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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 |  |
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| 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 |  |
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| 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. |