planning and regular reviews.

SPONSORSHIP

Sponsorship of your event is important, as an association with a good sponsor will increase the profile of the event. A higher profile will result in more entries, which means more income.

Securing sponsorship is one of the more difficult aspects of event organising. Sponsors are not just benevolent supporters of the sport - they are commercial firms who are seeking a good avenue for publicity and expect a return on their investment. The challenge for organisers is to present potential sponsors with an attractive package that will convince them that you are offering them good exposure and a fair return.

The first step is to put together a presentation package that can be used to support your approach. This should include information on your event and your proposals for media coverage (radio, newspapers, television). It should mention any top competitors that you expect to attract and any opportunities they may have for direct exposure (e.g. banners, displays). You should be positive about the amount of sponsorship sought and what you intend to use the money (or product) for.

Once you have been successful in obtaining a sponsor, it is important to involve them in your organisation so they feel part of the event. Make sure you deliver on your promises and involve them in any debriefing after the event as they may have ideas on how to improve future events. You should make a scrapbook of all publicity material and press clippings and present this to your sponsor after the event.

PUBLICITY AND MEDIA LIAISON

The principal elements in publicising an event are:

- Organise an event that provides ample opportunities for spectators;
- Promote the event to potential competitors to attract a good field;
- Promote the event to the public both before and afterwards.

Try to emphasise any element that makes your event unique and of special value to competitors, i.e. part of a Championship, series, televised, specifically for new competitors, aimed at specific types of vehicle.

Promote the safety aspects of the event in any media releases, emphasising spectator vantage points and car parking areas. Try to print an entry list in advance to fuel public interest. Usually if you go to the trouble of preparing media releases and send them to newspapers they will be printed. Try to make personal contact (by phone or letter) with the sports reporter on your local paper. This allows you to check with the person actually responsible for placing any items in the paper.

Do not forget to follow up after the event with results and a brief article on your event.

DEBRIEF

A good record of what went right (or wrong) at your event is of immense benefit to future organisers and events.

Plan to hold your debrief within two weeks after the event when all is still fresh in the minds of your committee and helpers. Invite all who assisted with the event to attend, especially key officials, and it is a good idea to invite a couple of competitors to give their views.

The following is a suggested list of subject headings for a debrief meeting:

- Sponsorship
- Planning & Preparation
- Officials - efficiency
- Scrutineering
- Pre-event Administration
- Equipment
- Results
- Damage/Cleanup
- Prizegiving Function
- Publicity/Public Relations
- Documents/Instructions
- Safety Plan
- Documentation
- Time Schedule
- Communications
- Marshals
- Accidents

CANCELLATION OR POSTPONEMENT OF THE EVENT

References to this subject
National Sporting Code Article 13 Form A005 Event Cancellation/Postponement Form MotorSport NZ website








Should it be necessary, for whatever reason, to cancel or postpone the event, as well as letting your officials, competitors and venue owners (this would also include any residents on the venue) know, you will need to advise MotorSport NZ.

To this end you should make allowance for cancellation or postponement of the event in the Supplementary Regulations you draw up for the meeting.

There is a prepared form, available from MotorSport NZ on request, which must be filled in and forwarded to MotorSport NZ to arrive within three days of the cancellation or postponement if you wish to receive a refund of fees for a cancellation or revalidation of the permit for a postponement.

