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| 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. |
|  | Appoint the following marshals and other event officials and arrange training as required:* First Aid official(s).
* Intervention vehicle crew (ensure they have access to or are supplied with the appropriate level first aid equipment).
* Recovery vehicle crew.
* Scrutineers.
* Communication officials.
* Timekeepers and results officials.
* Flag or sector marshals
* Spectator or road closure point marshals.
 |
|  | Arrange for the following vehicles: * Intervention Vehicle
* Recovery vehicle
 |
|  | Arrange for the following equipment: * Fire extinguishers.
* Portable shelter suitable to protect any injured person.
* Timing equipment.
* Signalling flags.
* Road closure signs, barricades, etc.
* Communications systems (radios, telephone, etc.)
* Course markers.
* Shovels, rakes and hard brooms to repair or clean surface during event (if necessary).
* Facilities for Event control, Secretary, Result officials and Steward(s) or Steward Safety Officer.
 |
|  | Arrange Event prizes. |
|  | Prepare document kit to take to the event consisting of: * MotorSport NZ Permit.
* Confirmation of permission for use of venue.
* A current MotorSport Manual and ClubSport Organisers Handbook.
* Entry forms.
* Scrutineering forms and clearance stickers (where applicable).
* Application forms for competition licences.
* MotorSport NZ Competition Levy Declaration Form.
* Club Membership Application Forms.
* Passenger declaration forms
* Underage indemnity forms
* Copy of Safety Plan
* Clearance certificate form
* Accident Report Forms
* Vehicle Damage Report Forms
 |
|  | Post Event arrange for: * Publication of Results.
* Venue to be cleared, and checked for tidiness.
* For road, fencing, tree or property damage inspection and report to land owner on how and when damage will be repaired.
* All borrowed equipment returned.
* De-briefing meeting, chaired by the Clerk of the Course to review the event and arrange any follow-up action required.
* A debrief with landowners if necessary.
* Send completed Competition Levy Declaration to MotorSport NZ.
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| CLUBSPORT EVENT CHECKLIST FOR MOTORKHANAS |
| **CHECK** | **TASK** |
|  | Select suitable venue. (If new venue obtain Permit Authorising Steward's approval) |
|  | Obtain controlling authority's permission for use of venue. |
|  | Appoint the Clerk of the Course and the Secretary of the Meeting. |
|  | Prepare: * Supplementary Regulations (compulsory for National Series and MotorSport NZ Championship Events).
* Plan of tests (For Motorkhanas see diagrams in rear of ClubSport Organisers Handbook).
 |
|  | 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. |
|  | Appoint the following marshals and other event officials and arrange training as required.* Timekeepers
* Results officials.
* Spectator marshals.
 |
|  | Arrange Event prizes  |
|  | Prepare document kit to take to the event consisting of; * MotorSport NZ Permit.
* Confirmation of permission for use of venue.
* A current MotorSport Manual and ClubSport Organisers Handbook.
* Entry forms.
* Passenger declaration forms
* Underage indemnity forms
* MotorSport NZ Competition Levy Declaration Form.
* Club Membership Application Forms.
* Accident Report Forms
* Vehicle Damage Report Forms
 |
|  | Arrange for the following equipment. * Fire extinguishers.
* Timing equipment.
* Communications systems (radios, telephone, etc.)
* Course markers.
* Shovels, rakes and hard brooms to repair or clean surface during event (if necessary).
* Facilities for Event control, Secretary and Result officials.
 |
|  | Post Event arrange for;* Publication of Results.
* Venue to be cleared, and checked for tidiness.
* All borrowed equipment returned.

Send completed Competition Levy Declaration to MotorSport NZ.  |

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| 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 and by whom |
|  | 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 |  |
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| CLUBSPORT EVENT NEW COMPETITOR BRIEFING CHECKLIST |
| ***Notes for Organiser:**** *The briefing should be conducted in a suitably quiet venue providing some degree of shelter and should not take longer than 20 minutes to complete.*
* *Samples of all signs/ flags to be used should be on display at the venue.*
* *All competitors should have a basic knowledge of the ClubSport standing regulations and any other appropriate text from the MotorSport Manual, and this briefing should serve to remind them of correct procedures.*
* *A roll call or sign on is required to ensure that all new competitors are present.*
 |
| Briefing - items to cover | Tick box |
| Familiarisation with the event signs/flags* All the event signs / flags should be indicated to the new competitors, in the order they are likely to be encountered during the event.
* If possible show where all marshal points are and what equipment these points have i.e. Radios, Fire extinguishers etc.

