

## ACCREDITED ARTICLES GOVERNING THE 2025-26 GTRNZ RACE SERIES

### Preamble

The GT Racing NZ Inc Club hereby declares that the following Articles to be those governing a Motor Racing Series for drivers of Schedule GTR eligible cars.

**The Series is held under a MotorSport New Zealand Sanctioning Permit No: 259004**

The Series is organised and held in accordance with the MotorSport NZ National Sporting Code, the Standing Regulations applicable to all Races (Schedule Z), these Accredited Series Articles, and any Supplementary Regulations applicable to and issued by the organisers of each round of the Series.

The GTRNZ Race Series has been categorised as a **Level 1** Accredited Series.

These articles are at all times to be read in conjunction with:

- The National Sporting Code (NSC) and its appropriate Appendices and Schedules,
- The Technical Regulations - Schedule GTR
- The Event Supplementary Regulations issued by the Inviting Clubs.

### OFFICIAL RECORD OF AMENDMENTS ISSUED TO THESE ARTICLES

This table records all official Amendments issued during the season relative to these Articles;

Amendment Number	Issue/Effective date	Article reference	Subject / Notes

## **1. INTERPRETATION:**

In these Articles, the definition of terms used within this Schedule shall be referenced from the National Sporting Code, and as detailed below:

**“The Series”** means the GTRNZ Race Series for cars complying with Schedule GTR; and

**“The Club”** or **“GTRNZ”** means the GT Racing NZ Inc Club; and

**“The Committee”** means the GTRNZ personnel elected at an AGM of the membership club, and

**“Dual Driver”** means two drivers that form one entry, using the same car, as per the criteria specified within these Articles, and

**“Performance Criteria”** means the lap times specified by the Club as the parameters for each class.

**“Round Organiser”** or **“Inviting Club”** means the MotorSport NZ Member Club organising a Meeting and/or Event which is a round of the Series; and

**“Round”** means each Meeting and / or Event, the results of which qualify for points in the Series.

## **2. ELIGIBILITY:**

### **2.1 DRIVER ELIGIBILITY:**

- 2.1.1** All drivers shall hold a C1 Grade Competition Licence or higher and if the entrant is other than the driver, an Entrant's Licence is required in the name of the entrant.

**Note:** *Under the provisions of the Trans-Tasman Visa Agreement between Motorsport Australia and MotorSport New Zealand Inc, Australian competitors holding both Motorsport Australia General Competition Licences and Trans-Tasman Visas may enter any of the National Race Series and be eligible for awards.*

- 2.1.2** All Drivers shall be competition financial members of The Club.

- 2.1.3** Competitors are not permitted to compete in both grids using the same competition vehicle. Competitors may only enter both grids providing the competition vehicle and number differ. They shall be considered as two separate entries for the purpose of Series and Round entries.

### **2.2 VEHICLE ELIGIBILITY:**

- 2.2.1** Eligibility shall be for vehicles complying with the specifications set out in Schedule GTR to these Articles.

- 2.2.2** All Competitors / Entrants shall agree to submit their vehicle for eligibility under Schedule GTR and safety audit inspections as and when required by the appointed Series Scrutineer for compliance with Appendix Two, Schedule A of the NSC. Any costs incurred during disassembly of components shall be met and accepted by the Competitor / Entrant.

- 2.2.3** Remote audit scrutineering is available if specified in individual event supplementary regulations. Procedures are contained in Schedule A, Part One, Article 3, (4).

**2.3 CLASS ELIGIBILITY:** There are four(4) classes as follows;

- (a) **GT1:** being cars which are capable of exceeding the GT2 minimum lap time.
- (b) **GT2:** being cars which qualify for the GT2 Class as capable of the minimum lap times (in dry conditions) as outlined in the table below.
- (c) **GT3:** being cars which qualify for the GT3 Class as capable of the minimum lap times (in dry conditions) as outlined in the table below.
- (d) **GT4:** being cars which qualify for the GT4 Class as capable of the minimum lap times (in dry conditions) as outlined in the table below:

