

ClubSport Event Timing Schedule

Notes to Organisers:

This document is designed to supplement the Event Checklists (CS 001 and CS 002)

Organiser should completed the "By when" column noting either the latest date or time applicable to the item concerned and then tick the box when task has been completed.

Part A – Pre Event

Tick Box	Task to be completed	By when
	Visit residents to gain support and respond to concerns (required if event is to be held on a closed road)	
	Prepare Supplementary Regulations / Notification of Event to go into Club Bulletin or Magazine	
	Apply for road closure (if applicable)	
	Send first letter to residents (if applicable)	
	Prepare Event Safety Plan	
	Receive written permission for use of the venue or road	
	Apply for Event Permit	
	Send second letter to residents (if applicable)	
	Arrange for all event officials and marshals	
	Arrange for all equipment to be on site	

Part B – On Event

	Documentation completed	
	Scrutineering completed	
	Road closure marshals briefed and issued with appropriate paperwork.	
	Road closure signs and barriers in place	
	Course marshals briefed	
	Competitors briefing completed	
	New competitors briefing completed	
	Passenger briefings completed	
	Course marshals and markers in place	
	Spectator areas set up as per Safety Plan	
	Clearance Certificate prepared and signed	
	Course ready for Steward or Steward Safety Officers Inspection	
	First run to commence	

Part C – Post Event

	Last run concluded and course cleared	
	Road closure signs and barriers dismantled	
	Venue cleared of all equipment and rubbish removed	
	Marshals and Officials thanked	
	Debrief with Steward or Steward Safety Officer on site.	
	Participation levy form completed and sent to MotorSport NZ	
	Letters of thanks sent to venue owner and effected residents.	
	Organise event debrief	