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## Manual Amendment

*These amendments have been authorised to the text of MotorSport Manual Edition 35. It is recommended that in addition to retaining a copy of this amendment that all parties modify the actual text in their Manual according to the following:*

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### Appendix One, Schedule G – Notes for the Guidance of Officials of the Meeting

#### Amendments to Schedule G in Manual 35:

1. Amend the entire Schedule G as stated in the schedule attached.
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1. Item One:

Attached.

**Reason:**

*To include the new licence category of Race Director.*

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*This amendment is issued for MotorSport New Zealand Inc by the Administration.*

A handwritten signature in black ink, appearing to read "B. Budd".



B. Budd  
General Manager.

## Appendix One - Schedule G

### Notes for the Guidance of Officials of the Meeting

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**Note:** *Text changes from the previous issue of this Schedule are highlighted such. Text changes for grammatical and/or formatting reasons are not highlighted.*

**Preamble:** All competitions are governed by the National Sporting Code, in conjunction with its Appendices, Schedules (being the Standing Regulations) and/or Articles (applicable to a particular formula or championship), the Supplementary Regulations as published by the Organising Club and any written Final Instructions.

The International Sporting Code of the FIA and the Regulations for the event governs international events.

**Important Note:** *This Schedule is not definitive or regulatory text, its purpose is to provide;*

- (a)** *Guidance and assistance for Stewards and Clerks of the Course in performing their functions, and*
- (b)** *Assistance for Competitor Relation Officers and Competitors in gaining a simplified overview of the various processes.*

#### 1. Duties and Authority of a Steward:

- 1.1 The Duties and Authority of the Stewards of the Meeting are clearly defined in the National Sporting Code Part VII Officials.
- 1.2 Ideally, Stewards should adopt a standard procedure in respect of every meeting, which they attend, and the following is intended as a guide to such a procedure:
  - (1) Study all documents issued by the organising club to ensure that they are clear, that they provide all appropriate information and are not likely to give rise to any problems of interpretation.
  - (2) Consult the appropriate sections of the National Sporting Code and all relevant Appendices and Schedules dealing with the organisation of that type of event to ensure acquaintance with any special requirements.

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- (3) Immediately on arrival at the event, introduce yourself to the Secretary of the Meeting and the Clerk of the Course / Event Director / Race Director, also to the other Steward(s), the (if appointed) Circuit Safety Department Inspector, Technical Officers and such other officials with whom you are likely to need contact, bearing in mind that most of them will be very busy prior to the start of the event.
- (4) DO NOT BE LATE. It is recommended that you arrive at the starting time on the permit, (of which you should have a copy or have been advised), or prior to the start of practice, so that you can be sure that all necessary items have been covered before the competition begins.
- (5) Ensure that either the Secretary of the Meeting or the Clerk of the Course / Event Director / Race Director is kept aware of your whereabouts throughout the meeting.
- (6) Do not attempt to interfere with the running of the meeting except in extreme cases where safety is involved. If necessary, a quiet word with the Clerk of the Course / Event Director / Race Director should be adequate.

The Steward should, under no circumstances, give direct orders to competitors or officials. The ideal Steward is a quiet figure in the background, present when the organisers require advice or assistance, but being careful that nothing they do should in any way be the cause of bias at subsequent judicial proceedings.

### 2. General:

- 2.1 If for any reason the organisers are unable to produce the permit for the event, check copies of the correspondence to confirm the MotorSport NZ requirements have been complied with. You have the right to stop the event if you are not satisfied.
- 2.2 For race events check that the minimum requirements, as specified in the Venue Licence or Appendices and Schedules to the National Sporting Code, are met.
- 2.3 Stewards at ClubSport events may agree to change the layout of a course if weather or other conditions dictate, provided that such changes are made prior to the commencement of timed runs and that competitors are allowed to see the changes. Change of the course must not adversely affect the safety requirements.
- 2.4 The Venue Licence (which includes a track plan) at permanent race circuits shows the position of all marshal's posts. Under no circumstances may the positioning or manning of those posts be varied.  
  
