

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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Intervention Vehicle • Recovery vehicle
	Arrange for the following equipment: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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.

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: <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • Timekeepers • Results officials. • Spectator marshals. •
	Arrange Event prizes
	Prepare document kit to take to the event consisting of; <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • 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; <ul style="list-style-type: none"> • Publication of Results. • Venue to be cleared, and checked for tidiness. • All borrowed equipment returned. Send completed Competition Levy Declaration to MotorSport NZ.

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	

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
<p>Familiarisation with the event signs/flags</p> <ul style="list-style-type: none"> • 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. <p><i>Note: A copy of the safety plan map or drawing will be of assistance.</i></p>	
<p>The competitor's vehicle stops during a competition or practice run.</p> <ul style="list-style-type: none"> • What to do • Whether to stay in the vehicle or not • What to do if they are to get out of their vehicle. 	
<p>If the competitor arrives at an accident scene during a competition or practice run.</p> <ul style="list-style-type: none"> • Procedure to be used • Explain two cars stopping process if appropriate • Significance of radio points 	
<p>If the competitor has an accident during a competition or practice run.</p> <ul style="list-style-type: none"> • What to do • What to watch out for • Where to stand after leaving the vehicle. 	
<p>How you intend to stop a competitor if required</p> <ul style="list-style-type: none"> • Explain the process used to stop a competition car by the marshal points. 	
<p>Explain starting and finishing procedure</p> <ul style="list-style-type: none"> • 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. 	
<p>Driving behaviour</p> <ul style="list-style-type: none"> • What is expected of the competitor and any associated vehicles during and after the event. 	

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
<p>How to operate the safety harnesses:</p> <ul style="list-style-type: none"> • The coupling how to clip together and then release. • How to adjust for correct fit. 	
<p>The competitor’s vehicle stops during a competition or practice run:</p> <ul style="list-style-type: none"> • What to do • Whether to stay in the vehicle or not • What to do if they are to get out of their vehicle. 	
<p>The emergency aspects of a competition vehicle:</p> <ul style="list-style-type: none"> • How to operate the battery master switch. • How to access and operate the fire extinguisher 	
<p>If the competitor has an accident during a competition or practice run.</p> <ul style="list-style-type: none"> • What to do • What to watch out for • Where to stand after leaving the vehicle. 	

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) \$

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.

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

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]		

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]						

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; <ul style="list-style-type: none"> • 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; <ul style="list-style-type: none"> • 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]. <ul style="list-style-type: none"> • 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.