

MotorSport

New Zealand



Race Organiser's Handbook

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FOREWORD

The organisers tasks of planning and successfully running a race meeting has become increasingly more complex and demanding since race meetings first occurred in New Zealand. Competitors now more than ever before have expectations of being treated as professionals as their own sponsors need greater returns on their investments. Spectators demand a very entertaining programme of events and are not prepared to put up with poor facilities or processional racing. The safety of all involved be they spectators, event officials or a competitor is absolutely paramount and with more legal accountability it means additional paperwork and costs.

All of these factors mean that organisers have to take a more professional approach to organising race meetings. This revised publication has been structured to give guidance and explanations of the current rules and regulations governing motor racing. A lot of the text of this handbook is the result of experiences and comments gleaned from a number of very proficient organisers.

If having read this handbook you have ideas and methods that would assist others in running a successful event then please write to us at MotorSport NZ so we may include your comments in future editions of this handbook.

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

IW Snellgrove
Publications Editor

MotorSport NZ intends to publish an updated version of this booklet at least biennially; all major changes from previous versions will be shown in coloured text (usually appears as light grey when printed in black and white). Version publishing dates will appear in the page footers.

CHAPTER ONE

Organisational Requirements

RACE EVENT TYPES

References to this subject
Appendix Four Schedule Z Art 1.1 (3)

MotorSport NZ have established the following descriptions and restrictions for race meetings or events held in New Zealand under the National Sporting Code and its Appendices and Schedules it is important that when making a permit application the correct description is detailed on the application form as it sets parameters for a number of issues such as the number of MotorSport NZ Stewards required, flag post manning level minimums and medical services requirements.

Championship Race

A race being a round of a MotorSport NZ Championship, Cup, Trophy or Challenge.

Series Race

A race being a round of a Sanctioned Series or a race where titles or awards are gained from more than one event.

Historic Race

A race being either a round of a Sanctioned Series, or, single meeting or event for competition amongst vehicles in compliance with Appendix Six Schedule K.

Classic Race

A race being either a round of a Sanctioned series, or, single meeting or event for competition amongst vehicles in compliance with Appendix Six Schedule T&C and/or Schedule CR.

Endurance Race

A race defined as being over thirty minutes or 60 kilometres duration.

Clubmans Race

A race (single meeting or event) primarily aimed at providing:

- A low budget competition with no binding requirement to participate in further events for titles or awards, and/or
- A desirable entry-level event for new competitors and officials to gain experience prior to participating in other classification races.

Other Race

A race with a distinct nature that generally has an overlying theme or style and may or may not be part of a series.

Note: Motorsport NZ in issuing permits for such events reserves the right to impose specific conditions on such events for grounds of safety or fairness.

ORGANISING COMMITTEE

The first step in organising a race meeting or event is to set up an organising committee. The organising body may appoint a single person as Chairman in the first instance. The Chairman will then gather together an organising team to handle the work of setting up the race meeting. Ideally the Chairman should have no other duties - this is particularly important for high profile meetings.

The organising committee should include as a minimum a:

- Clerk of the Course
- Secretary/Treasurer
- Event Secretary
- Chief Marshal (who will need to arrange for the various marshals required to run the event), and
- Chief Safety Officer

Note: The Clerk of the Course is totally accountable for the Event and as such should, wherever practical, be involved with all stages of the Event planning to ensure he/she is completely au fait with the event.

Additionally there could be:

- A Publicity Officer
- An Administration Officer (to ensure all administration requirements are covered).

Except for Clubmans Race Meetings or Events it is usually best to keep the running of race meeting separate from the pre-event organisation. This allows better delegation, more effective use of individual skills and reduces the likelihood of a complete organisational collapse. The people running the race meeting will generally be responsible for arranging all the items involved with the actual event day(s) management. The two groups must confer at regular intervals and will have some key common members e.g. Chairman, Clerk of the Course, Event Secretary etc.

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 perhaps that of Clerk of the Course or Assistant Clerk of the Course.

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

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

The financial aspects of any meeting or event are very important and the chairman, in association with the treasurer, should set a fully detailed budget, which is as accurate as possible. A regular check should be kept on actual 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 fully realise what they are getting themselves into.

Secretary/Treasurer

The secretary/treasurer is another key position. This official has the responsibility for:

- Maintaining records of all meetings
- Attending to all correspondence
- Ensuring that all of the paperwork is organised properly and efficiently
- Attending to all financial matters:
 - Banking
 - Payment of accounts
 - Maintaining accurate records of income and expenditure on event competitor documentation.

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

- Receiving and acknowledging entries
- Organising documentation
- Sending out results on demand to all competitors.

Note: Organisers can save on postage by making results available throughout the event or by compiling a composite set for competitors to collect prior to leaving the venue at the end of the Meeting or Event.

TIMETABLE

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

The following is a suggested timetable for an event.

Organisers Duties	Suggested completion dates expressed in months before event
Appoint committee chairperson	9
Establish key committee posts	9
Secure the use of the venue (refer separate article in this Chapter)	
Submit application for calendar inscription to MotorSport NZ	Prior to MotorSport NZ annual conference
Finalise event timing schedule	4
Organise for sufficient officials and marshals to cover all positions	3
Submit draft supplementary regulations and application for organising permit to MotorSport NZ	3
Send out regulations/entry form	2
Submit draft Safety Plan to MotorSport NZ	1 September annually <i>(Refer footnote)</i>
Send out acceptance of entry notification	Immediately after entry closing date
<i>Footnote:</i>	
1. <i>The Safety Plan has a twelve-month period of validity expiring annually on 31 August. Circuit Owner/Operators are obliged to make a copy of the current version of the safety plan available to any organisers of events on their venues at least three months prior to the planned event.</i>	
2. <i>Refer also Chapter Four of this Handbook</i>	

As well as the main event timetable a number of the key officials (e.g. chief marshal), should formulate a similar timetable for the key duties that they are responsible for. The chairman should be given a copy of this timetable so that he/she can monitor progress in these areas.

DATE INSCRIPTION AND PERMIT APPLICATION FLOW CHART

Complete calendar inscription form and apply to MotorSport NZ for calendar approval.



Ensure Clerk of the Course is licensed to run the status Race meeting or Event that you are applying for.



Submit the draft supplementary regulations (refer standard regulations), entry form and permit application form to MotorSport NZ and attach copies of:

- a. Proposed event timetable
- b. Any other pertinent information

SECURE THE VENUE

Without a venue you do not have a race meeting. Make application to the venue owners in plenty of time (twelve months or more prior to use is common and prudent). Obtain confirmation in writing. If your event is likely to be affected by the weather and it is a viable option book a “rain date” at the same time. Rain insurance is available but at a high cost. Know what your rights are if the venue subsequently becomes unavailable on the day you require. A considerable amount of time and money may have been spent for which there may be no return!

COMMON RACE TYPES

Scratch

Simple format. Fastest cars off the front. These can be related to a particular class of car or established in time brackets or cubic capacity ratings. For Clubmans race meetings organisers are urged to group fields in time brackets as it provides the most interest for competitors and spectators alike.

Handicap

References to this subject

Appendix Four Schedule Z Art 8.4

A skilled handicapper is required to calculate the start position for all vehicles with slowest cars off the front in calculated time breaks to successively faster groups at the rear of the grid. It is not necessary to use the standard grid markings for handicap starts vehicles can be lined in rows of three as they await starters orders.

The standard starting procedure is contained in Schedule Z. If you intend to use a different start procedure then this shall be detailed in your Event Supplementary Regulations and preferably be covered in a competitors briefing session. Good grid marshals are required who also have been briefed on the procedures so they can keep the grid in its appropriate starting sequence until each row comes under starters orders.

A variation on the handicap start is what is commonly referred to as a Hare and Hounds race. Each handicap group of cars is started simultaneously from different points around the circuit. The slowest cars having the shortest distance to the finish line. This format is ideal where manpower is limited and it provides a relatively safe start. Good communication to the remote starting points is essential.

Delayed Start

No handicapping required. Cars are started with a set time break between groups of cars, slowest off the front. Gives similar results to reverse grid or handicap but can resolve any concerns over first corner incidents.

Reverse Grid

Like scratch, but fastest cars off the rear of the grid or top six, top ten reversed, as is the case in some Championship events.

Can be frightening for beginners at Clubmans level who find themselves at the front for the start.

Marble Draw

Start positions are drawn for the first race; the start order is changed for subsequent races so that each car starts in the front, middle and back of the field throughout the programme. Requires a minimum of three races to be a fair format.

STARTS

References to this subject
National Sporting Code Art 32, 33 & 34 Appendix Four Schedule Z Art 6 Appendix Four Schedule Z Art 8

Given the differences between all the New Zealand circuits relating to the position of the dummy grid (assembly area), and pit exit and entry locations relative to the start line it may be necessary to provide amplification of the starting procedure in the Meeting or Event Supplementary Regulations. The type of start and start procedure for each race will affect the race programme and must be decided as the programme is finalised.

NOTE: Handicap, Reverse Grid and Delayed Start races take extra time to start and allowance must be made for this in the race programme.

Rolling starts can take longer to organise. In the event of an aborted start though, the restart is much quicker.

RACE PROGRAMME

References to this subject
National Sporting Code Article 20 Appendix Four Schedule Z Art 8

Prepare a draft programme early on in the organisation when the decision is made to run a race meeting. You will know the vehicle types and classes that will be competing and the venue that will be used. The number and format of practice and races for each class should be considered at this stage. Involve the people who will be running the meeting in final programme preparation.

For small events the race day programme will probably be the initial programme with some minor adjustments if entries for a particular group are light.

The programme for the event should cover more than the list of races. It should also cover circuit preparation, all briefings, circuit inspection, opening and closing of the circuit and any additional entertainment.

