

# APPENDIX ONE

## SCHEDULE B – FEES & CHARGES

Last Updated: 11 August 2025

Page 1 of 8

Amendment Number	Date published	Date implemented	Article Number
<a href="#">36099</a>	11 August 2025	11 August 2025	Full Re-issue of Schedule B
<a href="#">36093</a>	2 October 2024	1 January 2025	Article 1-10 & Note 8
<a href="#">36081</a>	7 May 2024	7 May 2024	Article 1, 2, 3, 5, and 10
<a href="#">36078</a>	11 April 2024	1 May 2024	Article 5
<a href="#">36074</a>	1 December 2023	1 December 2023	Article 1, 2 and 3
<a href="#">36064</a>	1 August 2023	1 August 2023	Article 1, 2, 3, 4, 5, 7, 9, 10, and Notes
<a href="#">36057</a>	1 June 2023	1 August 2023	Article 1, 2, 3, 5, 7, 9, 10, and Notes
<a href="#">36051</a>	25 October 2022	25 October 2022	Article 1, 2, 3, and Notes
<a href="#">36039</a>	5 November 2021	5 November 2021	Article 1
<a href="#">36031</a>	1 July 2021	1 July 2021	Article 8
<a href="#">36029</a>	1 March 2021	1 March 2021	Article 1
<a href="#">36021</a>	19 October 2020	19 October 2020	Article 2, and Notes
<a href="#">36018</a>	4 August 2020	4 August 2020	Article 1, 2, 3 and 5
<a href="#">36015</a>	29 April 2020	29 April 2020	Article 5
<a href="#">36014</a>	9 January 2020	9 January 2020	Article 1, 3, 4, and Notes
<a href="#">36002</a>	4 December 2018	4 December 2018	Article 3

### Fees and Charges

**Article 1** Competition Licences

**Article 2** Event Fees

**Article 3** Protests and Appeals

**Article 4** Technical Services

**Article 5** Member Clubs

**Article 6** Venues

**Notes** Additional Notes

1. Competition Licences	Up to 31 Dec 2025	From 01 Jan 2026
1.1 Application for Licence for International Permitted Events		
INT A Grade	\$1,470.00	\$1,515.00
INT B Grade	\$1,260.00	\$1,300.00
INT C-C Grade (Circuits)	\$1,025.00	\$1,055.00
INT D-C Grade (Circuits)	\$840.00	\$865.00
INT C-R Grade (Roads)	\$840.00	\$865.00
INT D-R Grade (Roads)	\$605.00	\$625.00
1.2 Application for Licence for National Permitted Events		
C Grade (C1) New Application	\$220.00	\$225.00
C Grade (C1 or C2) Renewal	\$240.00	\$250.00
R Grade (R1) New Application	\$255.00	\$260.00
R Grade (R1 or R2) Renewal	\$275.00	\$280.00
Temporary HC Grade	\$58.00	\$60.00
1.3 Application for Licence for ClubSport Permitted Events		
M Grade	\$100.00	\$105.00
Temporary M Grade	\$38.00	\$40.00
1.4 Application for Licence for Land Speed Record Attempts		
INT Land Speed Record – A - D Grade	On Application	
1.5 Application Fees for Additional Licences and Permissions		
Entrants Licence	\$560.00	\$575.00
Foreign Participation Visa / Internal Visa	\$95.00	\$100.00
Trans-Tasman Visa	\$170.00	\$175.00
Driving School Licence	\$330.00	\$340.00
Instructors Licence	\$115.00	\$120.00
1.6 Licence Administration Fees		
Manual Handling Fee	\$27.00	\$30.00
Licence Reprint Fee	\$16.00	\$20.00
1.7 Medical Review Fees		

International Grade Medical Review	Included in Int Licence Fee	
Medical Review on request by Medical Assessor	\$48.00	\$50.00

#### NOTES REGARDING COMPETITION LICENCE FEES:

- Multi-Licence Application:** If a competitor applies for, or renews two (2) competition licences, then the higher competition licence fee out of the two licences will be charged.
- Licence Upgrade Fee:** This is the difference between your new licence grade and your current licence. You are required to pay this figure when upgrading any existing current licence. The upgrade fee will be calculated on a pro-rata scale dependent on the expiry date of the upgraded licence.
- Administration Fees:** It is the policy of MotorSport NZ to process all applications submitted through the MotorSport Online system within three(3) working days of receipt. Should a quicker service be required a priority fee will be charged, this being 50% of relevant fee in addition to the standard fee. Licence applications not submitted via the MotorSport Online system will incur the additional manual processing charge.
- Non-Production of Licence:** Refer to Article 48 of the NSC.

