



ACCREDITED SERIES APPLICATION

Club Name: _____

Series Name: _____

Coordinator: _____

Email: _____

Phone: _____

Round 1	
Organising Club:	_____
Date:	Venue:
Round 2	
Organising Club:	_____
Date:	Venue:
Round 3	
Organising Club:	_____
Date:	Venue:
Round 4	
Organising Club:	_____
Date:	Venue:
Round 5	
Organising Club:	_____
Date:	Venue:
Round 6	
Organising Club:	_____
Date:	Venue:

Please ensure the following documentation accompanies this application:

- Sporting Regulations
- Technical Regulations
- A document detailing the Class history

Accredited Series Information/Guide

Introduction

This guide is designed to assist Series and their Co-Ordinator's as they start to work through the process of becoming an Accredited Series.

What is Accrediting?

Accrediting is an endorsement by the Sport of the rules and regulations governing an Accredited Series. This is issued once the Sport is satisfied that the applicant organisation has met certain criteria described in the introduction of this guide.

What are the benefits of Accredited?

The primary benefit to an applicant Series is having rules and regulations that the Sport is able to endorse and uphold. Whilst it is not always possible to make secure every definition and terminology, Accrediting does offer the benefit of having historical precedents from which to structure rules and such terminology.

Accrediting also denotes a degree of professionalism and structure that enhances relationships and recruitment. By its very definition Accrediting portrays an air of discipline.

Although only a by-product of Accredited, Accredited does offer event promoters some degree of confidence that can result in obtaining better quality meetings.

What is the process involved in obtaining Accredited Series Permit?

An applicant club/register must first be satisfied that the basic requirements have been demonstrated. Once this is established you simply submit to the Race Commission, the rules and regulations relating to your Series, whereupon your application will be considered. This can take several weeks as the process involves not just the Commission but also the Technical Dept and the Sport's administration.

Criteria

The following pages will explain what Accrediting is, and why there is certain criteria attached. To become accredited, a Series must first meet conditions laid down by MSNZ, this will include historical evidence that an applicant club or Register has demonstrated;

- 1) Strength of numbers, and
- 2) Effective self governance, and
- 3) Solid rules and Articles, and
- 4) Proactive vision to the future

Any duly Accredited Series will require a Co-ordinator with whom MotorSport NZ's Administration will communicate. The Co-ordinator therefore needs to have a good understanding of the implications involved with running an accredited series competition.

The criteria

Strength of numbers

Classes that attain Accrediting generally compete at a National level. One of the requirements at this level is the ability to provide grids that justify stand-alone races of a high standard. It is not in the best interest of the sport to present a race meeting at this level that lacks spectacle, hence one of the most important requirements of Accrediting is to demonstrate a history of healthy grids. The current requirement is that an applicant club must have demonstrated an ability to provide grids of minimum 15 cars for 75% of each completed Series.

Effective Self-Governance

Applicant clubs should be well governed. Quite apart from having defined rules and regulations, all clubs should act in accordance with their constitution as approved by the registrar of incorporated societies. This means effective self-governance by a duly elected committee and Officers of the club. How well you administer your affairs will be an important part of obtaining Sanctioning.

Solid Rules and Articles

Each Series is unique in some way; therefore it is accepted that rules and regulations will be tailored to suit. Accrediting will consider how problematic this has been, as obviously a perpetual history of ineffective rules would not be in harmony with the objectives of Accrediting.

Proactive vision to the future

An Accredited Series should aspire to stay in business. This means planning a future that provides security. Accrediting is not recommended for a club who does not share this basic philosophy.

Duties of an Accredited Series Co-Ordinator

As a Series Co-ordinator you become the liaison between the sport and your club, you also become the sporting director of your Series. Although there is no formal warrant, you do need to be quite familiar with the processes of the sport and your Series.

An Accredited Series Co-ordinator will;

- 1) Become familiar with the National Sporting code as it relates to the Series being conducted
- 2) Become familiar with the objectives and rules and regulations of the category conducting the Series
- 3) Become familiar with the format of the event at which the Series is being held
- 4) Arrange and manage the Series in accordance with 2 and 3

Effective communication and attention to detail are the most important tools that a Co-ordinator can use. The role involves three main time frames in relation to events.

Pre-event/Entries

A third party, usually a circuit promoter, hosts all events. Accordingly, it is necessary to communicate with event promoters to ensure they have an up-to-date driver/entrant list otherwise some intending competitors will miss important information.

Check entries received by the event promoters soon after close of normal entries. This allows for;

- a) Monitor entry numbers and address if numbers are light
- b) Evaluate why missing names have occurred and correct
- c) Check entry details for accuracy. This is important where split classes are a factor
- d) Check that correct information is to be published. Competition numbers etc.
- e) Also allows you to ensure that competitors entered are current members

On Event

A Series Co-ordinator will be the first face of wisdom for those competitors who are unsure of procedure. A typical weekend race meeting will involve;

- a) Report to the Secretary of the meeting and provide your contact details
- b) Ensure that you are familiar with the facilities for the meeting. This can include the site of Parc Ferme, weigh area, drivers' brief venue and the Office of the COTC, CRO's and Stewards.
- c) Ensure your competitors know you are about and where or how they can find you
- d) Introduce yourself to the course commentators so they can invite comment from you
- e) Listen for Dummy grid calls to be announced and ensure your drivers react promptly
- f) Check that grids are accurate according to your Series Articles

- g) Wherever possible pay close attention to your races so you are aware of potential problems prior to results publication
- h) If your results are split into categories, check this has been done prior to publication
- i) Ensure any Technical checking procedures are in place prior to the end of a qualifying session or race
- j) Be available to your drivers at the end of any Official session or race
- k) If applicable, update your point's register upon the results being Official.

Post Event

A Co-ordinators role does not end at the termination of each event/meeting. The smooth transition from one event to the next is enhanced by the benefit of hindsight, therefore;

- a) Exercise a self debrief and note matters which can be improved
- b) Co-opt the input of affected persons or parties to effect this
- c) Plan you next meeting with this new information

Off season/event

An important tool available to Co-ordinators is the knowledge of your peers. This can be enhanced by actively using the experience of others who perform similar duties to yourself, and the following mediums are useful to achieve this;

- a) Series Co-ordinators from other classes. Many Co-ordinators have been around for some time and have a wealth of experience to draw on. They will be happy to share their experiences
- b) Motorsport Officials generally have encountered many of the problems you may face. They will be keen to share these to ensure minimal problems for all
- c) Motorsport NZ Annual General Meetings provides an excellent forum from which to gain invaluable insight into the workings of the sport. Attendance at these should be a priority for all Co-ordinators

Summary

The detail covered in this publication may seem onerous. Much of a Co-ordinators role is based on common sense and knowledge of the objectives of the club/register you serve. Condensed it still projects a commitment that is necessary to achieve a positive outcome for your members, but in reality, the time required is not as extensive as it may seem. Many of the duties portrayed are simply flow from task to task if planned ahead of time. Your ability to enjoy your responsibility as a Co-ordinator will come from familiarity with the requirements of the position.

Thank you for contributing to the success of your Club/Register, it is hoped you gain satisfaction as your reward.