There are a number of factors that will need careful consideration when preparing the programme timetable, such as:

Number of Laps

Number of laps in each race may depend on the venue. The track limit (i.e. Maximum number of starters as detailed on the current Venue licence for the circuit) will effectively set the maximum field size for the classes competing. Consideration of the track limits is required at the time of establishing the programme as these have a bearing on the number and type of races to be run.

The circuit owners or other users can generally give you some indication of expected lap times. This will give the basis for the race time to which a time allowance for gridding the cars, warm up and slow down laps should be added. Round the total race time up to the nearest 5 minutes. Thus, your race programme will have easily recognisable times based on a 5 minute time scale.

For example; if you wish to run 6 lap races and an average performance lap time is 1 minute 25 seconds, allow 3 minutes to grid the cars, 2 minutes for a warm up lap, 1 minute to adjust start positions, 2 minutes for the first lap and 5 laps at 1:25 = 7:05 for race time, 3 minutes for slow down lap and clear the cars off the track, a total of 18 minutes and 5 seconds. Round up to 20 minutes for race timetabling.

It is wise to add a further time allowance every three or four races to cover the unforeseen, but not unexpected, clean ups after incidents.

Pit Stops

Some races, notably long distance or endurance events, make provision for pit stops and an open pit lane. Consider how these will be controlled and the extra personnel and equipment that will be required. When refuelling is contemplated there is increased risk of fire and appropriate steps must be taken to cover this eventuality.

For example; for long distance events, say 100 laps, you will need an approximation of how many laps an average car will travel on a tank of fuel, say 26 laps, which will require 100/26 or 4 tanks full of fuel. The car starts with a full tank so 3 refuels will be required at 2 minutes plus 1 minute differential run down/run up time each, an extra 9 minutes to racing time. 100 laps at 1 minutes 25 seconds (average as used in previous example) is 141 minutes 40 seconds. Total race time 150 minutes 40 seconds. Allow 2 hours 45 minutes on your programme.

For endurance events, the time requirement is the endurance time set for the event.

Length of Programme

Competitors usually expect at least twenty minutes of qualifying practise and thirty minutes of actual race time (this can be achieved in either two or three sprint races). If, however, the meeting is promoted and spectators will be there, it is well to consider the widely accepted standard for the average attention span of 3.5 to 4 hours and prepare the race programme accordingly.

SPECTATOR SERVICES

It is important to remember that the quality of the spectator services has a considerable effect on the perceived success of the meeting and can influence attendance at future meetings at the same venue. Such services are now expected and are often more critical to spectator enjoyment than the actual motor racing.

Catering

The permanent circuits generally have established caterers under contract. It is essential if hiring the circuit that you as the organiser have knowledge of what contractual arrangements you are obligated to.

You will also need to establish early what requirements you need for example:

- Corporate facilities
- Spectator/competitor choice of food and refreshments

Licensed booths and bars may also be considered under catering. However you will need to check on liquor licencing requirements.

Toilets

Are the permanent facilities adequate for the expected attendance? This means both competitors and spectators. Is supplementation with portable facilities required? If the event is a large one or of more than one-day duration consider whether servicing will be required. Also ensure that you have arranged for persons to keep the toilets clean and supplied with toilet paper throughout the event.

Other Services

It may be that other services need to be provided. Examples of these are:

- Waste control and disposal
- Cash security
- Security of venue - While you may provide a security surveillance service for the venue, you should make it clear to competitors that security of their property is their responsibility.

VEHICLE REQUIREMENTS

References to this subject
Appendix Two Schedule H Chapter Two
Appendix Four Schedule Z Art 14

In planning the Meeting or Event you will need to ensure that the vehicle requirements of Intervention, Fire and Medical Services are covered along with those other vehicles that are required in the smooth running of the meeting or event.

The following is a list of vehicles that are required:

- Ambulance
- Fire tender
- Safety Car**
- Course Clearance Car**
- Intervention vehicles** (Ranging from cars, 4WD, utilities and Quad bikes)
- Circuit maintenance vehicles - for carrying personnel and equipment quickly to areas where clean up and/or reinstatement of the circuit to race condition is required.
- Breakdown/recovery vehicles (Could include a tractor for extracting cars from retardation beds)

Note: The above vehicle list may vary according to the status of the meeting or event.

*** Refer next subject heading regarding identification of these vehicles*

Drivers of Intervention Vehicles and Safety Cars must be skilled drivers experienced in the job. An inadequately trained or inexperienced driver in these vehicles can be a recipe for disaster as their reactions in an emergency or under pressure are usually unpredictable.

Your vehicle requirements may be obtained from a variety of sources - sponsors, trade outlets, circuit/privately owned, service providers. Ensure these vehicles are at the circuit early, as you cannot start the meeting without them. Arrange supply well in advance of the meeting, as it is not easy to find and equip such vehicles at short notice.

Do not forget that any vehicle to be used on the circuit should have the tyres checked and the pressure raised. This will help the car corner better and preserve the tyres.

Check the fuel gauge!! It is embarrassing enough for a competitor to run out of fuel. It is unforgivable for an official vehicle. Make allowance for refuelling, it is surprising how much fuel these vehicles go through in a day.

VEHICLE IDENTIFICATION

References to this subject
Appendix Two Schedule H Chapter Two Article 5.5 & Article 6.2

Safety Car

The Safety Car will need to be identified by:

- The words “**Safety Car**” in letters of similar dimensions to those of the race numbers, on the rear and sides, and
- It must have at least three revolving yellow lights on the roof, and
- Have a green light installed in a position easily seen by the driver of a competing car following. This light being controlled by the observer and used in reestablishing the correct race order behind the Safety Car (refer Appendix Four Schedule Z).

Note: the recommended location of the green light(s) is on both ends of the fixtures securing the yellow flashing lights to the roof, or inside the rear window of the vehicle. In either position the lights must be fixed so they are clearly visible to the vehicle immediately behind the safety car.

Intervention Vehicles

a. Quad Bike(s)

The rider should be a person with a sound knowledge of intervention and one who can confidently keep the Clerk of the Course apprised of the requirements at any incident scene.

The bike should have a flashing yellow light fitted (preferably mounted on a pole fitting of the rear carrier) that can be activated by the rider and remain flashing whenever the bike is en route to an incident or is on the circuit attending to an incident.

The bike shall be equipped with:

- Suitable mountings enabling quick release for at least one extinguisher of ABC Extinguishant of 2.0kg capacity, or AFFF Extinguishant of 2.4 litres capacity
- A towrope or chain with a quick method of attachment enabling its use for towing disabled vehicles to a position of safety
- A method of communication with the Clerk of the Course. The preferred system being a hands free two way system enabling the rider to communicate directly while either on the bike or at the scene of any incident.

Note: A Quad bike is an ideal vehicle for first intervention purposes.

b. Cars, Utility Vehicles or Station Wagons

Any one or more of these vehicles are suitable for the intervention tasks.

The vehicle should have at least one flashing yellow light fitted to the roof and must be activated by the driver and remain flashing whenever the vehicle is enroute to an incident or is on the circuit attending to an incident.

Note: As soon as an intervention vehicle comes within six metres of the circuit while travelling to an incident or while attending an incident on the circuit the flag post responsible for that circuit sector should automatically go to double waved yellow flags.

c. Course Car

The Safety Car can be utilised for the Course Car duties of circuit opening and closing however if a separate vehicle is used it should have at least one yellow flashing light fitted to the roof. This light shall be activated by the driver and remain flashing whenever the car is on the circuit.

OFFICIALS

References to this subject
National Sporting Code Part VII Appendix One Schedule O Art 2.1 Appendix One Schedule G Appendix Two Schedule H Chapter Two

In appointing the officials and marshals to control the meeting or event it is essential that they be briefed on the duties expected of them and are provided with any training requirements.

Key Officials

In planning your meeting or event the following positions will need consideration:

- Clerk of the Course
- Assistant Clerk of the Course *
- Secretary of Meeting
- Chief Safety Officer
- Chief Medical Officer
- Chief Scrutineer
- Competitor Relations Officer

- Chief Flag Marshal
- Chief Timekeeper/Results Officer
- Accident Investigator
- Media / PR Liaison Officer
- Communications Officer

Note: The above Officials should be provided with copies of all paperwork pertaining to the meeting including up to date entry lists.

** In some instances it may be necessary to have more than one Assistant Clerk of the Course*

MotorSport NZ Appointed Officials

On issue of the Meeting or Event Permit MotorSport NZ will advise the names of the Stewards appointed and advise if an Event Director, Assistant Event Director or Technical Officer will be appointed. It is important that you make contact with the people appointed, copying them all relevant information and ascertain any accommodation requirements.

Other Officials

Through the various department heads you will need to ensure that a sufficient number of officials and marshals are organised to attend and are provided with any necessary training to cover the following positions:

- Administration assistants - including “runners” to carry information between the various departments
- Circuit maintenance crews
- Crash/Fire/Rescue crews
- Flag Marshals
- Gate keepers
- Grid Marshals
- Handicappers
- Judges
- Medical personnel
- Scrutineers
- Security staff
- Sound meter operator
- Spectator marshals/Car park attendants
- Starter
- Timekeepers/Transponder crews

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.

Ensure that all are advised on dealing with Media particularly in relation to any incidents or accidents. Ideally all officials should be advised to not comment directly but refer the enquiry direct to either the appointed Media Liaison Officer or the Clerk of the Course.

Clerk of the Course and Assistants

References to this subject
National Sporting Code Articles 79 & 89 Appendix One Schedule G Appendix One Schedule L Part II Articles 2.5 & 2.6 Appendix One Schedule O Articles 1 & 2 Form MRE101 MotorSport NZ Safety Clearance Certificate for all Race Meetings

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 one or several Assistant Clerks of the Course appointed and allocated to oversee proceedings.