**2.3.1** The minimum class lap times are as follows:

	GT1	GT2	GT3	GT4
<b>Hampton Downs</b>	N/A	1:07.000	1:12.000	1:17.000
<b>Hampton Downs (Int. Circuit)</b>	N/A	1:40.000	1:46.000	1:52.000
<b>Taupo</b>	N/A	1:33.000	1:38.000	1:43.000
<b>Manfeild</b>	N/A	1:09.000	1:14.000	1:19.000

**2.3.2** The Series Committee will have the final decision in determining the appropriate class for a competitor. Recent results from other official MSNZ events will be consulted when determining the appropriate class for a new competitor. 8.1.1(d) will apply to current competitors

**2.4 Decals:**

All competing vehicles shall display the supplied official series and sponsor decals at all Rounds and carry competition Driver's name in the locations and to the dimensions set out in Appendix 1 to these articles. One set of which will be supplied free of charge. Any additional sets will be at the cost of the competitor.

**Note:** *The Series Coordinator may permit variation of decal location for individual vehicles upon application.*

**2.4.1 Competition Numbers:**

Each competition vehicle shall display a competition number and on both the front windscreen and rear of the vehicle as outlined in Appendix 1. These shall be fluoro yellow in colour and displayed in a durable manner. Each number shall be of a minimum size of 150mm high with a text width of 20mm.

In addition each competition vehicle shall display a side facing competition number which either;

- (a) complies within the provisions of Schedule A, Part One Article 6.2, or
- (b) Alternatively, each competition vehicle shall display a competition number on each rear side window. If the car does not have a rear side window then the number may be placed in the nearest practical location. These shall be fluoro yellow in colour and displayed in a durable manner. Each number shall be of a minimum size of 150mm high with a width of 20mm.

### **3. SERIES PERSONNEL:**

**3.1** At each Round the following personnel, or their approved assistant, shall have responsibilities and authorities as set out:

**3.1.1** The appointed series personnel may have deputies and assistants to whom they may delegate any of their responsibilities and authorities by way of Bulletin posted on the Official Notice Board at each Round.

**3.1.2 Series Coordinator:** Brad Jesson  
**Email:** [gtrnz@xtra.co.nz](mailto:gtrnz@xtra.co.nz)

Who shall have the authority of a Series Coordinator set out in the National Sporting Code and who is responsible for and authorised on The Club's behalf to:

- (a) If requested, attend Class Coordinator meetings at each Round, and
- (b) Liaise with the Inviting Clubs on all matters pertaining to these articles, including the provision of remote audit scrutineering, and
- (c) Represent the Club and attend to any other matters arising with regards to the Series

**3.1.3 Series Grid Coordinator/Handicapper:** Kylie Hendl-Cox  
**Email:** [gtrnz@xtra.co.nz](mailto:gtrnz@xtra.co.nz)

Who shall have the authority of a Series Coordinator set out in the National Sporting Code and who is responsible for and authorised on The Club's behalf to:

Provide and/or assist the Inviting Club/s with grid starting positions in accordance with Article 6.4 of these Articles, and

- (a) Calculate and supervise the start of reverse and handicap grids, and
- (b) Liaise with Clerk of the Course regarding any breach of series articles relating to handicapping/breakouts.

**3.1.4 Series Scrutineer:** Aman Sharma  
**Email:** [gtrnz@xtra.co.nz](mailto:gtrnz@xtra.co.nz)

Who shall have the authority of a Series Scrutineer set out in the National Sporting Code and who is responsible for and authorised on The Club's behalf to:

- (c) Deal with all technical matters pertaining to the series, and
- (d) Affix seals, as and when deemed appropriate, and
- (e) Inspect any competing vehicle within the Series in order to ascertain compliance with the technical regulations – Schedule GTR, and
- (f) Assist competitors with technical enquiries relative to the technical regulations applicable to their vehicle, and
- (g) To report the Clerk of the Course, any instances where a breach of the technical regulations has been identified, and

- (h) Undertake the duties of a Technical Judge (NSC 86(1)(d) with respect to weights and measures; and
- (i) Undertake the duties of a Tyre Judge (NSC 86(1)(f)) with respect to tyres; and
- (j) Ensure correct placement of decals on vehicles contesting the series.
- (k) Liaise with individual round Chief Scrutineer for inclusion of any specific items to be included in their Vehicle Safety Audit (online worksheet)

**3.1.5 Series Secretary:** Kathy Jones  
**Email:** [gtrnz@xtra.co.nz](mailto:gtrnz@xtra.co.nz)

Who shall have the duties and authority to deal with all administrative matters including receiving all Round entries.

