*(Enter name of Event here and Date(s) of Event)*

**STEWARDS MEETING AGENDA FOR RACE EVENTS:**

## 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

Race Director/s (if appointed)

Assistant(s) Clerk of the Course

Secretary of the Event

Chief Scrutineer

Chief Safety Officer (if appointed)

MotorSport NZ Technical Officer (if appointed)

Competitor Relations 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 give an update on the circuit 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. CRO Report.**

**7. Circuit Clearance;** (*Establish the time and place to meet).*

**8. 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)

## STEWARDS RACE 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

Race Director/s (if appointed)

Assistant(s) Clerk of the Course

Secretary of the Event

Chief Scrutineer

Competitor Relations Officer

MotorSport NZ Technical Officer (if appointed)

**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 if this is the final meeting give a verbal version of the report that they will submit on-line to MSNZ. Included in this report will be details on the activities of Race Control and any specific accident or incident reports.

**4. Reports from the Race Director/s** (if appointed)

**5. Competitor Relations Officers Report**

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

**6. Report from Senior MotorSport NZ Technical Officer**

*(If Championship or Accredited Series Event)*

**7. General Business**