**Note:** *On some of the track plans where a flag point is marked inside a circle as opposed to inside a square then for small Clubmans events as detailed in Appendix Two Schedule H these points are not required to be manned.*
- 2.5 The National Sporting Code, and Appendix One Schedule L Licences, specifies that competitors must have a valid Club membership and Competition Licence to compete in any competition except for ClubSport Basic Status Events and allows for any competitor to be requested to produce a valid licence.
- 2.6 For Events held on roads and on roads closed other than under the Local Government Act 10<sup>th</sup> Schedule ensure that during Event documentation audit inspections confirm that competitors hold a valid civil drivers licence. Any competitor, who cannot prove that they hold a valid civil licence, where it is required, should not be allowed to compete.
- 2.7 The National Sporting Code, allows for any competitor who for any reason is unable to produce a valid competition licence when requested, to forthwith complete an application for a replacement licence and submit it together with the relevant fees.

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### 3. Judicial Procedures:

- 3.1 The rules of motorsport establish procedures designed to preserve a balance of justice and the proper conduct of the sport. The National Sporting Code Part VIII Penalties, Part IX Protests, Part X Inquiries by MotorSport NZ and Part XI Appeals detail the process and Appendix One Schedule P lists the appropriate ranges of penalties.

Prior to the Event commencement ascertain from the organisers the location of suitable, quiet rooms or areas that can be used in case of a hearing or protest.

### 3.2 Clerk of the Course / Event Director / Race Director Hearing:

- (1) The first judicial body in connection with any competition is the Clerk of the Course or Event Director or Race Director, who will act as “referee”.
- (2) The Clerk of the Course or Event Director or Race Director may hold hearings to investigate any breach of the rules, and may apply the penalties allowed for in the National Sporting Code and its Appendices and Schedules.
- (3) When delivering the decision from a hearing, be that a verbal or written delivery, the Clerk of the Course or Event Director or Race Director must advise the competitor of their obligations and rights as found on the back of the hearing decision form.
- (4) Should the competitor wish to protest the decision to the Stewards of the Meeting, the written protest must be delivered to the Clerk of the Course or should he or she not be available then directly to the Stewards within the time limits specified in the National Sporting Code.

### 3.3 Protest Hearing by Stewards:

- (1) The second judicial body in connection with any competition is the Stewards of the Meeting. They must hear any protests arising from the event. The Stewards of the Meeting should consider only the Regulations as published and at no time give heed to any claim as to what was intended that a rule should mean. In any case, where ambiguity can be demonstrated, only that intention which may be inferred from studying the published Regulations as a whole may be taken into account.

As a matter of convenience, the Stewards normally will request the organisers of an event to make the physical arrangements for a meeting of the Stewards, but there should not be any prior consultation on matters upon which the Stewards will be giving judgment. At all times, the Stewards should bear in mind the maxim that not only must justice be done, but it must be seen to be done.

- (2) The validity of the protest must be considered.
  - (a) No protest is valid unless in writing and accompanied by the appropriate fee (cheques are acceptable) and submitted in accordance with the Regulations.
  - (b) The various time limits for entering protests are given in National Sporting Code Part IX Protests. No attempt should be made to prevent a competitor lodging a protest within the time limit. The Stewards of a meeting may extend these time limits only if it can be shown that there were special circumstances making observation of them physically impossible.
- (3) Joint protests shall not be accepted, but more than one(1) individual protest may be accepted on the same grounds.
- (4) Any person likely to be affected by a decision of the Stewards must be given adequate notice of a hearing and every facility for presenting his case, including the calling of witnesses.

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- (5) Although the Clerk of the Course / Event Director / Race Director may be present, they take no part in the hearing unless either side wish to call them as witnesses, or unless a Steward wishes to question them, except in the case of a charge laid by the Clerk of the Course / Event Director / Race Director, or a protest against a decision of the Clerk of the Course / Event Director / Race Director.
- (6) When delivering the decision from a protest hearing, be that a verbal or written delivery, the Stewards must advise the competitor of their obligations and rights as found on the back of the protest hearing decision form and not be drawn into further conversation with any of the parties concerned, or their witnesses.

Where a competitor indicates their intention to exercise the right of appeal the Competitor Relations Officer should provide the competitor with a copy of the Court of Appeal practice guidelines

- (7) A copy of the decision along with all protest fees, fines or appeal fees, together with your report, notes of the evidence and written findings must be sent to MotorSport NZ as a matter of priority.