**All correspondence shall be addressed to:**  
 GTRNZ Secretary  
 38A Seaview Road  
 Whakatane, 3120

#### **4. SERIES REGISTRATION:**

- 4.1** Registration into the Series should be made on the Series' Membership Form available via Motorsport Online.
  - 4.1.1** A dual driver entry may be submitted for acceptance, providing the following is met:
    - (a) Each Driver must compete in a minimum of two Rounds each, and
    - (b) Drivers must not compete at the same round.
  - 4.1.2** The Series reserves the right to accept or decline registration into the series.
- 4.2** By registering for the Series, all Competitors / Entrants:
  - (1) Are deemed to be in acceptance of these Series Articles as they are presented, and
  - (2) Agree to comply with these Articles and those of the National Sporting Code, and
  - (3) Shall be at all times responsible for the presentation of their competing vehicle with respect to safety requirements under Schedule A, and eligibility requirements under these Series Articles, and
  - (4) Shall comply with any specific requirements of the official Series Sponsor(s), as detailed within these Series Articles.
- 4.3** Entry fee for each Round (which is separate to the Series Registration), shall be set by the committee.

## **5. SERIES STRUCTURE:**

**5.1** The Series will comprise the following Rounds:

Round	Date	Venue	Inviting Club
1	24-26 October 2025	Manfeild Circuit Chris Amon	Manawatu Car Club
2	22-23 November 2025	Hampton Downs Motorsport Park	NZIGP
3	9-11 January 2026	Hampton Downs international Motorsport Park	MotorSport New Zealand
4	14-15 March 2026	Hampton Downs Motorsport Park	NZIGP
5	28-29 March 2026	Taupo International Motorsport Park	NZIGP

**5.1.1** The Series reserves the right to either cancel or amend any Rounds of the Series due to force majeure without affecting in any way its power to award any title.

**5.2** The Meeting Organiser shall provide timing equipment that will be deemed to be the official timing equipment for the Round.

## **6. ROUND FORMAT:**

**6.1** At all Rounds, there shall be two grids made up of the following classes:

(a) GT1 and GT2

(b) GT3 and GT4

**6.2 Qualifying Sessions:** There shall be a Qualifying session of fifteen minutes duration for each grid.

**6.3 Race Distances:**

(1) GT1 and GT2 - Hampton downs national, Taupo, Manfeild: ten (10) laps per race  
- Hampton downs international: eight (8) laps per race

(2) GT3 and GT4 - Hampton downs national, Taupo, Manfeild: eight (8) laps per race  
- Hampton downs international: six (6) laps per race

**6.4 Starting positions and procedures:**

(1) GT1 and GT2

(a) **Race One:** Shall be a standing start by lights with starting positions, for each class, determined by the fastest lap time achieved from the Qualifying session, fastest driver to the front. Both classes will start at the same time.

(b) **Race Two:** GT1 class: Shall be a reverse grid standing start by lights. Grid is determined by finishing order of race 1, highest finishing position to the rear. Any non-starters/finishers will be placed to the rear of the grid in reverse order based on their qualifying time. GT2 Class: Shall be a reverse Handicap Race by flag drop. Grid is determined by the fastest lap in Qualifying and Race One.

(c) **Race Three:** Standing Start by lights, with starting positions, for each class, determined by the fastest lap time from either Race One or Race Two times, fastest car to the front. GT1 to the front with GT2 behind. Both classes will start at the same time.

**(2) GT3 and GT4:**

- (a) Race One:** Shall be a Standing Start, by lights, with starting positions,, for each class, determined by the fastest lap time achieved from the Qualifying session, fastest driver to the front. Both classes will start at the same time.
- (b) Race Two:** Shall be a Handicap Race start based on the fastest lap in Qualifying and Race One, fastest car to the rear. GT3 class will be handicapped first with GT4 handicapping starting behind the fastest GT3 car. One row separation will be made if grid slots allow. Starts will be by flag drop.
- (c) Race Three:** Standing Start by lights, with starting positions, for each class, determined by the fastest lap time from either Race One or Race Two times, fastest car to the front. GT3 to the front with GT4 behind. Both classes will start at the same time.

