

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

## STEWARDS MEETING AGENDA FOR RALLIES:

### 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 (if appointed)

Competitor Relations Officer

MotorSport NZ appointed Observer

MotorSport NZ Technical Officer (if appointed)

#### **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. Report on Reconnaissance** *(if any)*

##### **7. Start Order**

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

##### **8. Competitor Relations Officer**

##### **9. 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  
Competitor Relations Officer  
MotorSport NZ appointed Observer  
MotorSport NZ Technical Officer

### AGENDA:

#### 1. Minutes

**(a) Minutes of previous meeting:**

**(b) Mattes 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, or if this is the final meeting present a verbal report of the report that they will submit on-line to MSNZ. 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 Accredited Series Event)*

#### 5. Confirmation of Final Results

#### 6. General Business