### 3.4 Event Director, Race Director, Clerk of the Course and Stewards Hearing Procedure; When holding an inquiry or dealing with a protest, ensure that;

- (1) All interested parties, including witnesses, are aware of where and when the hearing is being held, and of the nature of any charges and the reason for the inquiry.
- (2) Both the protester and the respondent should be present throughout the hearing. Neither may use an advocate, although the entrant of the respondent may be present as an observer if they wish.
- (3) Evidence should be called in the manner described under Procedures For The Conduct of a Hearing (refer end of this Schedule).
- (4) Witnesses for either side should remain out of the hearing until called on to give their evidence, whereafter, subject to the discretion of the chairman; they shall remain at the hearing, but not to speak.
- (5) Video evidence is allowed, however, it should reflect the total build up to an incident and not just the result. Remember camera angles distort true positions, use this type of evidence with caution.
- (6) Keep a tight rein on proceedings in order to avoid acrimonious argument between the parties, bearing in mind that your duty is to analyse all the facts and make what is for all concerned a very important decision.
- (7) After hearing all evidence, everyone should be asked to leave the hearing while the panel discuss their findings. All findings should be written out, timed, dated and signed by the panel present. Stewards must give their decision in writing to all parties concerned.
- (8) Call back all the parties and read out the findings, including a statement about obligations and rights. Do not enter into any further discussion with any of the parties after reading out the findings. Arrange, where possible, for the written decision to be posted on the official notice board where all can read it.
- (9) Any notes or written information submitted as evidence at the hearing shall be retained and forwarded upon request to MotorSport NZ so as to be available for production at any subsequent Appeal Hearing.

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### 3.5 Appeals to the National Court of Appeal:

- (1) The third judicial body in connection with any competition is the National Court of Appeal. They will convene when required to consider any appeals lodged in accordance with the provisions of National Sporting Code Part XI.
- (2) The National Sporting Code allows for the National Court of Appeal to regulate its own procedures. By way of guidance the Court of Appeal publishes from time to time practice guidelines aimed at providing assistance to competitors and officials.
- (3) If the outcome of a protest hearing held by the Stewards of a meeting is to be appealed, the Stewards must be advised by the Appellant, in writing of the Intent to Appeal within the time limits set out in the National Sporting Code. No Intent to Appeal is valid unless accompanied by the appropriate fee (cheques are acceptable) and submitted in accordance with the Regulations.
- (4) The Appellant must send, direct to the Secretary National Court of Appeal, confirmation of appeal, together with the Appellant's case in accordance with Article 123(3) of the Code.

### 4. Dealing with Accidents and Incidents:

**4.1 Reports Required:** A full written report, on the MotorSport NZ Accident Report form, is required following any accident or incident at an Event that results in any party requiring medical attention.

#### 4.2 Accident Investigator:

- (1) At major events, the organisers should have an Accident Investigator appointed who should be available to perform all the necessary functions should there be any accidents or incidents. For all other events the Clerk of Course will assume the function.
- (2) The Accident Investigator's basic duties are:

Immediately on being advised of an accident which may involve injury, to proceed at all possible speed to the place of the accident, try to assess generally what has happened and then proceed to speak to as many witnesses as possible.

- (a) From each witness obtain the name, address and status of the witness, eg, flag marshal, observer, driver, spectator, etc;
- (b) Make notes of what these people have said;
- (c) Ask the chief official in the area in which the accident occurred, in consultation with their staff, to prepare written reports of events leading up to the accident;
- (d) Endeavour to make a very rough and quick sketch plan of the area, showing approximately where impacts with other vehicles, barriers, or whatever, occurred and where the vehicles, etc, came to rest, and the positions of the witnesses at the time;
- (e) Where appropriate examine the road or track for any possible contributing cause of the accident, factors such as:
  - (i) Sudden change of camber or bumps or depressions in the surface.
  - (ii) Oil or other slippery materials on the surface should be noted;
- (f) Consult with the medical personnel at the venue and try to ascertain the extent of injuries;
- (g) Ask the Scrutineer to re-check the vehicle(s) as soon as practicable, to try to ascertain if any mechanical failure contributed to the accident.