**6.5** Where a competitor has exceeded their Class eligibility prior to Race One or Race Two, their handicap time for each Race will be set at the class eligibility minimum break out time (refer Article 2.3.1).

**6.5.1** For a Handicap Race, Drivers may nominate a faster time than the handicap time stated in 6.4(1)(b) and 6.4(2)(b).

- (a)** Any such nomination must be notified to the Series Coordinator by completing the lap time nomination form included in Appendix Two to these Articles at least ninety (90) minutes prior to the race start. It is the responsibility of the competitor to ensure this form is received by the co-ordinator.
- (b)** The nominated time(s) will only apply to **Race 2**
- (c)** No competitor may nominate a slower time than previously achieved during that same Round.

**6.5.2** If the starting grid for a handicap race is determined by lap times based on a Qualifying session or Race that had been declared wet, to allow for improving circuit conditions the Series Coordinator may choose to review the break-out penalties post-race.

This review involves assessing the majority of drivers' lap times by comparing their fastest Race lap time, (excluding the fastest and slowest drivers) with their lap times used to determine the Handicap. If the majority demonstrates improvement, the Series Coordinator will apply the average improvement to each driver's handicap time before verifying if any driver has exceeded their handicap allowance.

**6.6** The Series Coordinator may, in conjunction with the Clerk of the Course, adjust the starting position of a competitor in either Race One and/or Race Two and/or Race Three. Any such adjustment shall be published as soon as practicable after the previous Race, and in any case no later than thirty(30) minutes prior to the start of the next Race.

**6.7** **Handicap starts** – if a driver starts from an earlier handicap bracket then they will receive a 50second penalty (Penalty 9.1.1 (f)) plus normal false start penalty (Sch P A4Z.8).

**7. GT1 “dry” TYRE TYPE, ALLOCATION AND MARKING:**

**7.1** All Tyres are to be presented to the GT1 driver who has been appointed as the official “round tyre marker” to be marked prior to qualifying at each round.

**7.2** Practice sessions: Tyres are free

**7.3** Qualifying/ Race: From the vehicles first round and all following rounds only marked tyres are permitted.

**7.4** New “Dry” Tyre allocation: The maximum number of new “Dry” tyres that may be presented for marking for each Round of the Series are as follows:

(i) First round for the vehicle in current season: six(6)

(ii) All Remaining Rounds for the vehicle, Maximum of four(4) Per round

**7.5** Any previously marked used tyres from any previous meeting of the current race season can be re-introduced so long as they have been previously marked, New tyres may not be “banked” and must be used at the round in which they are marked

**8. PARC FERME:**

**8.1** Upon directive from the Series Scrutineer or their appointed assistant all competing vehicles must be driven directly (and without any team personnel/crew intervention) from the circuit to the designated Parc Fermé, the location of which will be notified on the official notice board of the meeting.

**Note:** *Drivers should ensure that they and all their team personnel are familiar with the Parc Fermé regulations and limitations as detailed in the National Sporting Code Article 60.*

**8.2** The Series Scrutineer may authorise entry of team personnel for the purposes of vehicle eligibility inspections.



## 9. PENALTIES

**9.1** These penalties are to be applied as a result of a Clerk of the Course decision Penalties for breaches of Class Eligibility as outlined in 2.3 shall be applied as follows..

