

CLUBSPORT HILLCLIMB & SPRINTS SAFETY PLAN TEMPLATE

Organiser information:

The following is the recommended template covering the structure and preparation of a Safety Plan suitable for a Hillclimb or Sprint event except for a Street Sprint. A separate template SAFE 011 is available for Street Sprints & Grass Track race events.

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 Location:** *[Detail the location of the venue by road name and district and distance from nearest town]*
- 2.2 Course - Length and Surface:** *[Detail the length of the competition course and surface of the roadway]*
- 2.3 Vehicle Access and Egress to Venue:** *[Detail here the most direct route for emergency vehicles to gain access to the venue and also competitors access. If the event is a long distance from the nearest hospital it is advisable to include a GPS reference.]*

2.4 Venue Security:

- (1) **Road Closure:** *[Detail here the name of the roading authority is and who to contact in the event of any issues regarding the closure]*
 - (a) **Road closure schedule and conditions:** *[Detail here the time period of closure, the legislation the road closure has been made under (i.e. 10th Schedule of the Local Government Act or The Transport Act 1962 and the Transport Regulations) and any special conditions such as the need to reopen the road at intervals for resident access]*
 - (b) **Road closure marshal requirements:** *[List the number of marshals required controlling the closure point or points and their duties]*
- (2) **Spectator Control:** *[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]*

2.5 Competition manning levels: *[Detail the officials their roles and location]*

- (a) **Start line:**
- (b) **Finish line:**
- (c) **Intermediate Marshal posts:**
- (d) **Other marshals (if applicable):**

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

2.7 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 Article 7. A competitors briefing will be held prior to the commencement of the event outlining the event procedures with emphasis on all safety aspects.