

[Enter name of Event here and Date(s) of Event]

STEWARDS MEETING AGENDA:

STEWARDS MEETING NO.1

To Convene at: [enter time and date of meeting]

Location: [Enter location of Meeting]

Chairman: The Chairman of the Stewards will chair the Meeting

Invited to attend:

Stewards of the Event
Clerk of the Course
Assistant(s) Clerk of the Course
Secretary of the Event
Chief Scrutineer
Chief Safety Officer
MotorSport NZ appointed Observer
MotorSport NZ Technical Officer

AGENDA:

1. Introduction of all present.

The Clerk of the Course will introduce all officials present to the Stewards

2. Event overview presentation by the Clerk of the Course.

During this presentation the Clerk of the Course will table the Checkers Clearance Certificate and advise of any Official Bulletins either approved by MotorSport NZ or requiring Stewards approval.

3. Confirmation of Event Safety Plan.

The Clerk of the Course will present a brief overview and detail any amendments to the plan which will require Stewards approvals.

4. Documentation Report

5. Scrutineering Report

6. Start Order

The Clerk of the Course will present the final list of starters for approval.

7. General Business

(a) Confirmation of the time and place of the next Meeting

(b) Any other business:

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[This next meeting is either the end of event meeting or in the case of a multi day event is the end of each day or leg meeting]

STEWARDS MEETING NO.2

To Convene at: *[enter time and date of meeting]*

Location: *[Enter location of Meeting]*

Invited to attend:

Stewards of the Event
Clerk of the Course
Assistant(s) Clerk of the Course
Secretary of the Event
Chief Scrutineer
Chief Safety Officer
MotorSport NZ appointed Observer
MotorSport NZ Technical Officer

AGENDA:

1. Minutes

(a) Minutes of previous meeting:

(b) Matters arising

2. Reports from the Clerk of the Course.

The Clerk of the Course will present a report on the activities of the day or leg (refer Form RY 030) or if this is the final meeting present report MRY 202. Included in this report will be details on the activities of Rally HQ and any specific accident or incident reports.

3. Competitor Relations Officers Report

The Senior CRO will report on the activities during the day or event and highlight any items of concern.

4. Report from Senior MotorSport NZ Technical Officer

[If Championship or Sanctioned Series Event]

5. Confirmation of Final Results

6. General Business