1. LIST OF SAFETY AND CLUBSPORT DOCUMENTS ON THE MOTORSPORT NZ WEBSITE

A: Safety Documents	
SAFE007	ClubSport Autocross Safety Plan Template
 SAFE008	Sample Autocross Safety Plan
SAFE009	ClubSport Hillclimb and Sprints Safety Plan Template
 SAFE010	Sample Hillclimb and Sealed Sprints Safety Plan
SAFE011	ClubSport Street Sprints & Grass Track Race Events Safety Plan Template
 SAFE012	Sample Street Sprints & Grass Track Race Events Safety Plan
 ACC01	MotorSport NZ Accident Report
 MA01	On Site Medical assessment Form
 MA02	Medical Clearance to Compete Form
 MA03	Accident and Injury Reporting Procedure
B: ClubSport Documents	
CS001	ClubSport Event Checklist – for all events except Motorkhanas and Sporting Trials
CS002	ClubSport Event Checklist for Motorkhanas
CS003	ClubSport Event Timing Schedule
CS004	ClubSport Event New Competitor Briefing Checklist
CS005	ClubSport Event Passenger Declaration
CS006	ClubSport Event Passenger Briefing Checklist
CS007	ClubSport Event Budget
CS008	ClubSport Event – Schedule of documents & information for inclusion in Officials Information Packs
CS009	ClubSport Event Acceptance of Entry Template
CS010	ClubSport Event Under Age Indemnity and Consent Form
CS011	Drivers Briefing Checklist
 MCS301	Trials Checkers' Clearance Certificate
MCS302	Trials Route And Speed Schedule
 MCS303	Clerk of the Course Closing Report for ClubSport Events

MCS304	ClubSport Entry Form (except Trials) Template
MCS305	ClubSport Entry Form (Trials only) Template
MCS306	Clearance Certificate for all ClubSport Events (except Rallysprints)
C: Administration and Technical Documents	
 A004	Organising Permit Application Form
 A005	Event Cancellation / Postponement Advice
 A010	Participation Levy Declaration
 A014	Road Damage Bond Document
 T007	Vehicle Damage Report
 T008	Report to Clerk of Course: Result of Scrutineering Audit
 T009	Scrutineering Audit Summary
 T013	Scrutineer Audit Programme
 T014	Scrutineer Audit Worksheet
 RY040	Rally Safety Pamphlet (Stand Somewhere Safe and Do's & Don'ts)
D: Sporting Trial Forms and Documents	
STAUDIT	Scrutineer Audit Work Sheet - Sporting Trial Cars only
STCLEARANCE	Safety Plan and Clearance Certificate - Sporting Trials only
STENTRYFORM	Entry Form Driver Declaration - Sporting Trials only

2. SAMPLE LETTERS

(1) *RESIDENTS – First advise of Event*

Dear Resident

Our purpose for calling is to inform you of the proposed temporary closure of your road. The reason being our club is running '*name of event*'..

This event is Round of the Championship and will also be Round of the, which is for competitors only. We believe this event will attract a good field of driver/car combinations.

All competing drivers and crews have to abide by the New Zealand Road Code when travelling to and from the event (e.g. roads not closed off to the public). On competition section where the Council(s) will be approached for permission for temporary road closures so that timed runs can be done. Once they reach the end of the closure competitors have to abide by the Road Code again.

On the competition section our club will have officials at the start and finish of each stage, also block-marshals at driveways and intersections on the road. Additionally there will be medical personnel at the start. Radio control is maintained between all starts and finishes, Clerk of the Course and official cars throughout the course by a high powered radio network.

The organisers will deliver to you another letter approximately one week prior to the event, as a reminder, containing the exact time of road closure, the direction the rally cars will be travelling and emergency contact procedures to be used if you may have an emergency, in which case the event will be stopped immediately and the necessary action taken.

MotorSport New Zealand Inc has a public liability insurance cover of \$10,000,000 to cover any damages, etc. Also all local bodies and transport departments have been advised.

The roads closed are:

From To

Yours faithfully

**CHAIRMAN,
Event Committee**

(2) RESIDENTS – Follow up

Dear Resident

As you will be aware our club will be running an event on your road this weekend.

The purpose of this note is to remind you of that and also some general safety rules.

The closed portion of the road from towill be used for high speed competition. Competition will commence ata.m. untilp.m.

For your safety **Please do not** stand or park vehicles on intersections or in driveways that competitors may have to use as an escape road if they are unable to stop. Also **do not** stand on the outside of corners as you may be in the way if a competitor's car leaves the road or skids up loose objects off the road surface.

The road will be closed by an official vehicle and also reopened after each set of cars have run. They will be returning slowly down the road. During this time we are opening the road for public vehicles that may wish to use it to either travel through or to properties that may be on the competition section.