The Clerk of the Course and the Assistants 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 venue, placement of officials and safety personnel, in order to correct any problems before the competition begins. Once he/she is satisfied that all is ready then a Clearance Certificate shall be prepared and a venue inspection with the Stewards of the Meeting shall take place after which the Clearance Certificate is signed and the competitions can begin.

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 and all Senior Officials 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.

Chief Timekeeper / Results Officer

The Chief Timekeeper / Results Officer's duties include:

- Organising a competent timing and results team
- Organising timing gear
- Organising the results calculation system
- Ensure up to date progress results are available throughout the event
- Prepare provisional results for posting after each practise session and race has finished
- Once the provisional results have been timed and signed off ensure that they are posted on the official notice board.
- Prepare final results after the Clerk of the Course confirms them.

Communications Officer

The Communications Officer shall:

- Co-ordinate 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 telephone tests to ensure communication can be received from all flag and observation posts.

Accident Investigator

References to this subject
National Sporting Code Article 89 Appendix One Schedule G Articles 4 & 5 Appendix Two Chapter One Article 2 Form T006 MotorSport NZ Accident Report Form T007 MotorSport NZ Vehicle Damage Report

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 Safety Marshal

The Chief Safety Marshal's duties are:

- Co-ordinate with 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 event
- Arrange to issue equipment such as:
 - Flags
 - Signs
 - Fire extinguishers (check that they are operational)
 - Brooms, shovels, cement for oil soakage control.

The Chief Safety Officer must have full knowledge of the venue annual Safety Plan.

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: dailies, weeklies and give-aways
- Radio stations
- Local television (news and sports)
- Sponsors representatives
- 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 MotorSport NZ Vehicle Damage Report Form T008 MotorSport NZ Report to CotC result of Scrutineering Audit Form T009 MotorSport NZ Scrutineering Audit Summary Form T013 MotorSport NZ Scrutineering Audit Programme Form T014 MotorSport NZ Scrutineering Audit Worksheet

The Chief Scrutineer is responsible for:

- 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 Articles 2.6 Appendix One Schedule O

The organisers should appoint a person (who must be approved by MotorSport NZ) to be Competitor Relations Officer for any MotorSport NZ Championship events. The person chosen must have a good knowledge of the National Sporting Code (including Appendix Two, Schedule A Driver and Vehicle Safety and Appendix Four Schedule Z Standing Regulations for all races), the Supplementary Regulations and the Championship and/or Series articles (if any).

The appointee will take a lot of the competitor grizzles away from the Clerk of the Course, leaving that person to get on with the task of running the event. The Competitor Relations Officer is there to assist the competitor to find the answers to questions about the event and, if possible, to avoid protest situations developing.

The Competitor Relations Officer should be available to competitors throughout the meeting or event and should be able to be contacted by the staff of the Event Secretariat at all times.

MEDIA

References to this subject
MotorSport NZ Accredited Media List - MotorSport NZ Website

With reference to the MotorSport NZ Accredited Media list prepare a list of contacts for all media types e.g. newspapers, magazines, radio, television and your sponsors press agency.

Send pre-event information to all those on your contact list at any early stage so they can plan their activities and ensure the best possible coverage of your meeting or event. Update any changes with regular press releases.

Organise the best means of keeping those media unable to attend with regular updates on results and incidents throughout the event.

Ensure you have systems in place to keep the media in attendance with up to date programmes and competitor lists, bulletins and results including lap times and highest speeds if available.

Establish a room for the exclusive use of the media present where they can observe the happenings on the circuit and if possible hear the race commentary and public address system. Make sure the room is equipped with at least one outside phone line capable of sending email messages and fax transmissions.

NOISE

References to this subject
Appendix Two Schedule A Article 3.8 & 5.1 (6) Form RE009 Maximum Permitted Noise Level Warning Notice

Most local authorities apply noise abatement measures and circuits are monitored on a regular basis. The sport has set a voluntary standard of 95dBA and this must be respected to maintain credibility. As an organiser you are obliged to ensure this limit is not breached.

You will need a properly calibrated sound meter, (self calibrating units are available) and a trained operator.

Decibel noise readings can be distorted or amplified unless special care is taken to ensure accurate readings are made.

All measurements shall be taken from a protected position that is 30 metres at right angles from the track at a point where vehicles are at maximum power.

Ideally there should be clear space behind the meter site of at least the same distance again and on the other side of the track from the measuring point at least 90 metres of clear space. Refer drawing N001 over page.

Note: The clear space behind prevents noise bounce back, which can distort or amplify readings.

The meter must be placed on a stand with the operator seated or standing to one side of the meter. The microphone should be fitted with a windsock and angled up 15 degrees from the horizontal position.

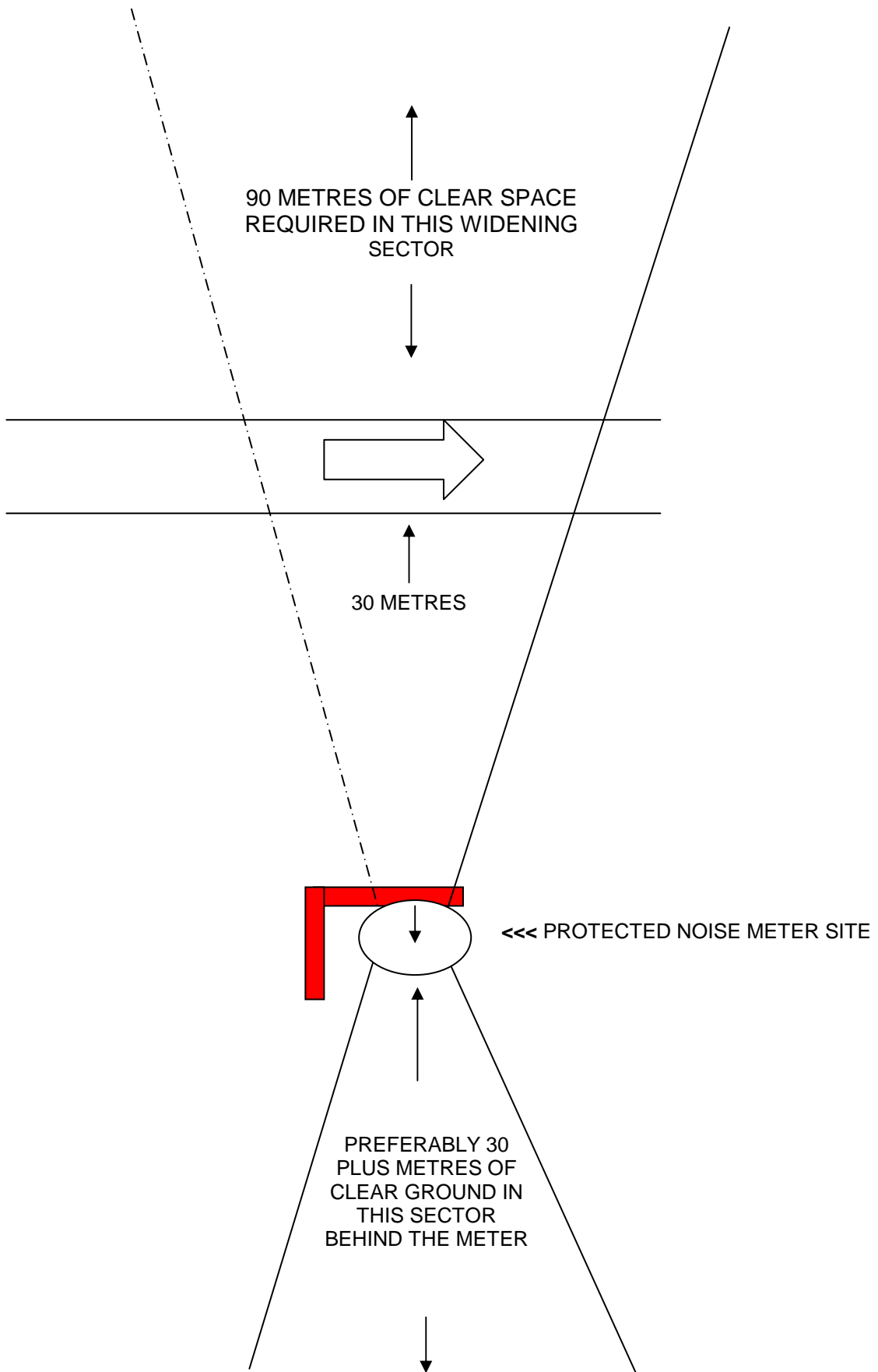
Regular calibration checks of the meter are required.

It is important that the operator is well versed in the task and understands that two vehicles or more in close company will act as a sound amplifier.

Should infringements occur it is recommended that supporting readings be taken at the L10 max sites that will have been established either on the venue perimeter or in nearby residents areas to corroborate that there is a real noise issue.

Competitors should be given one warning prior to any formal penalty being applied.

NOISE METER SITE PLAN
Drawing No. N001



CHAPTER TWO

Event Administration

PERMIT APPLICATIONS

References to this subject
National Sporting Code Part II – Competitions Appendix One Schedule B Appendix One Schedule E Appendix Four Schedule Z Art 1.1 (3) Form A004 MotorSport NZ Permit Application Form

The Application for an Organising Permit is an area that needs special attention.

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 and reserve a permit number in advance of submitting the permit application.

Status of Event

Organisers should be clear on the event status that best describes the type of meeting or event planned. This can make a difference to the manning levels of certain flag and observation points and does affect the number of Stewards appointed to the Event.

