

## ClubSport Event Checklist

### For all events except Motorkhanas and Sporting Trials

CHECK	TASK
	Select suitable venue if venue requires road closure visit all residents affected
	If new venue obtain Area Steward's approval.
	Obtain controlling authority's permission for use of venue.
	Appoint the Clerk of the Course and the Secretary of the Meeting and Safety Officer if required.
	Prepare the Supplementary Regulations.
	Prepare the safety plan.
	Apply for Permit within the appropriate time frame.
	Seek advice from the Permit Authorising Steward whether a Steward is being appointed or whether you are to appoint a Steward Safety officer. Send the appointed person(s) all relevant event documents.
	<p>Appoint the following marshals and other event officials and arrange training as required:</p> <ul style="list-style-type: none"> <li>• First Aid official(s).</li> <li>• Intervention vehicle crew (ensure they have access to or are supplied with the appropriate level first aid equipment).</li> <li>• Recovery vehicle crew.</li> <li>• Scrutineers.</li> <li>• Communication officials.</li> <li>• Timekeepers and results officials.</li> <li>• Flag or sector marshals</li> <li>• Spectator or road closure point marshals.</li> </ul>
	<p>Arrange for the following vehicles:</p> <ul style="list-style-type: none"> <li>• Intervention Vehicle</li> <li>• Recovery vehicle</li> </ul>
	<p>Arrange for the following equipment:</p> <ul style="list-style-type: none"> <li>• Fire extinguishers.</li> <li>• Portable shelter suitable to protect any injured person.</li> <li>• Timing equipment.</li> <li>• Signalling flags.</li> <li>• Road closure signs, barricades, etc.</li> <li>• Communications systems (radios, telephone, etc.)</li> <li>• Course markers.</li> <li>• Shovels, rakes and hard brooms to repair or clean surface during event (if necessary).</li> <li>• Facilities for Event control, Secretary, Result officials and Steward(s) or Steward Safety Officer.</li> </ul>
	Arrange Event prizes.
	<p>Prepare document kit to take to the event consisting of:</p> <ul style="list-style-type: none"> <li>• MotorSport NZ Permit.</li> <li>• Confirmation of permission for use of venue.</li> <li>• A current MotorSport Manual and ClubSport Organisers Handbook.</li> <li>• Entry forms.</li> <li>• Scrutineering forms and clearance stickers (where applicable).</li> <li>• Application forms for competition licences.</li> <li>• MotorSport NZ Competition Levy Declaration Form.</li> <li>• Club Membership Application Forms.</li> <li>• Passenger declaration forms</li> <li>• Underage indemnity forms</li> <li>• Copy of Safety Plan</li> <li>• Clearance certificate form</li> <li>• Accident Report Forms</li> <li>• Vehicle Damage Report Forms</li> </ul>
	<p>Post Event arrange for:</p> <ul style="list-style-type: none"> <li>• Publication of Results.</li> <li>• Venue to be cleared, and checked for tidiness.</li> <li>• For road, fencing, tree or property damage inspection and report to land owner on how and when damage will be repaired.</li> <li>• All borrowed equipment returned.</li> <li>• De-briefing meeting, chaired by the Clerk of the Course to review the event and arrange any follow-up action required.</li> <li>• A debrief with landowners if necessary.</li> <li>• Send completed Competition Levy Declaration to MotorSport NZ.</li> </ul>