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- (3) After completion of initial examination and questioning involving an accident the Investigator should consult with the Clerk of the Course and together they should decide whether any further action is necessary. This decision will depend entirely on whether or not serious injury or death has occurred.

If there is no serious injury or death, and no likelihood of this happening, then the Investigator can prepare the report, and pass the information to the Stewards for inclusion in their report; the Investigator has then completed the duties.

### 5. Dealing with a Fatal or Serious Accident That May Later Result in Death:

- 5.1 These notes are mainly intended as guidance for an accident that occurs at a Race or ClubSport event.

In the case of Rallies, the same principles apply in general, but because an accident may take place in remote location and the Stewards may be miles away from the scene, the Stewards should ensure before the start of the event that the Clerk of the Course, Assistant Clerks of the Course and the Event Safety Officer are fully conversant with the provisions of Duties of Special Stage Controllers in case of accident involving serious injury or death, as the minimum procedures for starting to deal with a serious accident.

- 5.2 In the case of a fatal accident, the Police become involved.

In this case, the Accident Investigator's duties, working in close unity with the Clerk of the Course and Senior Steward of the Meeting or Event, are:

- (1) The same basic duties as detailed in Article 4.2(2) of this Schedule, and include the need to undertake the following actions;
- (2) Contact all witnesses and the Scrutineer and advise them that they are likely to be required to attend an official inquiry to be held as soon as possible.
- (3) Proceed to ensure that a plan of the whole area is drawn up using the sketches previously made, showing points of impact and all other relevant details, with measurements wherever possible.
- (4) Immediately impound or secure (whichever is most appropriate in the circumstances) any vehicles involved in the accident;
- (5) If death has occurred, immediately inform the Police;
- (6) Ensure the President and/or General Manager of MotorSport NZ are informed. You must inform them of the name of the senior investigating Police Officer.
- (7) Take steps in conjunction with the Clerk of the Course and the Stewards to set up an official Inquiry into the accident.
- (8) Request from the Scrutineer a written report of the vehicle.
- (9) Prepare a report summarising all the information obtained:
  - (a) Unless the Investigator is a direct witness of the accident, they should not attempt to describe the accident, except in general terms sufficient to convey to the Inquiry a general statement on the type of accident investigated;
  - (b) It would not be within the province of the Investigator to allocate or assess responsibility for the accident. The sole purpose in relation to the accident is to obtain all possible data, collate it in a systematic form and present a report to the Inquiry;
  - (c) Where personal injury either to competitors or officials of the meeting or the public is concerned, the fullest details of names and addresses, extent of injuries and any possible repercussions, should be included in the report.

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- (10) Obtain from the Secretary of the Meeting the entry forms of all competitors involved and also any relevant Scrutineering Forms for all the competing vehicles involved.
- (11) Ensure that all reports are in the hands of the Senior Steward so he/she can dispatch to MotorSport NZ within 48 hours of the accident. These reports should include details of all actions/reports that the Clerk of the Course, Accident Investigator, Scrutineer and Meeting or Event Secretary have taken.
- (12) At no point should statements be made to the media without clearance from either the President and/or General Manager of MotorSport NZ.
- (13) The Police will be wanting as much information as possible to prepare their file for the Coroner, and it is suggested that the Clerk of the Course, the Steward(s) and the Accident Investigator talk to the Police Officer in charge, to give them as much information as is required, also to provide copies (not the originals), of all documentary evidence in connection with the accident which may be held by any of these people. The Police will then obtain statements from various witnesses. They will not provide copies of these statements for the purposes of the inquiry, but they will usually allow the Investigator or the Steward(s) or the Clerk of the Course to look at the statements they have obtained.

It is good policy to inform the Police of the procedures involved in our own inquiry, telling them what has been done up to this point, and what is going to be done. It is also likely that the Police will take control of any vehicles involved in the accident, but they are usually quite happy for Scrutineers or some such people to go and inspect the vehicle. It should always be remembered that enquires made by the Police on behalf of the Coroner take priority over MotorSport NZ investigations. It is therefore important that inquiries made by the Stewards should proceed in parallel with and never impede those being undertaken by the Police.

### 6. Checklist for Stewards of Events:

6.1 To be prepared for the eventualities you may meet at an event, the following are offered as a guide to your preparation for the event. Prior to attending the Event read the relevant sections of the current MotorSport Manual and peruse the Supplementary Regulations for the event.