	BREACH	PENALTY
<b>9.1.1 (a)</b>	Quicker than their class eligibility by up to 00:00.500	<p><b>During Practice:</b> No penalty shall be applied.</p> <p><b>During Qualifying:</b>  <b>First breach:</b> placed at the rear of the Class grid. Qualifying points will still be awarded.  <b>Second and third breaches:</b> placed at the rear of the Class grid with no Qualifying points awarded.</p> <p><i>Note: If there's more than one competitor who exceeds class eligibility, they will be placed behind the last car in their class according to their relative times, with the fastest breakout qualifying time last.</i></p> <p><b>During a Race:</b>  Addition of 30 seconds to Race time for each offending lap.  <i>Note: If practicable this will be signaled using TIME PENALTY board during the race.</i></p>
<b>9.1.1 (b)</b>	Quicker than their class eligibility from 00:00.501 to 00:01.000	<p>The penalties listed here in 8.1.1 (b) are in addition to any penalty applied in 8.1.1 (a).</p> <p><b>During Practice:</b> No penalty shall be applied.</p> <p><b>During Qualifying:</b> Exclusion from the session, plus 25 points deducted for each offending lap.</p> <p><b>During a Race:</b> Excluded from the Race and a deduction of 25 points from Series points table.</p>
<b>9.1.1 (c)</b>	Quicker than their class eligibility by 00:01.001 (inclusive)	<p><b>During Practice:</b> No penalty shall be applied.</p> <p><b>During Qualifying or Race:</b> Excluded from the Qualifying Session or Race and moved up a Class for the remainder of the season.</p>
<b>9.1.1 (d)</b>	Three occurrences of exceeding Class eligibility within a 12 month period 1 <sup>st</sup> July to 1 <sup>st</sup> July	<p><b>During Practice:</b> No penalty</p> <p><b>During any Qualifying or Race session at any MSNZ sanctioned event in any race series:</b>  GTRNZ Committee to hold a hearing and Vote to determine if competitor is to move up to a higher class for the remainder of the season.</p>

	BREACH	PENALTY
9.1.1 (e)	<b>Race Two only – excluding GT1</b> Completing a lap 00:01.000 faster than the time used to calculate their Handicap starting position.	Time penalty of ten seconds for each offending lap.
9.1.1 (f)	Starting from earlier handicap bracket	Time penalty of 50seconds <b>NB: this is in addition to false start penalty – Sch P A4Z.8</b>

- 9.2** Where a driver has caused a red flag in qualifying, and required external assistance to get back to pit lane, the Driver shall not receive any Qualifying points.

## **10. POINTS:**

- 10.1** Points will be allocated in accordance with the points table in Article 9.2, as follows:

- (a) 15 points shall be awarded to those competitors that set a valid lap time during Qualifying.
- (b) Class points, based on their overall finishing position within each Class, in each Race, at each Round of the Series.

- 10.2** Points table:

<b>1<sup>st</sup></b>	75	<b>11<sup>th</sup></b>	30	<b>21<sup>st</sup></b>	10
<b>2<sup>nd</sup></b>	67	<b>12<sup>th</sup></b>	28	<b>22<sup>nd</sup></b>	9
<b>3<sup>rd</sup></b>	60	<b>13<sup>th</sup></b>	26	<b>23<sup>rd</sup></b>	8
<b>4<sup>th</sup></b>	54	<b>14<sup>th</sup></b>	24	<b>24<sup>th</sup></b>	7
<b>5<sup>th</sup></b>	49	<b>15<sup>th</sup></b>	22	<b>25<sup>th</sup></b>	6
<b>6<sup>th</sup></b>	45	<b>16<sup>th</sup></b>	20	<b>26<sup>th</sup></b>	5
<b>7<sup>th</sup></b>	42	<b>17<sup>th</sup></b>	18	<b>27<sup>th</sup></b>	4
<b>8<sup>th</sup></b>	39	<b>18<sup>th</sup></b>	16	<b>28<sup>th</sup></b>	3
<b>9<sup>th</sup></b>	36	<b>19<sup>th</sup></b>	14	<b>29<sup>th</sup></b>	2
<b>10<sup>th</sup></b>	33	<b>20<sup>th</sup></b>	12	<b>30<sup>th</sup></b>	1
				<b>and lower</b>	

- 10.3 Dual Driver points:** As dual drivers are deemed to form a single entry, points awarded shall be combined from both drivers. Should one of the dual drivers wish to enter another car separately, and partway through the series, all earlier points for that driver shall be forfeited unless the committee in its discretion deems otherwise.
- 10.4** A driver may change cars prior to any Round in the Series, however any change of car must be notified to the Series Coordinator prior to the qualifying session of that Round, where previous points will be retained.
- 10.5** If for any reason, a Driver needs to change their vehicle part way through a Round, points shall only be awarded against the vehicle they had originally qualified in.

