

MotorSport

New Zealand



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MotorSport New Zealand Media Accreditation Event Organisers Information

The purpose of this document is to outline information and processes specific to event organisers in relation to MotorSport New Zealand accredited media.

This information is to supplement the rules outlined in the [MotorSport New Zealand Media Accreditation Policy](#). Event organisers should make themselves familiar with the three tiers of accreditation and identify which level is required for their events.

Event Sign-on:

All accredited media should sign-on at the first available chance upon attending an event. Media are only required to sign in once for the entirety of the event. Accredited media are not required to sign any MotorSport New Zealand indemnity forms on event as they have already signed this as part of their accreditation.

Event organisers should utilise the MotorSport New Zealand media sign-on form to execute this task. This is to ensure that event organisers have a record of media attending events and the clerk of the course or officials can identify media if needed.

Under no circumstance are media to be signed on to an event unless they have MotorSport New Zealand Media Accreditation, unless their special-circumstance is outlined in the MotorSport New Zealand Media Accreditation Policy, in which case a single-use indemnity form **MUST** be signed before restricted areas are accessed.

No 'walk-in' or non-accredited media are allowed to access restricted areas, even if offering to sign an indemnity form. They may only access public spectator areas. Please advise unaccredited photographers to look into gaining media accreditation before the next event they wish to attend.

Media Room:

All circuit events which host national championship classes or classes which attract media attention are required to make available a location for media to work. This room/location should have desks, chairs, power and an internet connection (50mbs upload/50mbs download) readily available.

Parking: Event organisers should allocate parking for media which is close to the media room. If there is insufficient space then media should be able to temporarily park their car close to the media room to unload their gear before permanently parking their car elsewhere.

Drones:

All 'drone' (UAV, RPAS or any unmanned aircraft) operations at MotorSport New Zealand permitted events must be conducted in accordance with CAA Part 101 rules as required by law.

If you intend on operating a drone at an event, you must disclose this on the media sign-on form and make the Clerk of the Course aware that you intend to operate a drone.

Any parties with a CAA Part 102 Certification must disclose this to MotorSport New Zealand on their media accreditation application or 5 days prior to use at an event.

Drone operators should be able to present a flight plan upon request which clearly shows where their Landing Zone(s) (LZ) are and the areas of the venue they intend to operate in. The plan should indicate secondary/emergency Landing Zones in case they are unable to land at their primary LZ. Venue maps can be downloaded at: www.motorsport.org.nz/media-accreditation/
All drones must have an identifier (operator's/company's name) clearly written on the drone along with the operator's mobile phone number in case of emergency.

As well as following all applicable New Zealand laws and regulations, by applying for media accreditation you agree to follow MotorSport New Zealand's drone guidelines:

- Alert event organisers that you plan to fly a drone at their event inline with CAA and MotorSport New Zealand guidelines.
- Minimum flying altitude
 - On-Track - 25ft AGL
 - All other areas (e.g. pitlane, spectator areas, pit paddock) - 15ft AGL
- Remain 15m from any recovery, fire, rescue or official vehicle at ALL times
- Ensure launch/landing and 'Return to Home' location will not impede any recovery, fire, rescue or official vehicles or operations at ALL times.
- Ensure launch/landing and 'Return to Home' location will not impede any aspect of the event.
- Cease all drone operations immediately after a major incident in which aerial assistance (rescue aircraft or firefighting aircraft) may be required.
- Footage of any incident, whether intentionally or unintentionally, recorded must be made available to MotorSport New Zealand, appointed event Clerk of the Course or Steward or the New Zealand Police upon request.

Part 102 Certification **does not** excuse drone operators from following MotorSport New Zealand's drone guidelines.

Numbered vests:

All accredited media who will likely access restricted areas (Photographer/Videographer) will be issued with a numbered vest which will be assigned to their name.

These vests must be worn when accessing restricted areas. No other type of vest should be worn as this is a blanket MotorSport New Zealand policy. Circuits and/or clubs should not require any alternative vests be worn.

In an event where live refuelling is to take place during a session, all media must wear a single-layer suit in the pitlane. Media must also wear a MotorSport New Zealand fire retardant vest available from event sign-on. Event organisers must request these vests from MotorSport New Zealand prior to the event starting.

Event organisers may wish to hold generic MotorSport New Zealand media vests in anticipation for larger events where one-off media may be accredited under the special circumstances outlined in the Media Accreditation Policy. Where this is not an option or all MotorSport New Zealand media vests are in use, other hi-vis vests are permitted but should be an alternative colour to those of volunteers and officials. The Clerk of the Course should remove any media from pitlane who do not comply with this. If they fail to comply a second time, the Clerk of the Course should remove them from the venue.

Restricted Area Access:

Individuals with the required Accreditation or supervision are allowed to access areas. For permanent circuits, these areas are clearly defined in the track maps provided by MotorSport New Zealand, developed to meet the requirements Schedule H (Event Safety). Any location an individual wishes to access which is not detailed in the track map must first gain approval from MotorSport New Zealand prior to the event or the MotorSport New Zealand appointed Steward or senior-most official at the event.

For non-permanent venues (rallies, hill climbs, etc.) event organisers should define safe areas outside public spectator areas (if any) where media may access.

If an individual wishes to cross a circuit or stage they must seek permission from the nearest marshall post or Race Control. For circuit racing, this must only be done after the completion of one session and before the commencement of another. For rally stages, this should be done immediately after one car has passed, with the permission of the block marshal.

If event officials, marshalls or any other volunteer believe someone with media accreditation is in an area they should not have access to they should seek clarification from the Clerk of the Course immediately before confronting the individual, unless there is an immediate threat of injury or incident. If the Clerk of the Course is unable to immediately determine if the individual is allowed in that area, the individual should be asked to return to a safe area and clarify their eligibility to be in that area. Any disputes from this must be dealt with as outlined further in this policy.

Disputes:

All disputes between media and any other party should first be attempted to be resolved by the event's Media Manager (if applicable) then the Clerk of the Course. If this is not possible, then the Media Manager or Clerk of the Course (or senior-most official)'s ruling is final and any further dispute must be directed to MotorSport New Zealand's Media Accreditation Manager.

Incidents:

If an individual with media accreditation is involved in an incident where they are injured, killed or any other serious incident, the CEO of MotorSport New Zealand should be immediately contacted by phone. If contact is unable to be made with the CEO, the Media Accreditation manager should be contacted by phone. Contact details can be found on: www.motorsport.org.nz/staff-contacts.

For all questions and inquiries:

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