

CLUBSPORT AUTOCROSS SAFETY PLAN TEMPLATE

Organiser information:

The following is the recommended template covering the structure and preparation of a Safety Plan suitable for an Autocross Event. This template is also suitable for a Motorkhana event by using the headings marked with an asterisk.

Details applicable to your event should be explained under established headings.

- *Any specific written instructions or briefing sheets for Event officials should be appended to this plan.*
- *Layouts, schedule headings and information in bold type are mandatory to promote a level of consistency in these areas*
- *Words that are in italics should be treated as hints or helpful items.*

1. INTRODUCTION

- 1.1 Authority***: In accordance with the current New Zealand Motorsport Manual Appendix Two Schedule H, this plan sets out the systems that are in place and specifies the processes to use in the event of any injury accident for competitors, officials and the public.
- 1.2 Event Control headquarters**: *[State here the location of your event control and the persons who will be operating from there include also the contact phone numbers for the Clerk of the Course, Event Secretary and Event Safety Officer]*
- 1.3 Safety Services Contact Details***: *[State here the contact details of the various safety services alongside the applicable headings]*
- (a) Police**:
 - (b) Hospital**:
 - (c) Fire Service**: *[Discuss with the nearest Fire Station as to whether it is best to use their local contact number or the emergency services 111 numbers]*
 - (d) Medical services**: *[Ambulance, St Johns or Red Cross]*
- 1.4 Event Intervention**: *[Detail what intervention vehicle(s) will be on site at the venue and where they will be stationed]*
- 1.5 Communication Network**: *[Detail the methods of communications that will be used and for what purposes it will be used during the event]*

2. VENUE

- 2.1 Vehicle access and egress to venue***: *[Detail here the most direct route for emergency vehicles to gain access to the venue. If the event is a long distance from the nearest hospital it is advisable to include a GPS reference.]*

2.2 Venue Security*: *[Detail the methods you intend to employ to mark out spectator areas and / or prohibited areas. List also the number of marshals responsible for spectator control and where they will be located. Ideally make reference to their locations that will be detailed on the attached venue plan, map or drawing]*

2.3 Competition manning levels*; *[Detail the officials their roles and location]*

(a) **Start line:**

(b) **Finish line:**

(c) **Other marshals (if applicable)**

2.4 Course Clearance: *[Briefly detail how the clearance will be given and by who pre event, after any stoppage etc]*

2.5 Venue Layout*: Attached to this Plan is a *[specify plan, map or drawing]* detailing the areas open for public viewing, the course layout and any safety features added to the venue.

3. SPECTATOR AREAS*

3.1 Spectator Area Plans: *[Detail here what if any Spectator safety plans that have been prepared with detailed drawings of each spectator point showing how spectators will be managed. Refer to the Sample Plan on the MotorSport NZ website for guidance]*

4. SAFETY OF OFFICIALS AND COMPETITORS

4.1 Officials and Marshal Training / Briefings*: A marshal *[training programme or Briefing session – insert which is appropriate]* will be undertaken to ensure that all officials controlling the event and particularly those at spectator viewing points are fully aware of safety requirements.

[Give details of all the training or briefings involving Officials and Marshals that is to be undertaken]

4.2 Competitors Safety: The event will be conducted in accordance with the requirements of the current Appendix Five Schedule C Part 1. A competitors briefing will be held prior to the commencement of the event outlining the event procedures with emphasis on all safety aspects.

5. CLERK OF THE COURSE DELEGATION OF AUTHORITY*:

[This handover method will be adopted if the designated Clerk of the Course for the event intends to participate in the competition as provided for in the National Sporting Code]

5.1 Handover of Responsibility: The nominated Event Clerk of the Course intends to enter the competition as provided for in Article 74 of the National Sporting Code.

For the period of *[enter the number of minutes here]* minutes before each of his / her competition runs (including all practise or familiarisation runs) and until *[enter the number of minutes here]* minutes after the event control will be delegated to *[enter name of person]*.

The Clerk of the Course will hold a separate briefing with *[enter name of person]* prior to the event commencing and will be satisfied that a full understanding of the event and responsibilities has been acknowledged.