- 10.6** In the instance of a class having received three or less entries at a round, that class will then be combined with the other class within the grid, for classification of overall series points. The other class will not be affected unless their entries are also less than four. If the class is the slower of the two classes (ie, GT2 or GT4), then only the Handicap Race points will be combined to avoid being unfairly penalised in Qualifying and scratch Races.
- 10.7** **GT3/GT4 and GT2 Class:** Those competitors moving class from GT4 to GT3, GT3 to GT2, or GT2 to GT1 will forfeit all class points from the lower class and be allocated last place class points for the class they are moving to, for each of the Races in all Rounds the competitor has completed in the previous class. Class Points shall not be transferred from the lower class to the higher class in any case.
- 10.8** Points will only be awarded to full season members. Single round members will be excluded and ignored when making points calculations unless they become a full season member within 7 days of the conclusion of the event.

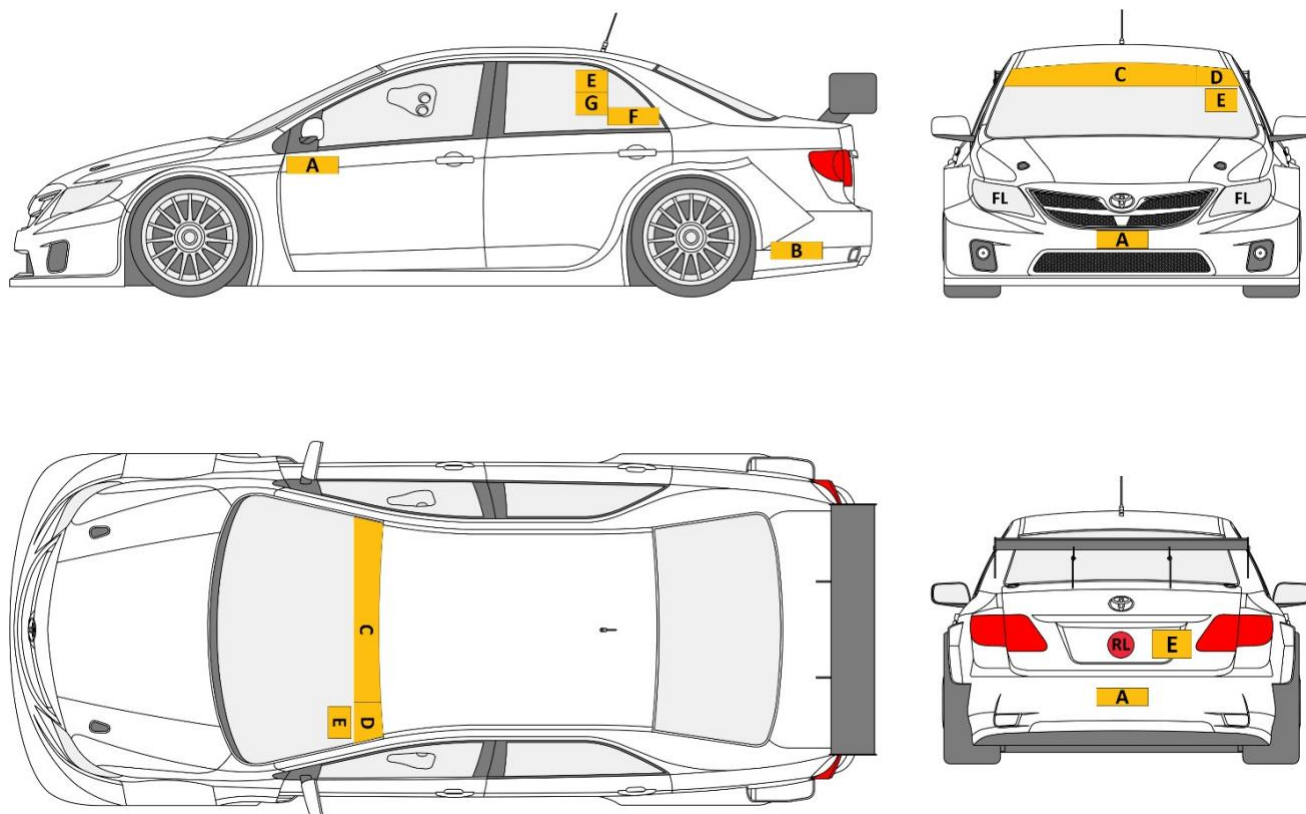
## **11. AWARDS:**

- 11.1** The **OVERALL SERIES CHAMPION** shall be the driver with the highest accumulated total of all points earned across all four classes during the Series and shall be awarded the GTRNZ Challenge Cup. A maximum of six(6) points scoring Rounds will count towards the final points score.
- 11.2** The **CLASS SERIES CHAMPION** for each Class shall be the driver with the highest accumulated total of all points earned during the Series. A minimum of two and a maximum of six(6) points scoring Rounds will count towards the final points score.
- 11.3** The following overall Series awards will be presented:
- (a) Series Champion:** Overall Series Champion will be awarded the GTRNZ Challenge Cup
  - (b)** First, second and third overall within each Class.
- 11.3.1** To be considered eligible for any overall series Class awards, Competitors must compete in a minimum of two rounds of the Series in the Class. A Competitor moved into that Class due to a break out in a previous Class will still be eligible.
- 11.4** **Round awards:** First, second and third overall Round awards will be presented within each Class.
- 11.4.1** To be eligible for Round awards, the Competitor must be classified and score points in a minimum of two sessions (Qualifying and/or Races).
- 11.4.2** Only full season members will be eligible for Round awards, any single round members will be excluded from the round awards unless they become a full season member within 7 days after the event conclusion.
