

(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) 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 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