- (1) Equipment to take to the venue:
  - The current MotorSport Manual and Officials Handbook (which you should have been keeping up to date with any amendments);
  - Your Steward's Licence and identification;
  - Summons forms;
  - Protest forms;
  - Report forms;
  - Writing and recording material;
  - Steward's copy of Permit and Supplementary Regulations;
- (2) Check the location of the venue and ensure that you allow adequate time for travelling and carrying out duties required prior to the start of the event.
- (3) On arrival at the venue introduce yourself to the Secretary, Clerk of the Course / Event Director / Race Director, Scrutineer, Accident Investigator and where appointed Circuit Safety Department Inspector and Technical Officer and ensure you note the names of these officials.
- (4) Sight the Permit at the venue, and the venue licence if relevant.
- (5) Inspect entry forms, declarations and any other administrative forms. Check that they are being correctly checked and processed.
- (6) Ensure scrutineering audits are being carried out.



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- (7) Attend where possible any briefings held.
- (8) Inspect the venue with the Clerk of the Course / Event Director / Race Director immediately prior to the start of the event noting barriers, marshals, safety equipment, communications, first aid/medical facilities, timing/results system and any particular hazards.
- (9) Advise the Clerk of the Course / Event Director / Race Director of any additions or alterations required.
- (10) Sign the Clearance Certificate, if in order, and authorise the start of the event.
- (11) During the running of the event, evaluate the competence of the officials of the event. Ensure that the organisers are kept aware of your whereabouts.
- (12) In the event of an accident or emergency, evaluate the efficiency of the recovery and medical services, and if necessary communicate apparent deficiencies to the Clerk of the Course. If injury is involved, ensure that the Accident Investigator carries out their duties fully.
- (13) Ensure that the event is run within the time prescribed in the Permit and any Road Closure.
- (14) At the conclusion of the event, discuss any problems and suggested improvement with the Clerk of the Course / Event Director / Race Director.
- (15) Accept and deal with Protests with a minimum of delay.
- (16) Prepare your report (if warranted or required).
- (17) Submit your expense claim (with GST Tax invoices) to;
  - (a) The organisers either at the event or within 21 days, or to
  - (b) MotorSport NZ within 21 days for MotorSport NZ Championship Rallies and MotorSport NZ Premier Race Championship Events.
- (18) If a MotorSport NZ Championship is involved, either communicate the results to the MotorSport NZ office by next working day, or ensure that the organisers will do this for you.

### 7. Licence Endorsements:

- 7.1 Whenever the Event Director, Race Director, Clerk of the Course, Stewards of the meeting, or MotorSport NZ impose a penalty of licence endorsement on a competitor, details of the date of endorsement, length of endorsement and offence should be notated clearly on the notification of decision form. (It is important that you specify the Articles or regulation breached).
- 7.2 During the period of endorsement if a second endorsement for the same or similar type of offence is imposed, the licence will be automatically suspended for the balance of the period of the first endorsement and shall immediately be retained by the Stewards and forwarded to MotorSport NZ.
- 7.3 A standard procedure for endorsement of competition licences has been devised as follows:
  - (1) Licences shall be endorsed by whoever imposes the penalty by cutting a corner off the competition licence.

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- (2) The licence is then returned to the holder with the hearing decision form that clearly states the date, details of the offence, regulation or Articles breached and the date of endorsement expiry. The competitor should be reminded that a copy of the decision form must be made available on demand to Event Stewards, Event Directors, Race Directors, or the Clerk of the Course during the period of the endorsement.
- (3) A copy of the hearing notification of decision form and any other pertinent details must be sent as a matter of priority to the MotorSport NZ office for entry into the licence details held on the database.