- 11.5** **Ties:** In the event that two(2) or more drivers have the highest total number of points (ie: a tie) the Champion will be determined as described in NSC Appendix Four, Schedule Z Article 11.6. The same process will be followed to determine both Class and individual Round winners.

**12. TELEVISION AND IN-CAR CAMERAS:**

- 12.1** Drivers/Entrants are encouraged to install an in-car camera for use during the Series and footage is to be made available to the Series Coordinator.
- 12.2** All in-car camera installations shall be subject to inspection and approval by the Series Scrutineer and/ or Chief Scrutineer of the Meeting.
- 12.3** In-car camera footage shall be made available to the Clerk of the Course and/or Steward(s) on request.

## APPENDIX ONE



Location	Branding Decals/ Badges
<b>A</b> – Below wing mirrors on both sides, and on front and rear bumpers	Naming Rights Sponsor decal
<b>B</b> – Rear guard, both sides	Tier 2 sponsor decal
<b>C</b> – Top of windscreen (no other advertising above, below or on it)	Naming Rights Sponsor decal
<b>D</b> – Top left of windscreen, on top of windscreen banner	Class
<b>E</b> – Top left of windscreen, to either side of rear rain light, and on each side in accordance with Schedule A or article 2.4.1	Car number
<b>F</b> – near side number on both sides	MotorSport New Zealand Accredited Series decal
<b>G</b> – Below car number on each side of car.	Drivers Name (Article 2.4)
At driver's discretion	GTR NZ decals x two(2)
<b>FL</b> (front lights) and <b>RL</b> (rain light), in accordance with Sch GTR, Article 5.8.	

## APPENDIX TWO

### **GTRNZ LAP TIME Nomination Form**

**6.6.1** *Drivers may nominate a faster time than the handicap time stated in 6.5(1)(b) and 6.5(2)(b).*

- (a) Any such nomination must be notified to the Series Coordinator by completing the lap time nomination form included in Appendix Two to these Articles at least ninety (90) minutes prior to the race start. It is the responsibility of the competitor to ensure this form is received by the co-ordinator.*
- (b) The nominated time(s) will only apply to the race directly following the nomination*
- (c) No competitor may nominate a slower time than previously achieved during that same Round.*

**WITHDRAWAL OF THIS FORM IS TO BE WITHIN THIS TIME FRAME**

**NAME:** \_\_\_\_\_

**CLASS** (circle)    **GT1**      **GT2**      **GT3**      **GT4**

**Car Number:** \_\_\_\_\_

**Race Number:** Race 1 / Race 2

**EVENT Race Number:**

**Nomination Time (Min:Sec.000)** \_\_\_\_:\_\_\_\_.\_\_\_\_

**DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_      **TIME:** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Coordinator has entered this time: YES / NO**

**Reason for “No”:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_