SUPPLEMENTARY REGULATIONS

References to this subject
National Sporting Code Art 17 & 18 Appendix Four Schedule Z Art 2.2 Form RE001 MotorSport NZ Supplementary Regulations Part One Template Form RE002 MotorSport NZ Supplementary Regulations Part Two Template Form RE003 MotorSport NZ Supplementary Regulations Part One & Two Combined Template Form MRE103 MotorSport NZ Official Race Entry Form Template

Supplementary Regulations are the specific regulations that an organiser needs to create the rules linkage between the MotorSport NZ National Sporting Code and its relevant Appendices and Schedules. These particularly link the specific meeting or event regulations to Appendix Four Schedule Z, which is the Standing Regulations for all Race Meetings. The Supplementary Regulations can be issued in two parts or all in one.

If it is decided to issue these in two parts then Part One will be those Regulations issued by individual Organisers, which contain:

- Names of Major Officials and Organising Committee
- Entry fee and closing date of entries
- Prize monies (where applicable)
- Vehicle types and classes
- Contain details of pit procedures and refuelling conditions for any endurance races.
- Other relevant information.

Note: Drafts of such regulations shall be submitted to MotorSport NZ for approval at least two weeks prior to their intended publication date.

Supplementary Regulations Part Two is the 'Acceptance of Entry' and will contain the following information:

- Other Senior Officials of the Meeting (not already detailed in Part One)
- Time and venue of documentation, and Scrutineering Audit
- Schedule of practise both unofficial and official
- Proposed race programme
- Location and time of drivers briefing.

The Supplementary Regulations must:

- Comply with the requirements given in the current MotorSport Manual, particularly pertaining to Appendix Four Schedule Z
- Be clear and concise, not "rambling"
- Only cover details in relation to the event and specific rules
- General information, i.e. accommodation, etc., is not part of the regulations and should be advised by way of information sheet.

The draft Supplementary Regulations and Entry Form must be submitted to MotorSport NZ for approval within the time frame specified and approval must be received from MotorSport NZ **before** they can be issued to prospective entrants even as information.

Note: The MotorSport NZ Entry Form, which has been checked by the sports legal advisor for compliance is required to be used on all events.

RECEIPT AND ACCEPTANCE OF ENTRY

References to this subject
National Sporting Code Art 23 Appendix Four Schedule Z Art 1.2 Form RE002 MotorSport NZ Supplementary Regulations Part Two Template

In preparing Supplementary Regulations for race meetings or events Schedule Z gives organisers the option of including some of the required information in Part Two of the Supplementary Regulations which forms part of the Acceptance of Entry notification to competitors.

The acceptance of entry notification can be dispensed with in Clubmans type meetings or events provided that all necessary information is supplied in the Supplementary Regulations (combined Part One and Two) issued.

The 'Acceptance of Entry', should contain the following information:

- Other Senior Officials of the Meeting (not already detailed in the Supplementary Regulations)
- Time and venue of documentation, and Scrutineering Audit
- Schedule of practise both unofficial and official
- Proposed race programme
- Location and time of drivers briefing.

If the Acceptance of entry contains passes to the meeting then the letter should be sent at least seven days prior to the practice day for that meeting.

BULLETINS

References to this subject
National Sporting Code Art 18 Form RE011 MotorSport NZ Bulletin Template

The Supplementary Regulations form part of the total rules and regulation package for your event and cannot be altered by "competitor briefings" or any other method except for Bulletins issued under the provisions detailed in the National Sporting Code.

For any Bulletins required prior to the event approval is required direct from MotorSport NZ before they are released.

Once the event has started the Stewards of the event must approve any further Bulletins prior to their release.

INFORMATION FOR MOTORSPORT NZ AND SENIOR EVENT OFFICIALS

References to this subject
Form RE005 Race Event – Schedule of documents and information for inclusion in Officials Information Packs

It is important that all of these officials are well informed. Organisers are obliged to send information pre event to all MotorSport NZ appointed officials such as:

- Stewards of the Meeting
- Event Director and Assistant Event Director (when appointed)
- Technical Officers.

They should be sent at least:

- Supplementary Regulations Part One and Two
- Proposed event timetable (sufficient to allow their travel and accommodation planning). The timetable must include scheduled times for all briefings and meetings
- Copies of any information sent to competitors
- Copy of venue safety plan
- Official passes and car park ticket.

EVENT SECRETARIAT FACILITIES

Ensure there is a suitable office available for the Administration function. The administration office should be clearly marked and shown on the circuit plans.

The office should be equipped with power and a telephone and have good lighting. A separate facsimile connection is often desirable. Communication with the Clerk of the Course/Race Control should also be provided.

General office equipment requirements will vary with the status of the meeting but usual items are:

- Desk and chairs
- Photocopier
- Computer and printer or typewriter
- General writing tools, staplers, adhesive tape etc.

DOCUMENTATION

References to this subject
National Sporting Code Part IV Appendix Two Schedule A Art 3.1 (2) Appendix Four Schedule Z Art 3.2 Form RE008 Race Meeting Sign On Form and Written Briefing Acknowledgement

The organiser must arrange an efficient team to carry out documentation checks for all entries. 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 must ensure all drivers or their representative “sign in” and receive any written drivers briefing or bulletins and for inspection of:

- Driver’s competition licences and Club Membership (expiry dates especially), and to ensure that
- Entry form details are filled in and correct.

Note: While the National Sporting Code allows for either the driver or a representative of the driver to sign in should there be signatures missing from the entry form or the form incomplete then you can specify that the driver must visit documentation to correct or complete the form prior to competition.

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

- Sight all vehicle logbooks
- 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.

It is a requirement that all driver documentation takes place before any official practice or competition.

Scrutineering Venue

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 under cover and able to be closed off to public
- Has suitable space for processing documentation apart from scrutineering to avoid congestion
- Is suitable for post event eligibility inspections (if required).

Drivers are required to present their vehicles in a state of conformance with the requirements of Schedule A (or Schedule AA if appropriate).

Note: The MotorSport NZ standard entry form has a declaration that competitors sign to cover this aspect and for those organisers using a different entry form competitors are required to supply a signed declaration relating to safety conformance 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
Appendix Two Schedule A Article 3.1 (4) Form T008 MotorSport NZ Report to CotC result of Scrutineering Audit Form T009 MotorSport NZ Scrutineering Audit Summary Form T013 MotorSport NZ Scrutineering Audit Programme Form T014 MotorSport NZ Scrutineering Audit Worksheet

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:

- 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 nine months or more, and
- Without a MotorSport NZ logbook.

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. Standard forms are available from the MotorSport NZ office.

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 Scrutineers 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.

Competition Numbers

References to this subject
National Sporting Code Article 56 Appendix Two Schedule A Art 6.2 Form RE010 Competition Number Non Compliance Notice

MotorSport NZ (via The MotorSport Company) supplies competitors with competition number sets when contesting any MotorSport NZ Championship, Challenge or Trophy Series. In all other cases competitors are required to provide their own number sets in accordance with the current regulations.

Occasions arise where competitors, in trying to achieve a paintwork effect to suit sponsors needs, present their vehicle with numbers that are not in conformity. The regulations release organisers from their obligation to furnish lap times and in certain instances accuracy of results for such vehicles however should a vehicle be observed with non conforming numbers then the competitor should be advised immediately and requested to correct the problem. A form has been compiled to assist organisers in this matter.

BRIEFINGS AND MEETINGS

It is vital that everyone involved in the running of a race meeting is properly briefed on their duties, the format of the event and the organisers' expectations.

Note: The Clerk of the Course usually schedules a briefing for all senior officials prior to the Officials Meeting to ensure that all have a sound knowledge of what is expected from them during the meeting or event.

Officials Meeting

These are generally scheduled to occur prior to the clearance being signed and again at the conclusion of the day or if multiple days at the conclusion of each days competition. The purpose of these Meetings is to ensure all officials appointed by MotorSport NZ have an opportunity of formal meeting all key officials and that all present have a clear understanding of the tasks at hand.

The Chairman of the Stewarding Panel usually chairs these Meetings and the Clerk of the Course invites at least the following key officials to attend:

- Assistant Clerk of the Course
- Secretary of Meeting
- Chief Safety Marshal
- Competitor Relations Officer
- Technical Officers/Chief Scrutineer

The meeting agenda should cover:

- Introduction of the officials
- Any changes to the programme for the day
- Feature events
- Any "on-track" approved demonstrations or entertainment to be provided
- Review weather conditions
- Advise lunch break and catering arrangements if you intend supplying officials' lunches
- Expected finishing time
- Any special requirements.

Time must be allowed to field any questions /concerns of officials and resolve these before the other briefings are held.

Marshals' Briefings

The Clerk of the Course will usually delegate the briefing of all marshals and other staff to the respective heads of Department. These briefings should be used to amplify points from the Safety Plan and in particular remind all of the need for care in relation to their own personal safety.

Note: For smaller events it may be possible to combine these briefings. It is, however, advisable to keep the numbers at each briefing to a manageable number. Questions from a large group can be difficult to deal with satisfactorily in the time available.

Drivers' Briefing

References to this subject
Appendix Four Schedule Z Art 4.5 Form RE006 Race Drivers Briefing Checklist

When required, the Clerk of the Course or Assistant Clerk of the Course conducts these

These may be given as a full verbal briefing or as a written briefing issued at driver documentation. A verbal briefing to highlight specific points may follow the written briefing.

Verbal briefings will normally be used at the lower category meetings and a roll call should be instituted to check attendance. With a large entry this is so time consuming that the drivers attention has been lost before the end of the roll call. This places a question on the effectiveness of the verbal briefing that follows. Where a written briefing is issued a roll call is unnecessary as all drivers receive the information as they sign in.