### 8. Dealing with Eligibility Protests or Problems:

8.1 When encountering eligibility issues the Event Director, Race Director, Clerk of the Course or Stewards of the meeting should bear the following points in mind:

- (1) Where a vehicle is found by the Technical Officer/Scrutineer at pre-event to be contrary to the regulations, it must not be allowed to participate until the matter has been rectified. No vehicle should be allowed to compete "not for points or awards".
- (2) The following is designed to assist in a speedy determination of eligibility matters and to resolve the question of penalties at an early stage, if at all possible.
  - (a) A Technical Officer/Scrutineer having detected what is considered to be an eligibility problem, raises the matter with the competitor.
  - (b) If the competitor satisfies the Technical Officer/Scrutineer that the matter is in order, then no further action ensues.
  - (c) If the Technical Officer/Scrutineer remains of the opinion that the fault exists, they may advise the Clerk of the Course / Event Director / Race Director for action under their authority.
  - (d) The Clerk of the Course / Event Director / Race Director then charges the competitor on the grounds of having presented an ineligible vehicle.
  - (e) The Clerk of the Course / Event Director / Race Director may determine and impose a penalty or penalties, in terms of their authority, upon the involved parties against which those affected may protest to the Stewards of the Meeting.
  - (f) If the Stewards decide the matter is technically complex, it can be directed to the Executive to enable a Sub Committee to be constituted with the appropriate expertise to hear the matter.

8.2 Where a protest is lodged in accordance with the National Sporting Code on an eligibility matter, arrangements should be made for the technical Officer/Scrutineer to examine the vehicle.

- (1) If it is not possible to examine the vehicle immediately, the appropriate part or components should be sealed by the technical officer who should furnish the Stewards of the meeting with a detailed description of how the sealing is carried out, and a sample of the seal used, showing identification marks. The technical officer should impound the offending part or components.
- (2) For reasons of commercial confidence, it is not permissible for the protester or their agent to be present when the inspection takes place. A copy of the report, however, must be available for the protester.

8.3 Results of any event in which the vehicle has competed should be declared, "Provisional, subject to technical clearance."

8.4 Stewards should fully realise that where a subsequent examination of a vehicle is necessary, their responsibilities do not end until after the Technical Officers/Scrutineers' report has been received and any appropriate action taken by them.

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### 9. Stewards' Report Form:

- 9.1 The Stewards' Report Form is designed to enable MotorSport NZ to check on the organisation of an event (especially for MotorSport NZ Championship and International meetings), and as a record of occurrences at lesser status meetings.

Care is required in filling out the details as a copy of the report, with your comments, will be forwarded to the organising club to assist them with their debrief of the Event.

Please forward the completed report form to the MotorSport NZ office within 24 hours of the Event taking place, whether or not some matters are still provisional.

Attach any relevant paperwork or monies relevant to the meeting, covering fines, protests and notification of appeals, along with all the details. Indicate any accident reports or appeals requiring urgent attention.

### 10. Forms which are Part of Stewarding:

- 10.1 The forms that are used for the Stewards' various purposes are explained below:

- (1) **Clearance Certificate:** This form is to be filled out by the Clerk of the Course or the Secretary of the Meeting, but signed by the Clerk of the Course, to show that the necessary checks of the organisation of the event have been done and the event is ready to proceed. When you are confident that all is in order you countersign the form and allow the event to start. This form is basically a checklist for the organisers.
- (2) **Closing Report:** At each major event, MotorSport NZ Championship and above, the Clerk of the Course should prepare and supply to you, as the Steward(s) of the Meeting, a written Closing Report.
- (3) **Participation Levy Fee Declaration:** This form should be prepared by the Secretary of the Meeting and offered to you to sign, confirming the details entered once you are sure of the numbers competing at the event. A check of the entry forms is the normal way to confirm the numbers quoted on the declaration form are true.
- (4) **MotorSport Accident Report:** If, at the event, an incident or accident of a serious nature occurs, you must insist on the Accident Investigator (or if one has not been appointed, the Clerk of the Course) supplying you with a written report, on the MotorSport NZ form, describing action.

Also, if you require a report from any official of the meeting, regarding an incident that has occurred, this is also referred to and shall be supplied on a MotorSport Accident Report.

- (5) **Notification of Decision from the Stewards of the Meeting:** This form is used to record the relevant details of the decision reached at a hearing and should contain sufficient information to be the written record of the hearing (not necessarily a protest hearing). The details of the event, competitor, finding and ruling (penalties if applied), are recorded over the signature(s) of the Steward(s) of the Meeting. A copy of this can be handed to the affected party or parties in the hearing. The rear of the form covers the affected parties rights and obligations.
- (6) **Protest Form:** This form has been designed to ensure that when a competitor wishes to protest, you have some chance of finding out under what rules the complaint lies. The protester should be asked to fill out all relevant details, (especially the applicable rules under which the protest is lodged) in the top part of the form and the bottom part is used to receipt the protest fee. If you insist on the use of these forms, you will save yourself a lot of trouble.