The road will be reclosed and security checked immediately prior to any competition run.

In preparation for competition our officials will close all gates and place tape across all roads and driveways without a gate. The tape will be removed at the end of the days competition..

The event will be controlled by a radio network and we bring to your attention that in the event of an emergency such as fire, accident or illness, after phoning the emergency services please contact the marshal at your gate so that access can be arranged as necessary.

We thank you sincerely for your co-operation and hope you and your family have already picked out a good viewing position.

If any damage occurs to your property as a result of our event would you please contact either the marshal at your gate or me to arrange appropriate repairs.

Yours faithfully

**CHAIRMAN,
EVENT COMMITTEE**

Phone xxxxxxx

(3) *ROADING AUTHORITY - Request for road closure*

The Chief Executive
..... District Council
P O Box

NAME OF TOWN/CITY

Dear

RE: APPLICATION FOR ROAD CLOSURE RALLY

The Car Club Inc proposes to hold a competition on
The event will be Round of the Rally Series.

In order to allow for this event we hereby formally apply for closure of the following roads for the periods indicated.

The roads involved are: *(specify the sections of the road(s) requested clearly e.g. Axel Road from the intersection with Grapy Road to the intersection of Black Road)*. The period of closure required is from to Please find enclosed map with the road(s) marked.

Officers from the Club propose to personally visit all residents on the route within the next three weeks to advise them of this application. All residents will be reminded of the closure again during the week before the rally by a letter drop. This final letter will give residents details of the arrangements for emergency situations that may arise during the closure period. It will also advise of the Clubs commitment to repairing any property damage that may occur.

The competition takes the form of a timed run with cars leaving at one or two minute intervals. They are timed from the start to the finish. The closed section will be under the control of competent officials at the start and finish venues. All side roads and driveways will be blocked and marshalled to avoid any non-rally vehicles straying onto the route.

The safety measures that will be in place include:

- Full radio communications between the start, the finish, and block marshals.
- An ambulance type vehicle with a fully trained first-aid officer will be located at the start.

Should you require any further information on our proposals please contact the undersigned on phone (.....) or by writing to the above address.

Yours faithfully

SECRETARY

3. ROAD CLOSED SAMPLE WARNING NOTICE

Note: Organisers are recommended to display this type of notice for up to one week at least prior to the closure at the actual point on the road that the road closed signs will be located on the day of closure. This Notice should be printed on a bright coloured paper then laminated to protect it from the elements.

THIS ROAD WILL BE CLOSED

Saturday 11th January 2007
--

**for the
(Name of the event)**

**From: 3.00 pm
To: 7.30 pm**

TRAFFIC WILL BE TRAVELLING
From: Popular Road To: Onaway Street

The road will be opened approximately every 30minutes to provide for public travel either through the road or to properties in the closed section..

All enquiries should be directed to

..... Car Club (....)

or during the event to the marshals at either the start or finish locations.