Items that should be included in the drivers briefing are:

- Starting Grid layout
- Starting procedure
- Safety Car
- Drive through penalty procedure and pit lane speed
- Procedure in event of an accident/inability to rejoin the race
- Pit lane restrictions
- Specific safety points unique to the circuit
- Where results will be available

Other than for points of clarification, the Clerk of the Course should avoid fielding general questions from the group. These are often confrontational and definitely, time wasting. Drivers with genuine concerns will approach the Clerk of the Course or, preferably the Competitor Relations Officer following the briefing.

Some particular groups of drivers may require a separate briefing to cover items specific to their class of racing. Additional briefings may be required when starts other than a normal scratch or handicap starts are used and when rolling starts are to be used.

New Competitor's Briefing

References to this subject
Appendix Four Schedule Z Art 4.6 Form RE007 New Race Competitor Briefing Checklist

The organisers are to provide facilities for new competitors to attend an induction seminar conducted by a senior and experienced race organiser or competitor. Such induction seminars shall cover aspects of competitor safety procedures and familiarisation with features and facilities of the venue.

Note: A New Competitor Briefing Checklist (Race document R 007) is one of the Standard documents available on the official MotorSport NZ website www.motorsport.org.nz or from the MotorSport NZ office.

RACE DAY INFORMATION

The Event Secretariat becomes the essential hub of the pits and paddock areas. Its staff should be able to:

- Answer pertinent questions on the day
- Post and issue practise times and race results immediately after they are released
- Keep the Official Notice Board updated
- Know where to find all the key officials (particularly the Competitor Relations Officer(s)) at all times and direct inquiries to the official as appropriate.

The Official Notice Board for the meeting or event along with the official time clock of the meeting is usually affixed to an outside wall of the building.

RESULTS

References to this subject
National Sporting Code Art 30 Appendix Four Schedule Z Art 15.7

Organisers should ensure that staff is well versed in the results system in operation for the meeting or event. A competent results officer who works well under pressure is essential to ensure speed of delivery.

If using a computerised system ensure links with the timing and lap scoring systems are compatible and are operating properly before practice starts.

Manual results systems may be hand written and copied or typed into a computer and produced by the printer. Skilled keyboard operators may be required. Some computer programmes are also used to produce race grids and handicaps. Ensure the computers and the printers have the capacity to accomplish all that is required in a short time.

Chapter Three

Venue

VENUE LICENCES

References to this subject
National Sporting Code Part VI Appendix One Schedule B Art 9 Appendix One Schedule Y Part Two

All race venues are required to be licenced by the FIA (via MotorSport NZ) for International meetings or events and by MotorSport NZ directly for National meetings or events. Prior to a venue licence being issued members of the Circuit Safety Department will undertake an onsite inspection to ensure the circuit has adequate safety measures for the types of vehicles proposed.

Venue licences are issued in various grade levels with each grade being established to take into account the upper performance limits of the most powerful vehicles versus vehicle weight allowable in that grade.

ANNUAL INSPECTIONS

References to this subject
National Sporting Code Art 65 Appendix One Schedule B Art 9.1 Appendix One Schedule Y Part Two Art 6.2 (2)

Annual inspections of the permanent race venues are undertaken by the MotorSport NZ Circuit Safety Department on a three yearly cycle as follows;

Year One Inspection

At least three members of Department undertake inspection that includes a recheck of all existing first and second lines of protection for deterioration or damage through wear and tear or weather aging.

A Track Inspection report is generated to:

- Cover items noted that need repair or rectification
- Detail items on a rolling three year work programme aimed at further enhancing safety of public, competitors and event officials
- Detail items required for compliance with (if any) new circuit safety regulations or directives
- Sign off items completed since last annual report.

Year Two Inspection

Two members of Department (usually Chairman and member assigned to cover that circuit) undertake inspection.

A Track Inspection report is generated to:

- Detail items on a rolling three year work programme aimed at further enhancing safety of public, competitors and event officials
- Detail items required for compliance with (if any) new circuit safety regulations or directives
- Sign off items completed since last annual report.

Year Three Inspection

One member of Department (usually the Chairman) undertakes inspection.

A Track Inspection report is generated to:

- Detail items (if any) on a rolling three year work programme aimed at further enhancing safety of public, competitors and event officials
- Detail items required for compliance with (if any) new circuit safety regulations or directives
- Sign off items completed since last annual report.

Notes:

1. For all circuits holding an International Licence the FIA usually makes a triennial inspection.
2. In addition to the inspections detailed above MotorSport NZ may require "Check" inspections to sign off work as completed or to audit existing facilities.

VENUE LOGBOOK

References to this subject
National Sporting Code Art 64 Appendix One Schedule Y Part Two Art 5.1 (3)

MotorSport NZ will issue all permanent circuit owner/operators with a Venue Logbook that is to be made available at all meetings or events to the appointed Event Director, Clerk of the Course, Meeting Stewards or a member of the Circuit Safety Department.

The Venue Logbook contains the following information:

Current Venue Plan - A

An A4 size plan or drawing of the venue detailing at least the:

- Location of all flag and observation posts.
- Location of all intervention vehicles
- Location of all Crash/Rescue vehicles
- Entry and Exit points to Pit Lane
- Emergency exit points from the circuit off the venue
- Location of helipad (if designated)
- Spectator area limitations.

Current Venue Plan – B

An A4 size plan or drawing of the venue detailing:

- The areas that can be accessed by accredited media photographers.

Copy of Current Circuit (Venue) Licence(s)

MotorSport NZ issues the venue licences with an annual expiry date of 31 July.

Notes:

1. *It is possible for each permanent venue to hold more than one venue licence covering specific combinations of circuit length and direction of travel.*
2. *In addition to the venue licences recorded in the venue logbook circuit owner/operators are obliged to display copies of the appropriate venue licence on the Official Notice Board of a meeting or event.*

Safety Plan

The preparation and approval of a venue Safety Plan is detailed in a separate Chapter of this Handbook.

Current Circuit Inspection Report Extract

From the current copy of Circuit Inspection Report a copy of the page detailing regular maintenance items such as:

1. Track surface:
 - Cleanliness and general condition.
 - Any surface damage to be repaired as soon as possible.
2. Track edges:
 - All verges should be maintained level with the sealed track surface and all areas behind judder bars or kerbs kept filled in and level.
 - All painted demarcation lines maintained in clean condition and repainted as required.
 - All grassed areas kept trimmed.
3. Deceleration beds:
 - Kept clean of vegetation.
 - Worked up into correct shape.
4. Tyre barriers:
 - Maintained to correct height and links all intact.
 - Conveyor belting (where installed) correctly installed and without folds.
5. Guard rails (where installed):
 - Supports checked for firm location in ground.
 - All nuts and bolts maintained at correct tension.
 - Spacing between bottom rail and ground maintained at less than 40 mm.

TEMPORARY VENUES

This Handbook does not set out to cover all the variations involved with the establishment of or organisation of meetings or events on such venues. Organisers are urged to contact MotorSport NZ at an early stage of planning such meetings or events to obtain further information.

VENUE EQUIPMENT AND FACILITIES

References to this subject
Appendix One Schedule Y Part One Art 6
Appendix Two Schedule H Chapter Two
Appendix Four Schedule Z Art 8, 9.6, 11 & Addenda to Schedule Z

Race Control

1. Location:

The Event control should normally be in a building in the vicinity of the pits at first floor level and have an independent exit to the track or pit-lane.

Note: In order to have the maximum visibility over the track and the pit-lane it is recommended that the room should project out from the line of the pit buildings.

2. Equipment:

The Event control shall be provided with:

- a. A telephone and/or radio communication with each flag and observation post, safety car, intervention vehicles, rescue services and general service network.
- b. A telephone connected with a national network.
- c. An adequate means of voice communication with officials at track level.
- d. A microphone connected with pits and general public address systems is desirable.
- e. A TV monitor if the track is equipped with closed circuit TV.

Flag and Observation Posts

In their simplest form these posts, adjacent to the track, should provide a sufficient stabilised area protected from the competing cars and sheltered from the elements as desirable, for the staff and equipment.

The Circuit Safety Department will advise on the minimum requirements necessary to ensure the protection of the staff at each post.

In the supervision of the circuit, the Clerk of the Course (or the assistant) and the flag and observation posts rely largely on the use of signals to contribute to the driver's safety and enforce the regulations.

1. Daylight Signalling:

Signals are given in daytime by different coloured flags possibly aided by lights.

2. Night Signalling:

At night, yellow, green and red lights at each post are obligatory, other lights and reflective panels may advantageously replace the other flags, but all drivers must be informed in the supplementary regulations what lights will be used, in what combination and their explicit meanings.

- a. The installation must present three grouped lights, two yellow and one green. The two yellow lights must be spaced so as to ensure that the presence of two lights is easily recognisable.
A red light, also mounted separately, may be included, to be operated solely and directly by the Clerk of the Course, simultaneously with red lights at all other posts.
- b. The electric power source must be backed up by an independent emergency system.
- c. The lights should in preference be flashing; however they may be either flashing or continuous but the combination of both principles is not allowed.

3. Flag and Signalling Board Size and Colour:

- a. **Flag Size:** The minimum size of signalling flags is 600 mm x 800 mm, except for the red flag has a minimum size of 800 mm x 1000 mm.
- b. **Flag Colours:** Flag colours should correspond to the following references in the Pantone coding system:

Colour	Pantone
Red	186C
Yellow	YellowC
Light Blue	286C
Green	348C
Black	BlackC
Orange	151C

Note: The above chart represents the recommended colour references. Organisers should consider these when purchasing new or replacement flags.