The protest form(s), with cheques attached and the notification(s) of decision, must all be forwarded to MotorSport NZ on the first business day after the Event.

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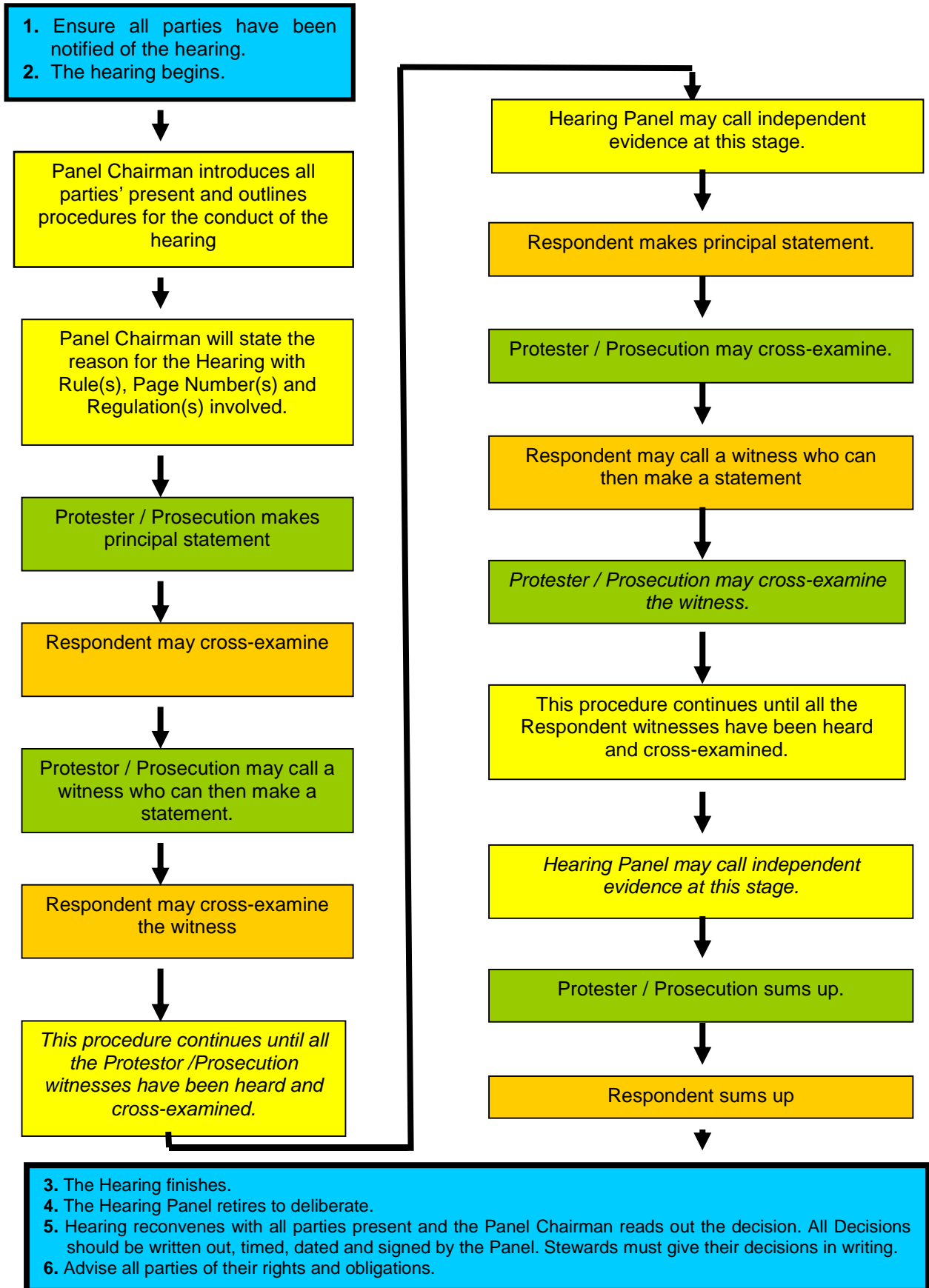
- (7) **Summons to Appear Before Stewards:** This form is used to ensure that those required to be present at the hearing are correctly informed of the necessary details.