4. ROAD CLOSURE SIGN LOCATION AND SPECIFICATIONS

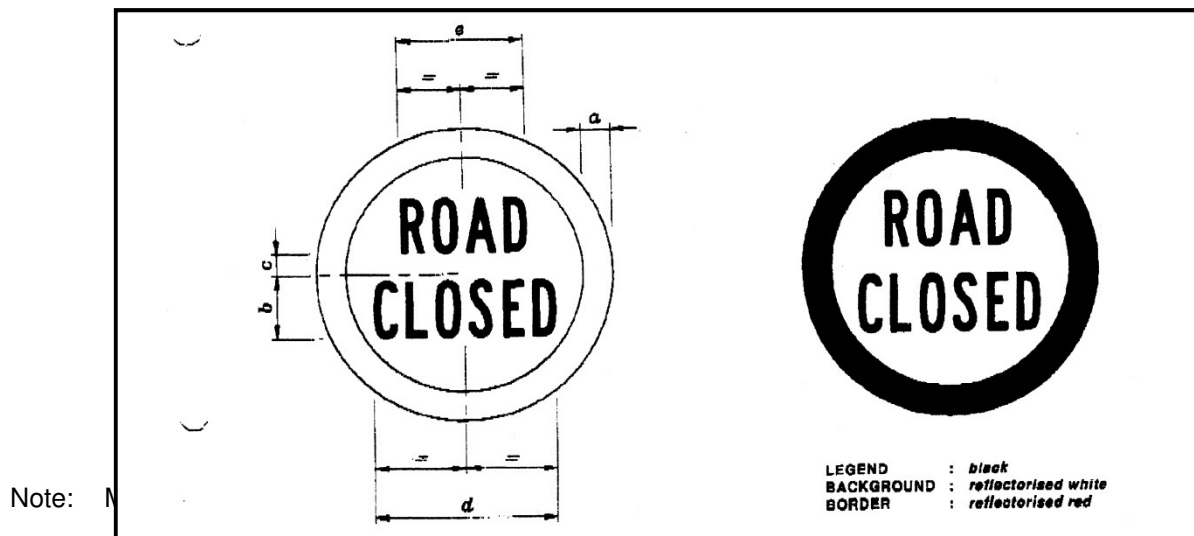
a. Location:

The actual point of closure will have been well chosen by the member club so as to enable motorists to either U turn and proceed to follow any alternative or park their vehicle safely while awaiting the reopening of the road.

The organisers must erect 'Road Closed' signs (i.e. signs manufactured to the RG – 16 specifications, refer example). These signs shall be erected with an appropriate barrier at the chosen point of closure and in such a position that enables the sign to be easily visible to an approaching driver over a distance of at least 120 metres, in a rural area or at least 60 metres in other areas.

b. RG - 16 Sign Specification:

Minimum size: 700 mm diameter



5. MOTORKHANA TESTS

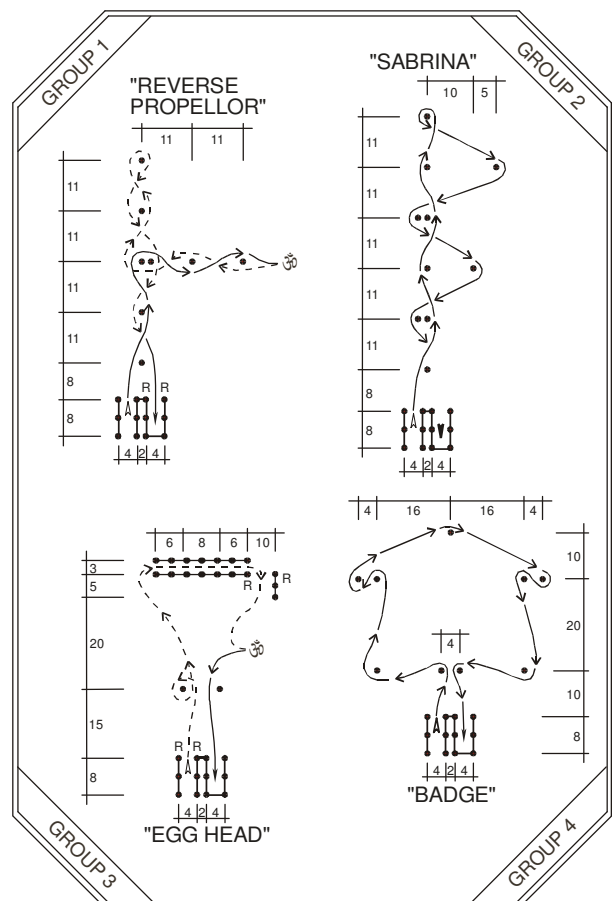
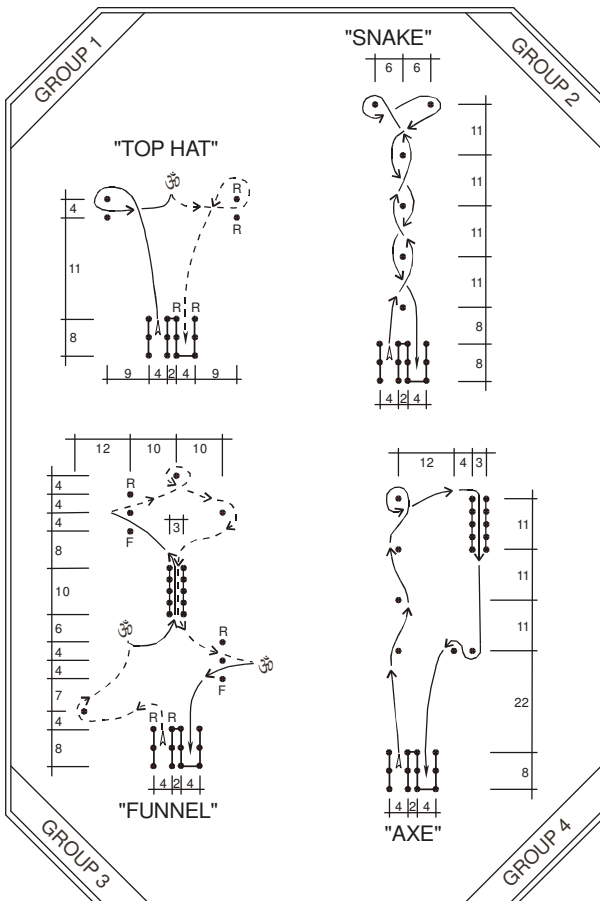
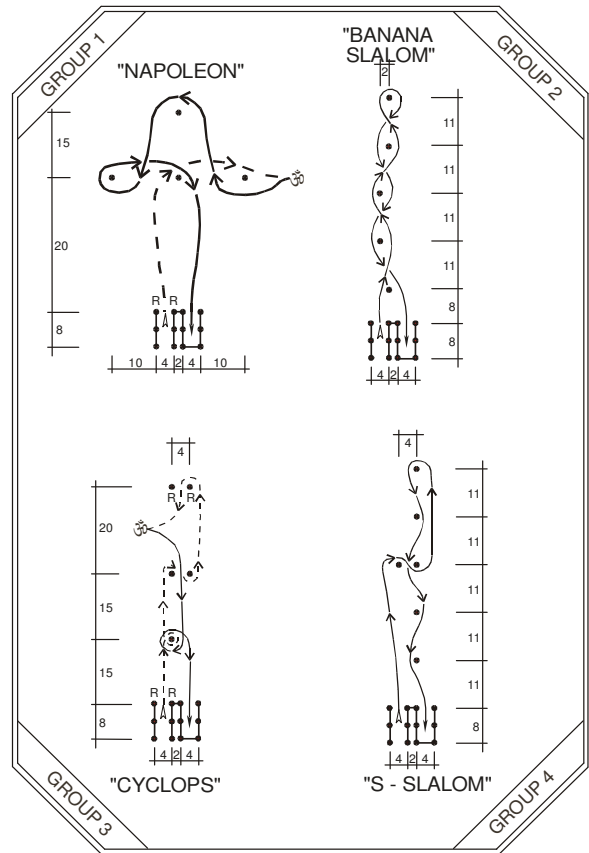
DRAWINGS APPROXIMATELY TO SCALE ONLY
MEASUREMENTS IN METRES.