4. Board Size, Shape and Colour:

- a. The minimum size and colour of the boards used with the:
 - Black flag,
 - Black Flag with Orange Disc, and
 - Black and White diagonal flagShall be of rectangular shape **a minimum of** 400mm (high) x 600 mm wide, black background with white lettering.
- b. The minimum size of the boards used to signal:
 - 30 seconds before start,
 - 5 seconds before start, and
 - Start DelayedShall be diamond shape **a minimum of** 400mm x 400mm with black letters and or numerals on a yellow background with a black outer border.
- c. The minimum size of the boards used to signal:
 - Safety Car deployment, and
 - Rain Lights OnShall be of rectangular shape **a minimum of** 400mm (high) x 600 mm wide, white background (preferably with a black edging) with black lettering.

Note: Refer to the Addenda to Appendix Four Schedule Z for illustrations.

Starting Lights:

When lights are installed for starting races the following conditions must be respected.

- a. **Signification:** The lights have the following meanings:

RED:

For Standing Starts: Remain stationary, be ready to start racing immediately the lights are extinguished.

Note: For Standing Starts normally the time lapse between switching on the red light and extinguishing it will be between 3 and 5 seconds.

For Rolling Starts: Approach the start line at the constant pace, be ready to start racing immediately the lights are extinguished.

YELLOW: flashing, remain stationary and switch off engines (if this is switched on after the red light, the red light must remain switched on).

- b. **Location:** All lights used for signalling at the start of a race must be clearly seen by all the drivers seated in their cars on the grid in the normal driving position.

The yellow flashing lights shall be mounted above or beside the red lights.

- c. **Specification:** The lights must be as large and as bright as is possible and practical and be at least as large and intense as the permanent traffic lights used to control public roads.

All the lights should be duplicated, in case of bulb failure.

The switch circuit must enable any of the following combinations:

1. All lights off
2. Red lights alone
3. Red lights and yellow flashing lights on together
4. Yellow flashing lights on alone.

Pit Exit Signalling Post

Regulations require that a set of red and green lights, visible only to a vehicle exiting the pits, are installed adjacent to the 60 kph derestriction sign and white line painted across the exit road. These lights are used during practise sessions to signal drivers when it is safe to exit the pits and are also used to release a car starting from the pit lane during a race.

These lights can be controlled either by an official stationed in a position of safety at that point or remotely.

During racing the lights are not required instead an official should be stationed in a position of safety at this point to use a light blue flag as a warning to drivers exiting the pit lane whenever a vehicle on the circuit is approaching the circuit and pit lane merge point.

Notes:

1. For Clubmans events flags can substitute the lights.
2. For all events blue light(s) can substitute the light blue flag.

FIRE PROTECTION EQUIPMENT

In planning circuit owners/operators should take into account the following:

- 1. Trackside equipment:** Portable fire extinguishers, each with a trained operator, should be placed at every flag and observation post or alternatively crash rescue vehicles equipped for fire fighting should be able to reach any place on the track within the time requirements for second intervention.
- 2. Equipment in pits:** It should not be permitted to stock fuel in the pits unless under conditions stipulated in the supplementary regulations for the meeting or event in which case organisers shall arrange for additional fire extinguishers to cover.
- 3. Equipment in the paddock:** The paddock and areas used by competing or trade vehicles connected with the event, should be provided with sufficient portable extinguishers as well as being easily accessible to mobile appliances.

COMMUNICATIONS

Telephones

It is essential that if telephone systems are to be used with flag and observation points both the caller and recipient of a call can hear clearly. Too often calls are made difficult by background noise created by the competing cars on the circuit. Ideally the flag and observation post telephones should have headsets provided.

At least one line with connections to the national telephone network is required for emergencies. Organisers may need to arrange additional temporary lines, particularly for the media. Mobile phones can be used in many instances but should not be the only emergency access.

Radios

Ensure sufficient numbers, including spares, are available for proper coverage of the event and that back-up batteries and chargers are available.

Use multiple channels if at all possible. An ideal minimum is three separate channels all connected to race control. One for each of:

- Flag points
- Emergency crews
- Race personnel.

Avoid using the radio for sensitive information. Ensure officials are instructed in proper use and advised to keep chat to a minimum.

Test all communication devices for proper operation before the meeting begins. It is a good idea to appoint a person to look after radios and accessories to ensure fully functioning units are available at all times.

CHAPTER FOUR

Safety

PREAMBLE

An essential part of all race meeting and event planning is the preparation of a Safety Plan.

Circuit owners/operators are required to prepare a Safety Plan that is appropriate for all meetings or events organised on their venue. This plan shall be one suitable for a twelve-month period.

A copy of the plan clearly endorsed “twelve month plan covering meetings and events from... to...” must be:

- Included in the Venue Logbook
- Made available at an early date to other organisers of meetings or events using the venue.

The twelve-month plan should be reviewed after each meeting or event to ensure that it remains relevant and encompasses all requirements.

Prior to 1 September annually all circuit owner/operators are obliged to submit to MotorSport NZ a draft of the next twelve month plan for consideration and approval

Notes:

1. Any pending Organising Permits for meetings or events scheduled after 1 September will remain provisional only until such time as the new twelve-month safety plan receives MotorSport NZ approval.
2. MotorSport NZ will check the submitted draft for compliance with the regulations; it is over to you as organiser to ensure that the draft plan encompasses all measures appropriate to protect the well being of the public, event officials and competitors.

SAFETY PLAN

References to this subject
Appendix Two Schedule H Chapters One & Two Form SAFE01 MotorSport NZ Annual Safety Plan Template

The Clerk of the Course or an assistant (Chief Safety Officer) will direct its implementation during the Event.

The Safety Plan shall include:

1. The location of the Event Headquarters (Race Control).
2. The manning level of flag and observation posts.
3. The medical, fire-fighting and rescue services and relevant intervention vehicles on site for the Event.

4. Details of public safety and security measures and shall name the Chief of each of these services directly responsible to the Clerk of the Course or assistant.
5. The plan should also detail the quickest method of evacuating injured to the nearest hospital, i.e. by ambulance or by rescue helicopter.
6. In addition, there must be a contingency segment detailing contacts to assist in major incidents, i.e. local hospital, fire service, police. Communication lines of access to specialist equipment (e.g. for driver rescue) are an essential part of the Safety Plan.

In establishing the Safety Plan circuit owner/operators are advised to liaise with the District Fire Commander to ensure that the lines of communication and necessary back up is established.

7. The plan should contain the provision to add an updated addendum that lists;
 - a. The names of the various people in charge
 - Clerk of the Course including assistants or deputies
 - Chief Safety Officer
 - Chief Medical Officer and other key officials.
 - b. The contact details for safety services
 - Police
 - Fire service
 - Hospitals,
 - Emergency medical services
 - Breakdown services.

SAFETY EXERCISE

It is recommended that a safety exercise be carried out at least once per annum to test the effectiveness of the three primary safety units (Intervention, Fire and medical). It may be at a scheduled meeting or event on the venue either before or after the official practice sessions. The Clerk of the Course and the Chief Medical Officer shall determine its theme jointly.

SPECTATOR SAFETY

References to this subject
Appendix One Schedule Y Part One Art 5 Chapter Seven of this Handbook – Spectator Warning and Prohibited Area Signs

In establishing the safety measures the MotorSport NZ Circuit Safety Department will in conjunction with the circuit owner/operators designate spectator areas and areas of prohibited spectator access. These requirements will be to ensure continuous barriers efficiently enclose all public areas and areas forbidden to the public are clearly identified.

Organisers are responsible for spectator safety at all times and should ensure that in preparing the safety plan it details the minimum manning levels for spectator (crowd) marshals. MotorSport NZ recommends that signs be displayed as appropriate around the venue to both remind spectators that motor racing can be dangerous and to warn of prohibited access areas. The recommended signs are shown in Chapter Seven of this Handbook.

INTERVENTION

References to this subject
Appendix Two Schedule H Chapter Two Art 5

Target Response Times

MotorSport NZ has specified, “Target response times” in its regulations to highlight that rapid intervention is necessary be it to prevent the spread of fire, move a vehicle from a position of extreme danger or to assist to preserve a life. The regulations detail and define as follows:

Rescue, by having the means and equipment to free a driver from a damaged vehicle or provide immediate information to the Clerk of the Course on the equipment required to effect the extraction of the driver.

Fire fighting, by having the means to quickly extinguish a fire or suppress the fire until further fire service units attend. The decisive factor in any fire-fighting operation is the personnel; the importance of properly trained operators and their rapid response time cannot be over-emphasized.

Medical, by being able to resuscitate and stabilise the condition of the injured driver or advise the Clerk of the Course on the services required at the scene of the emergency.

Combining duty functions, whether an individual vehicle has a sole duty, or is intended to deal with a combination of these functions, shall be at the discretion of the circuit and MotorSport NZ

In preparation of the safety plan the circuit owner / operator must consider how best the target response times can be achieved and whether the responsibilities can be combined by:

- Use of more first and second intervention vehicles, or
- Crash rescue vehicles strategically placed around the venue, or
- Whether due to limited access some areas remain as the responsibility of marshals stationed at the flag and observation posts.

Other Interventions

Other services that may be necessary, depending on the conception of the circuit, are crash rescue vehicles, breakdown trucks for towing cars back to the pits, repair crews for damaged guardrails or catch fences between events or practice sessions, security patrols for controlling spectators and cranes for lifting immobile cars out of danger.