The correct way of using these is to fill out the details of to whom each form is addressed (both parts of form), the name of the event and the date, a brief description of the purpose of the hearing (both parts of form), where and when the hearing is to be held (both parts of form), the time and date issued and sign the form. Then ask the Competitor Relations Officer or Clerk of the Course to arrange the distribution of the form(s) for you and ask for them to be receipted on delivery with the receipts to be returned to you.

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**PROCEDURES FOR THE CONDUCT OF A HEARING**

- Definitions:** *Protestor* - Person who has lodged a protest requiring a hearing.  
*Prosecution* - Event Director; Race Director; Clerk of the Course; Deputy Clerk of the Course or Assistant Clerk of the Course.  
*Respondent* - Person protested against or being prosecuted by Event Officials.



**An incident occurs –  
At a Meeting or Event; OR In relation to a Meeting or Event.**  
The National Sporting Code provides methods of redress in such matters. All aggrieved or effected parties are advised to read the National Sporting Code Parts VIII; IX; X; & XI.  
*This Chart is issued to assist with a quick overview of the process available.*

**Event Director / Race Director / Clerk of the Course Inquiry**  
*An Event Director or Clerk of the Course may decide to hold a hearing to enquire into any matter relating the Meeting or Event they are officiating at. Competitors or Entrants called to attend any such hearing are advised to read Appendix One Schedule G Article 3 Judicial Hearings*

**Competitor / Entrant decides to Protest**

**Timeline**  
*Within 90 days of the conclusion of the Meeting or Event any competitor, entrant or official seeking an Inquiry by MotorSport NZ shall deliver to the MotorSport NZ Administration office (marked for the attention of the MotorSport Manager) full details of their grievance and grounds they consider warranting such inquiry.*  
**Important Note:**  
*An inquiry will not be ordered by the Executive unless they are satisfied that on the information available that there is a prima facie case to be considered.*

**Timeline for Protest**  
*Within thirty minutes of receipt of a decision from an Inquiry hearing conducted by either an Event Director, Race Director or Clerk of the Course, OR  
Within thirty minutes of an incident occurring at a Meeting or Event, You must deliver to the Clerk of the Course or directly to the Stewards of the Meeting your protest. It should be lodged on the appropriate form (available from the meeting secretary or CRO) and submitted along with the applicable fee(s).*  
**NOTE: The time of receipt of a Protest is when either the Clerk of the Course or the Stewards of the Meeting receives it, not when it is handed to any other official or CRO.**

**Inquiry by MotorSport NZ**  
The Executive of MotorSport NZ is empowered to establish an inquiry under the provisions of National Sporting Code Part X. In Part X, Article 119 specifies the grounds under which such inquiries can be conducted. Competitors and Entrants have the Inquiry Hearing; Protest and Court of Appeal paths at their disposal. Generally speaking the Executive will not order an Inquiry by MotorSport NZ if the competitor or entrant has failed to avail themselves of the path available unless there are special circumstances.

**Protest Hearing**  
The Stewards of the Meeting are empowered to hear your **Protest**. Any competitor or Entrant intending to lodge a protest should read very closely National Sporting Code Part IX along with Appendix One Schedule G (both contained in the current Motorsport Manual).

**Timeline for Appeal**  
**Within one hour** of receipt of the decision from either a **Protest** hearing or an **Executive Inquiry** hearing you must **deliver to the chairman of that panel** a Notice of Intention to Appeal accompanied by the applicable fee, **and**  
**Within three working days** the **Secretary of the Court of Appeal must receive**; a copy of that notice, accompanied by the details in brief of your considered grounds of appeal.

**Court of Appeal**  
An independent panel of people appointed by MotorSport NZ. A member of the legal fraternity chairs the Court. Any competitor or entrant intending to lodge an **Appeal** should read very closely the “practice guidelines” published by the court. Copies are available from meeting secretaries or by referring to the forms section on the website [www.motorsport.org.nz](http://www.motorsport.org.nz)