*Note: A copy of the safety plan map or drawing will be of assistance.* |  |
| **The competitor’s vehicle stops during a competition or practice run.*** What to do
* Whether to stay in the vehicle or not
* What to do if they are to get out of their vehicle.
 |  |
| **If the competitor arrives at an accident scene during a competition or practice run.*** Procedure to be used
* Explain two cars stopping process if appropriate
* Significance of radio points
 |  |
| **If the competitor has an accident during a competition or practice run.*** What to do
* What to watch out for
* Where to stand after leaving the vehicle.
 |  |
| **How you intend to stop a competitor if required*** Explain the process used to stop a competition car by the marshal points.
 |  |
| **Explain starting and finishing procedure*** How you intend to start the competitors.
* What you want them to do when finished.
* Emphasize that Practice is that, you don’t need to set the fastest time.
 |  |
| Driving behaviour* What is expected of the competitor and any associated vehicles during and after the event.
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| CLUBSPORT EVENT PASSENGER BRIEFING CHECKLIST |
| **Notes for Organiser:*** The briefing should be conducted in a suitably quiet venue providing some degree of shelter and should not take longer than 5 minutes to complete.
* If the passenger is between the ages of 12 to 16 ensure that they have either a valid competition licence or have an underage indemnity form signed by their parent or guardian.
 |
| Briefing – points to cover | Tick Box |
| How to operate the safety harnesses:* The coupling how to clip together and then release.
* How to adjust for correct fit.
 |  |
| **The competitor’s vehicle stops during a competition or practice run:*** What to do
* Whether to stay in the vehicle or not
* What to do if they are to get out of their vehicle.
 |  |
| **The emergency aspects of a competition vehicle:*** How to operate the battery master switch.
* How to access and operate the fire extinguisher
 |  |
| **If the competitor has an accident during a competition or practice run.*** What to do
* What to watch out for
* Where to stand after leaving the vehicle.
 |  |

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| CLUBSPORT EVENT BUDGET**NOTE: All figures are GST exclusive unless specified otherwise.** |
| **FOR EVENT TO BE HELD ON:**  |
| Expenditure |
| **Estimate** | **Item** | **Actual** |
| $ | Road repairs/Venue hire | $ |
| $ | Advertising | $ |
| $ | Printing | $ |
| $ | Postage | $ |
| $ | Permit | $ |
| $ | Participation levies | $ |
| $ | Road Closures | $ |
| $ | Clerk of the Course Expenses | $ |
| $ | Prizes | $ |
| $ | Stewards Expenses | $ |
| $ | Equipment Hire | $ |
| $ | Medical Attendance | $ |
| $ | Catering | $ |
| $ | Recovery vehicle expenses | $ |
| $ | Sundries | $ |
| **(A) $**  | **TOTAL EXPENDITURE** | **(C) $**  |

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| Income |
| **Estimate** | **Item** | **Actual** |
| $ | (E) Gross Entry Fees | $ |
| $ | Sponsorships | $ |
| $ | Raffles | $ |
| $ | Catering | $ |
| **(B) $** | **TOTAL INCOME** | **(D) $** |

(E) Gross entry fee calculation:

Entry fees [amount set by organiser]. **+** Participation levies [amount required by MotorSport NZ per competitor] **=** Gross entry fees.

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| **Event Performance** |
| Estimated Net Income (Loss) being (B) - (A) = | $ |
| Actual Net Income (Loss) being (D) - (C) = | $ |

#### CLUBSPORT EVENT- SCHEDULE OF DOCUMENTS

#### AND INFORMATION

#### For inclusion in Officials information packs

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| **PART A** |
| List in the boxes below documents and information that will be required for distribution. |
| **Item No** | **Item description** | **Item No** | **Item description** |
| 1 | Event Supplementary Regulations | 2 | Safety Plan for Event |
| 3 | Event programme or timing schedule | 4 | Road closure details |
| 5 | Entry list (if applicable) | 6 | Marshal instruction sheet |
|  | [Add as required] |  |  |
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| **PART B** |
| Tick items from Part A above that need to go in the appropriate Officials information pack. |
| **Official** | **Item number (from Part A above)** |
| **1** | **2** | **3** | **4** | **5** | **6** |
| Steward or Steward Safety Officer | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Road closure marshals |  |  | ✓ | ✓ |  | ✓ |
| Spectator marshals |  |  |  |  |  | ✓ |
| [List other Officials]  |  |  |  |  |  |  |
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| DRIVERS BRIEFING CHECKLIST |
| ***Notes for Organiser:**** *The briefing should be conducted in a suitably quiet venue providing some degree of shelter and should not take longer than 10 minutes to complete.*
* *Samples of all signs/ flags to be used should be on display at the venue.*
* *The briefing can only amplify existing regulations.*
* *A roll call or sign on is required to ensure that all new competitors are present.*
 |
| **Tick box** | Briefing – items to cover |
|  | Welcome |
|  | Roll call |
|  | Introduce Officials |
|  | Format of event – explain briefly;* Indian file / convoy
* Practice run [if any]
* Number of timed runs or Estimated time that competition will conclude.
* Starting procedure.
* Number of vehicles on track and procedure to follow if held up [Autocross / Circuit sprint]
* Missed or malfunction of timing procedures.
* Lunch break
 |
|  | Specific details of event such as;* Procedure to stop cars [if running at intervals]
* Procedure for returning to start area [if required].
* Timing method.
* Course changes [if required due to surface damage]
* Penalties for hitting cones [Autocross / Motorkhana]
* Area for tyre warming [if applicable]
 |
|  | Approval to carry passengers [if appropriate to event].* Advise what cars can be used.
* Minimum helmet and clothing requirements
* The needs for passengers to complete indemnity forms and attend separate briefing.
* Drivers’ responsibilities.
 |
|  | Reminder for new competitors to attend special briefing |
|  | Reminder to keep the venue clean and tidy and remove all rubbish before leaving. |