Rescue Equipment

For crash rescue and intervention vehicles intended to undertake the release of persons from damaged cars, the following tools and equipment is recommended:

- 1 x quick release knife per crewmember
- 2 x hacksaws with unbreakable blades
- 1 x small axe
- 2 x pairs of tin snips, one curved the other straight
- 1 x pair pliers
- 1 x crowbar
- 1 x 32mm bolt cutters
- 1 x pipe bender
- 1 x grappling hook with chain and rope
- 1 x 6m rope, 3 ton breaking strain
- 1 x vice grip
- 1 x set sockets (AF)
- 1 x set sockets (metric)
- 1 x set ring and open ended spanners (metric and AF)
- 1 x set Allen keys (metric and AF)
- 2 x hammers
- 1 x 4kg club hammer
- 1 x selection of flat and Phillips screwdrivers
- 1 x torch
- Sets of gloves (both heavy duty and fire protection types)

For crash rescue and intervention vehicles intended to undertake fire fighting duties they should be equipped to extinguish completely a running petrol fire of at least 40 gallons. (This implies a continuous flow supply and should not only extinguish, but also seal against flash-back, i.e. ignition).

To assist in this task the vehicle should be equipped with:

- Fire resistant blankets for smothering the fire
- Aluminum-covered fire resistant gloves
- Fire face guards for the crew members.

Specialist Equipment

The chief of crash rescue services should also prior to the meeting or event obtain details of availability for sophisticated rescue equipment such as hydraulic cutter, air saws normally held by New Zealand Fire Service. Communication lines of access to this equipment are an essential part of the Safety Plan.

Permanent Medical Centre

The level and extent of this facility is dictated by the Venue licence category of the circuit. To assist organisers the following text lists the level of facility required for FIA Category 3 and above:

“The permanent medical centre must be positioned relatively central to the circuit installations in an area secure from the press, public etc., affording easy and sufficiently clear access.

It must include:

- *A room equipped for resuscitation and treatment of injuries and large enough to admit at least two accident victims at one time.*
- *Adequate heating, lighting and ventilation and a source of hot and cold water. A refrigerator is desirable.*
- *This complex must be kept in a state of cleanliness suitable to its function at all times.”*

If no such medical centre exists, the resuscitation unit, whatever its form, should be able to admit any injured person whose condition requires treatment. The organiser must ensure the correct functioning of this centre.

Note: It is essential that organisers discuss these requirements with their Chief Medical Officer, as it is possible that a fully equipped rescue ambulance will meet or exceed these requirements.

Practical Execution of Medical Services

The Chief Medical Officer shall organise the service on site in conjunction with the Clerk of the Course taking into account the local conditions peculiar to each circuit.

Medical and paramedical staff shall be assigned to the intervention vehicle(s), ambulances, and to the medical centre, if such exists.

PROTECTION OF OFFICIALS

Organisers of meetings or events must ensure that in performing their duties Officials and Marshals are not required to place themselves in danger.

At all times except when responding to an incident on the circuit officials and marshals should either be behind at least one line of protection or at a distance back from the circuit deemed safe by the Clerk of the Course.

In responding to an incident on the circuit the flag and observation point will automatically signal double yellow flags when the official or marshal get to the “X” point from the circuit edge.

Note: As a guide the “X” point should be in the order of six metres from the circuit edge. It is the responsibility of the Clerk of the Course to establish the “X” point appropriate to each flag and observation point around a circuit. This information must be conveyed to all flag and observation post chiefs.

Officials and Marshals Clothing

To prevent confusion with signalling flags staff on flag and observation posts should not wear clothing having red or yellow as the predominant colour.

If the Event Safety plan requires marshals stationed at the post to undertake any intervention in the event of accidents in the sector then those intervention staff must wear boots. Fire resistant clothing, gloves, cap or balaclava and eye protection is strongly recommended.

PROTECTION OF MEDIA - PHOTOGRAPHERS AND FILM CREW

In preparation of the Venue Plan noting all accredited media photographers access areas Circuit owner/operators should ensure that the areas listed afford at least first line of protection or that the persons are protected by natural topographical features of the venue.

The sighting of fixed camera crew positions (temporary or permanent) for TV should be organised in conjunction with the MotorSport NZ Circuit Safety Department.

Ensure that all personnel covered by above have signed an Indemnity Form for the meeting, and that they are issued with a copy of the access areas plus are fully aware of the “No-Go” areas of the circuit.

CHAPTER FIVE

Competing Vehicle Requirements

ELIGIBILITY

Classification:

References to this subject
National Sporting Code Art 8 (8) National Sporting Code Part V Appendix Two Schedule H Chapter Two Art 5 Appendix Six Section Three Parts One & Two

In preparing a meeting or event programme organisers have a wide variety of options relating to classes of cars available.

MotorSport NZ encourages class registers to apply for sanctioning of their series for two key reasons:

- It guarantees protection of the competitors under the provisions of the National Sporting Code.
- Its class vehicle eligibility regulations (Schedule) receive the benefit of a MotorSport NZ Technical vetting to ensure they respect safety requirements, fair play and remain easily enforceable.

For Organisers of Historic and Classic meetings or events the Vehicle classifications detailed in Appendix Six provide a number of options in establishing the programme.

Safety

References to this subject
Appendix Two Schedule A Art 1.2 & 1.3 Appendix Six Schedule AA Art 3.8

Vehicles must comply with Schedule A (or where appropriate Schedule AA for a Historic/Classic Meeting). Schedule A is the basic Safety criteria for all vehicles and is the Schedule used when determining the items requiring consideration during audit inspections.

Vehicles competing in “Historic” events may be running alcohol based fuels. This fact needs to be noted on the entry form and the appropriate markings on the vehicle. These vehicles must be notified to the Clerk of the Course who will in turn advise the emergency services.

AUDITS AND SCRUTINEERING

References to this subject
Appendix Two Schedule A Art 3.1 Form T008 MotorSport NZ Report to CotC result of Scrutineering Audit Form T009 MotorSport NZ Scrutineering Audit Summary Form T013 MotorSport NZ Scrutineering Audit Programme Form T014 MotorSport NZ Scrutineering Audit Worksheet

Every Entrant/Competitor must sign a declaration, (normally included as part of the entry form), that the vehicle they have entered meets the class requirements and complies with the appropriate Safety Schedule.

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:

- 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 nine 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. MotorSport NZ provides forms for this purpose.

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 Scrutineers 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.

The Scrutineers must be available during the event to carry out inspections and/or prepare reports as required by the Clerk of the Course.

LOGBOOK

References to this subject
Appendix Two Schedule A Art 3.4

All “purpose built”, dedicated and all those vehicles competing in a series require a MotorSport New Zealand logbook.

OTHER DOCUMENTS

References to this subject
Appendix Two Schedule A Art 4.4 Appendix Six Schedule AA Art 4.4 Form T004 Roll Protection Homologation Application Form. Form T011 Certificate of Description Application Form for Schedule K and T&C Vehicles

Roll Cage Homologation

Where roll protection has been fitted to a vehicle, homologation papers issued by MotorSport New Zealand must be available for inspection.

Historic Classic Races

Depending on the type of event other documents may require to be submitted with the entry. eg: Rollover Protection form, Certificate of Description.

CHAMPIONSHIP CRITERIA

References to this subject
Appendix One Schedule Y Part One Art 3.2 Appendix Two Schedule H

1. Class Requirements

Unless expressly approved otherwise by a decision of the Executive Committee of MotorSport NZ, the minimum requirements shall be fifteen (15) bona fide entries at the first scheduled round to constitute a championship.

In addition, fifteen (15) entries must be maintained for at least 75% of all scheduled rounds of the Championship for MotorSport NZ to consider Championship status for a further season without giving consideration to the class regulations and or the number of rounds.

Unless special circumstances prevail, all Championships shall be contested over a series comprising a maximum of eight (8) and minimum of two (2) meetings.

2. Circuit Requirements

Each circuit shall hold a current Circuit Licence of at least the National Grade specified in Appendix One Schedule Y.

All Championship rounds shall be conducted in accordance with the National Sporting Code, its Appendices and Schedules.

The circuit safety regulations as contained in Appendix One Schedule H shall be adhered to.

3. Promoter/Sponsor Requirements

The member club hosting a Championship round shall, upon issue of the Event Permit, undertake to provide full co-operation to the MotorSport NZ approved Championship Promoter and ensure that the Championship Sponsor(s) are accorded every opportunity to enhance their sponsorship opportunities.

All Championship Sponsor(s) logos shall be displayed in official publications and opportunities given for appropriate circuit signage to be displayed, in accordance with circuit safety dictates and honouring the sponsor contracts that exist.

4. Event Officials Requirements

MotorSport NZ shall in accordance with the National Sporting Code appoint officials to oversee the Meeting and any Rounds of its Race Championships. Where such officials are appointed, it is the responsibility of the organising club to ensure that facilities exist for the officials to conduct their duties in a professional manner.

5. Media Expectations and Requirements

MotorSport NZ, in conjunction with its contracted PR Consultant, shall maintain an accreditation program for Media and Photographers. Media and Photographers so accredited shall be given appropriate access to all Meetings at which Championship Rounds are run.

MotorSport NZ shall publish, from time to time, the criteria for gaining and maintaining accreditation along with the on event requirements such as Media facilities and equipment needs.

6. Competitor Requirements

Competitors (Entrants and Drivers) are bound, by virtue of the issue of a MotorSport NZ competition licence, to abide by the National Sporting Code Appendices and Schedules of MotorSport NZ. In addition these, through the Championship Articles (as part of Appendix Four Schedule One) bind the competitor to assist in the overall promotion of the Championship. Such requirements will be detailed in the Articles.

SANCTIONED SERIES

References to this subject
National Sporting Code Art 9 Appendix One Schedule Q

a: Overview

One of the major criticisms levelled at motor racing is the proliferation of small classes, with small grids and old vehicles.

Sanctioning provides all classes, currently operating, stand-alone races along with protection under the National Sporting Code.