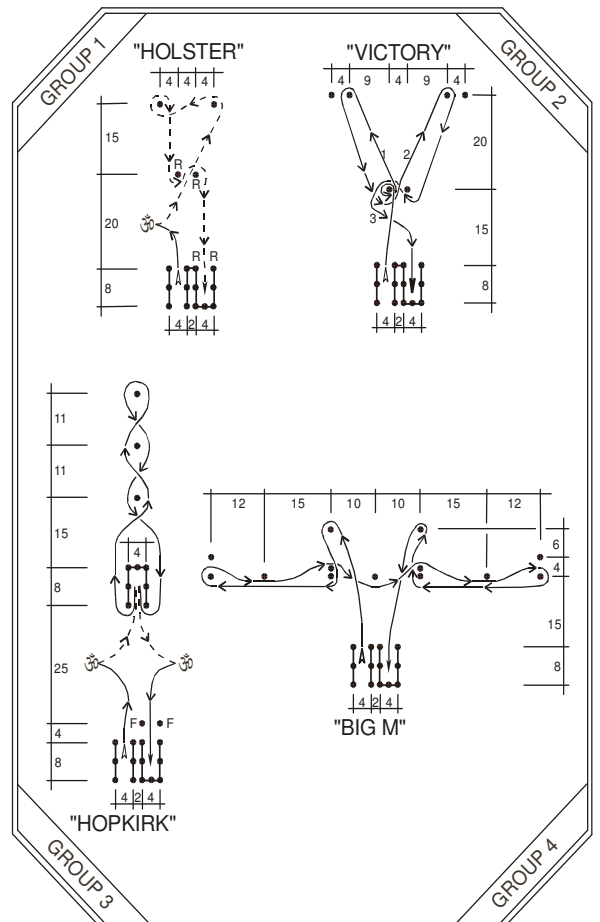
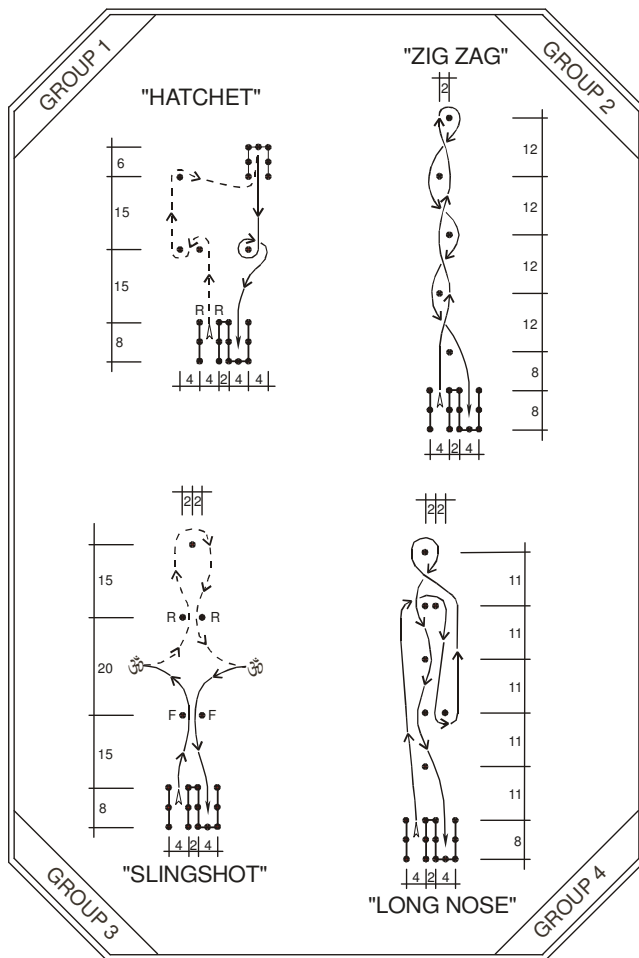
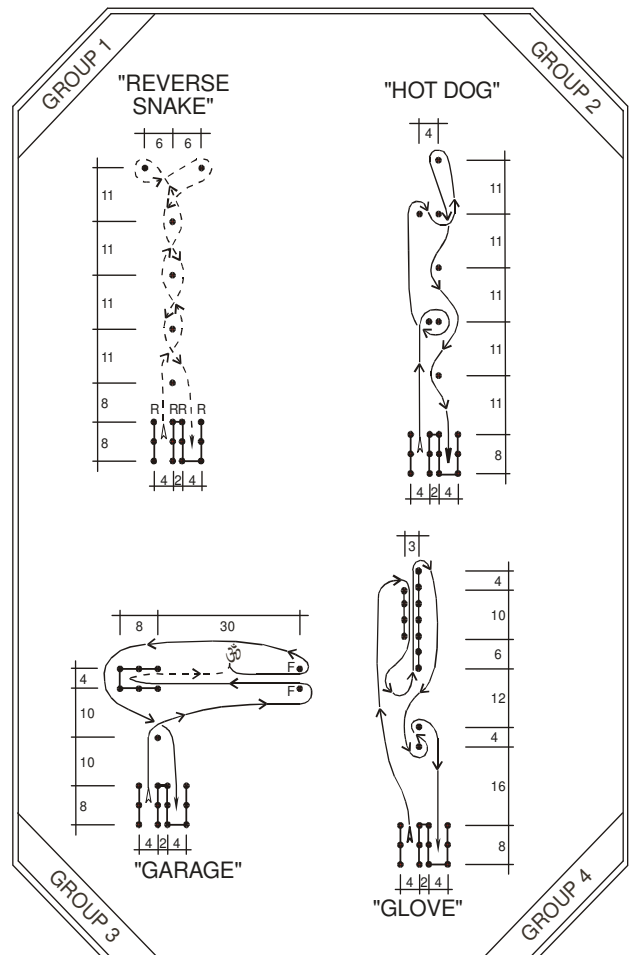
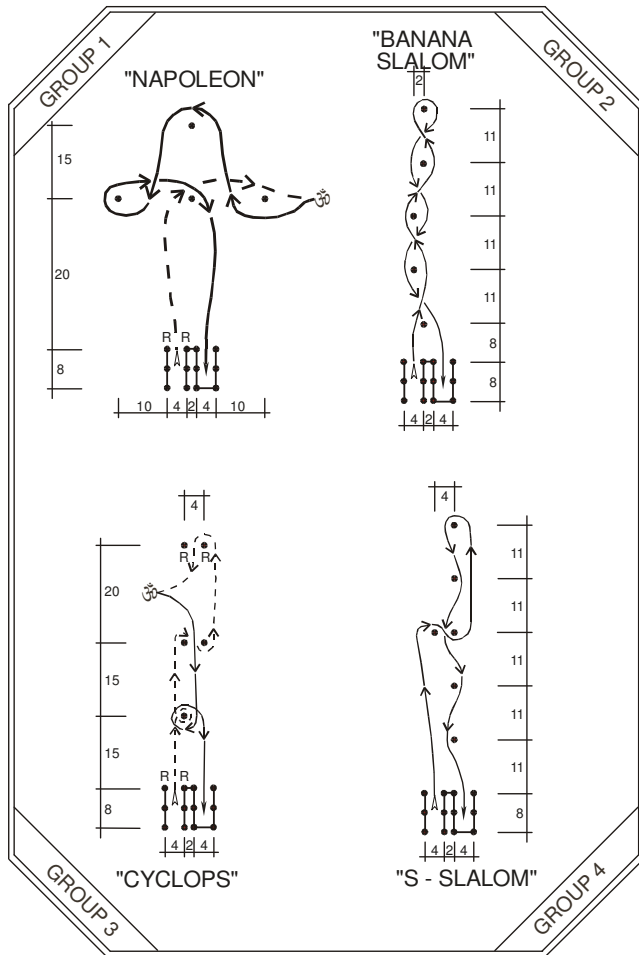
GROUP 1	Predominantly <u>REVERSE</u>
GROUP 2	All <u>FORWARDS</u> Includes Slalom
GROUP 3	<u>REVERSE</u> with flick or 360°
GROUP 4	<u>FORWARDS</u> - Blat!!

Direction of travel through the gate
 Forward → F • F OR F F OR F
 Reverse --- R • R OR R R OR R

* Change of direction.
 Turns or loops may be made in either direction.
 All START/FINISH Garages are 8m x 4m
 All START Garages are the left-hand garage.

Sets have been designed together - if using tests from different pages, try to stick to one (or two) from each group.
 We have tried to include all the basic manoeuvres on each page.





Forward  Start Gate  Finish Gate 
 Reverse  Paired Start and Finish Gates  Combined Start and Finish Gate 

Dimensions, in metres, are suggestions only, adjust to suit venue.
 Garages 6m long x 4m wide. Start and Finish, Gates 4m wide.