Sanctioning also challenges existing classes to consider amalgamation with other classes to enhance the spectator appeal, or to simply move down to the base of the pyramid (clubmans level).

b. Existing Classes

The following classes currently running series (excluding those running Championships) are:

- Formula Libre
- HQ Racing
- OSCA
- Pre 65
- Pro7 -RX7-North Island
- Pro7 -RX7-South Island
- Sports Saloons
- SS 2000
- Super Minis
- Mini 7
- South Island Formula Ford
- SCANZ

Note: Some of these classes are currently being organised under Sanctioning Permits

With the focus of The MotorSport Company (formerly known as MotorRace NZ) being on developing Events associated with Championship classes, sanctioning offers competitors, promoters and circuit owners the opportunity of establishing meetings to promote Sanctioned Series Events.

This will underline the status of the MotorSport NZ Championships and establish a clear development path from Clubmans racing through to the Championships.

c: Criteria

1. For Existing Classes:

MotorSport NZ have introduced "Standing Articles for Sanctioned Series" and in the National Sporting Code created regulations to empower the relevant officials appointed by the member club acting for the particular class. These form the basis of the sanctioning criteria.

Additionally MotorSport NZ shall take into account the following when considering the issue of a Sanctioning Permit.

- a. The ability of the member club, applying for sanctioning, to ensure that at least 15 cars of the type eligible under the Series articles contest a minimum of 75% of the planned races.
- b. That the circuit owner/operators support the races planned for their venues.
- c. Unless expressly approved otherwise by a decision of the Executive Committee of MotorSport NZ, for Nationwide Series - that at least five circuits are involved in the Series, or for Territorial Series - that at least two circuits are involved in the Series.

2. For New Classes (being those not identified in B Existing Classes above):

The Executive has determined in addition to the criteria applicable in (1) above, that no new classes will be sanctioned neither will a circuit be authorised to run [without sanctioning] new classes unless:

- a. The body styling is less than 10 years old.
- b. The economics of such class fits into the cost sustainability level of:
 1. Entry level, or
 2. Middle level (approx \$50,000.00), or
 3. Top level (above \$60,000.00).

Note: The economics of any proposed new Top level (above \$60000.00) class must be backed by a detailed support package with a minimum contracted term of three years, documented at the time of Permit application.

- c. The establishment of a new class is clearly recognised as being for the long-term benefit of the sport.
- d. Unless expressly approved otherwise by a decision of the Executive Committee of MotorSport NZ, the class shall have successfully run as a separate category in a clubmans field in the previous season.

CLUBMANS

Criteria

Clubmans racing must focus on the KISS (Keep It Simple Stupid) principle. Vehicles need only comply with the basic Safety Regulations (Schedule A) and the emphasis is strongly placed on racing for enjoyment.

Races should be structured on time brackets as opposed to vehicle types (with the exception of open top single seat racing or sports racing cars verses closed saloons which should not race together).

By staying with time bracket racing, competitors have the best opportunity of both learning and up-skilling their race techniques. This provides close racing for a varied selection of vehicles where the emphasis is on the development of race craft without excessive financial expenditure.

MotorSport NZ recommends that circuit owner/operators modify their position on cubic capacity class racing at Clubmans level and adopt solely time brackets for all these meetings or events.

Officials Training

Clubmans race meetings or events provide opportunities for current and potential event officials to gain valuable experience in event management.

CHAPTER SIX

General

BUDGET AND COST CONTROL

References to this subject
Form RE004 Race Event Budget Form

One of the early tasks is to set a budget. Initially this will cover all the major expenses anticipated and the expected income. Keep track of the budget at all times and be prepared to modify it to suit changing circumstances. If you have a fixed budget, then an increase in expenditure in one area will necessitate cost cutting in another or some guaranteed way of generating further income. Gate takings are not guaranteed income.

The main budget items are set out below:

Sponsorship

A good form of guaranteed income provided the sponsors' expectations are achievable. However, the event, or parts of it, must first be "sold" to the prospective sponsor/s. A good negotiator is required to arrange this. A professional organisation skilled in this work will take a percentage of sponsorships so adding a further expense to the budget.

Sponsorship may be for the whole event or individual races and in the broader perspective covers trade displays and sales of corporate boxes.

Advertising

Be very careful how and where you advertise, the costs must be weighed against potential returns radio, television, newspapers, magazines, posters and word of mouth are all effective advertising media it is a matter of balancing this against the spectator appeal of your planned programme of events.

Timing of advertisements is critical. A few radio/TV advertisements at peak listening times is much more effective than many ads (usually cheaper) at off peak times. Do not be fooled by the stations contra deals, you rarely get any more advertising effect from these Newspaper advertisements must be eye catching. Avoid excessive wording and add colour if you can afford too. Buy the biggest you can afford - it is pointless placing a small ad which gets lost among all the other entertainments. Cheaper strip ads in the classified columns are often used as "appetisers" prior to the main advertising day. Posters likewise must be eye catching and contain only the required information. Poster and newspaper ads should be similar or have a recognised linking theme. Posters must be produced and distributed well before the event. Displaying these two days before the event is unlikely to be effective.

Entry Fees

When you have confirmed the cost of the venue and any hired services that are required you can work out an entry fee based on the anticipated number of competitors. Do not let your enthusiasm cloud your judgement. Past attendance at similar events will be a guide. If this is the first event of its type for your club you may have to carry out some market research to gauge interest. When estimating competitor numbers it is wise to err on the conservative side.

Finally, don't forget to allow for Participation Levies and GST when striking your entry fee.

Gate Charges

Setting the gate charge needs similar consideration to entry fees. You must decide what the market will stand and set a fair price in relation to the entertainment offered. Your estimate of the gate take should be conservative. Motor racing is prone to the vagaries of the weather and other entertainments available on the day may prove more attractive to the ever-fickle public. If you rely on a high gate receipt to meet the cost of running the meeting and the weather turns foul, you could be facing a considerable loss.

Catering

Contracted out, this service will provide a fixed income. Percentage fees are best avoided unless you have a very good relationship with the caterer. If you wish to handle these arrangements or part of them then there will be the cost of stock, spoilage and vending facilities, with 100% of the sales to add to your budgeted income. Caterers have good days and bad days, weather has a direct effect on sales and nothing but the cost is guaranteed.

Sound Systems

Permanent venues are usually self sufficient in this regard with either a built in system complete with speakers strategically sighted or with an FM frequency established for broadcasts. These systems are expensive to provide and maintain and the venue owner will usually make an additional charge for the use of this facility if not already included in the venue hire.

Other Entertainment

Special entertainments may entail further expenditure particularly if they are being used as an added attraction. For children's entertainments it is often possible to call tenders and generate a small income. Alternatively, you may consider paying the entertainer a fee and providing the entertainment free or for a small nominal charge.

Services and Facilities

Permanent venues will generally have most of the expected services and facilities in some form or other but these may require supplementing with additional units that must be bought or hired such as:

- Toilets, showers, power, water, security, waste disposal
- Accommodation for officials, caravans, portable buildings etc
- Corporate/Sponsor areas
- Portable buildings/marquees

- Office equipment - faxes, phones, photo copiers, computers/printers
- When using tents and marquees for functions give some consideration to flooring. Depending on ground conditions some form of ground cover may be required. Ground sheets, wooden planks, plywood sheets and interlocking plastic shower tiles are some of the items that have been used for this purpose.

Goods and Services Tax

This important item is often overlooked or ignored by race meeting organisers. To avoid expensive problems with Inland Revenue at a later date, you must make allowance for it. If you are planning a major event ensure the organising body is registered for GST.

Note that the threshold amount for registration is based on turnover not profit. Any decent promoted meeting will easily exceed the maximum allowed turnover figure.

Cost Control

For the success of your meeting or event it is important to maintain good cost controls and in planning it is essential to:

- Appoint a treasurer to keep up to date accounts for the meeting
- Assign responsibility for areas of expense to individuals
- Set spending limits based on the budget and then keep spending within these limits
- Check expenditure regularly
- Ensure all accounts are passed directly to the treasurer for payment
- Recheck the budget before approving any additional expenditure, check that it is absolutely necessary and work out how to alter the budget to accommodate it. Preferably without increasing the budget total. If this is not possible you will need to look at opportunities for increased revenue.

Ensure that all financial decisions are transparent and made by the organising committee, not an individual.

CHAPTER SEVEN

Forms and Signs

1. LIST OF ALL SAFETY AND RACE DOCUMENTS ON THE MOTORSPORT NEW ZEALAND WEBSITE

To access these forms go to the MotorSport NZ official website
www.motorsport.org.nz/Forms/forms.htm.

a. Safety Forms

Form No.	Format	Description
SAFE01	WD	Annual Safety Plan Template
SAFE02	PDF	Sample Annual Safety Plan
SAFE03	WD	Temporary Race Meeting Safety Plan Template

b. Race Event Word Documents

Form No.	Format	Description
RE001	WD	Race Event Supplementary Regulations Part One Template
RE002	WD	Race Event Supplementary Regulations Part Two Template
RE003	WD	Race Event Supplementary Regulations Parts One & Two Combined Template
RE004	WD	Race Event Budget Form
RE005	WD	Race Event – Schedule Of Documents And Information For Inclusion In Officials Information Packs.
RE006	WD	Race Event Drivers Briefing Checklist
RE007	WD	New Race Competitors Briefing Check List
RE008	WD	Race Meeting Sign On Form & Written Briefing Acknowledgement
RE009	WD	Maximum Permitted Noise Level Warning Notice
RE010	WD	Competition Number Non Compliance Notice
RE011	WD	Bulletin Template

c. MotorSport NZ Official Forms

The website also has copies of the official entry form and a number of other forms for use by race organisers.

2. SPECTATOR WARNING AND PROHIBITED AREA SIGNS