2. Event Fees	Up to 31 Dec 2025	From 01 Jan 2026
<b>2.1 ClubSport Event Fees</b>		
<b>ClubSport Basic</b>		
Organising Permit Fee: Basic Events	No Fee	
Participation Levy: Basic Events (Per Driver)	\$14.00	\$14.50
<b>ClubSport Advanced</b>		
Organising Permit Fee: Advanced Events (Permanent circuit)	\$315.00	\$325.00
Organising Permit Fee: Advanced Events (Non-permanent circuit)	\$380.00	\$390.00
Participation Levy: ClubSport Advanced Events (Per Driver)	\$42.00	\$43.00
Organising Permit Fee: Rallysprints	\$380.00	\$390.00
Participation Levy: Rallysprints	\$42.00	\$43.00
Organising Permit Fee: Dual Rallysprints	\$475.00	\$490.00
Participation Levy: Dual Rallysprints	\$42.00	\$45.00
Foreign Participation ClubSport (Per Event)	\$235.00	\$240.00
<b>2.2 Race Event Fees</b>		
Organising Permit Fee: International Race	On Application	
Participation Levy: International Race (Non-Championship)	\$220.00	\$225.00

Organising Permit Fee: National Race (Inc Foreign Participation)	\$990.00	\$1,020.00
Organising Permit Fee: National Race	\$915.00	\$940.00
Participation Levy: National Race (Per Driver)	\$80.00	\$82.50
Organising Permit Fee: Clubmans Race (Inc Foreign Participation)	\$770.00	\$795.00
Organising Permit Fee: Clubmans Race	\$705.00	\$725.00
Participation Levy: Clubmans Race (Per Driver)	\$58.00	\$60.00
Participation Levy: Race Championship Levy (Per Driver)	\$230.00	\$235.00
<b>2.3 Rally Event Fees</b>		
Organising Permit Fee: International Rally	On Application	
Participation Levy: International Rally (Non-Championship)	\$170.00	\$175.00
Organising Permit Fee: National Rally (Inc Foreign Participation)	\$3,465.00	\$3,570.00
Organising Permit Fee: National Rally	\$3,360.00	\$3,460.00
Participation Levy: National Rally (Per Driver & Navigator)	\$95.00	\$100.00
Organising Permit Fee: Clubmans Rally (Inc Foreign Participation)	\$1,735.00	\$1,785.00
Organising Permit Fee: Clubmans Rally	\$1,680.00	\$1,730.00
Participation Levy: Clubmans Rally (Per Driver & Navigator)	\$48.00	\$50.00
Participation Levy: Rally Championship Levy (Per Driver & Navigator)	\$230.00	\$240.00
Participation Levy: Rally Challenge Levy (Per Driver & Navigator)	\$115.00	\$120.00
Organising Permit Fee: Rally Test Day	\$285.00	\$295.00
Participation Levy: Rally Test Day	\$40.00	\$45.00
Additional Rally Days	\$380.00	\$390.00
<b>2.4 Additional Event Fees for all Disciplines</b>		
Championship fee (Additional Fee per event)	\$400.00	\$410.00
Super Truck fee (Additional Fee per event)	\$1,420.00	\$1,460.00
Series Accreditation fee (New Series)	\$1,890.00	\$1,945.00
Series Accreditation fee (Renewal- Annual Fee)	\$475.00	\$490.00
FIA Championship Title	\$5,250.00	\$5,410.00
Regional International Championship	\$4,200.00	\$4,325.00
MotorSport NZ Title (includes Accreditation Fee)	\$3,150.00	\$3,245.00

NZ Record Fee (Per Vehicle)	\$6,825.00	\$7,030.00
Late Participation Levy Return (whichever is higher)	5% or \$75.00	5% or \$77.00
<b>2.5 Calendar Fees (Late Entry, Cancellation or Postponement)</b>		
International Event	200% of Permit fee	
National Event (Non-Championship)	200% of Permit fee	
National Event (Championship)	300% of Permit fee	

#### NOTES REGARDING EVENT FEES:

1. All international events are subject to FIA fees, which are charged to organisations at cost plus a handling fee in addition to any fees or charges assessed by MotorSport NZ. If an organiser anticipates promoting an international event an assessment of these fees should be obtained from MotorSport NZ Inc.
2. The rally permit relates to a rally involving competition within a maximum of two days (48 hours including documentation and audit scrutineering). Any day or part day after this period carries a further permit fee. Remote safety audits, as described in Appendix Two Schedule A, shall be included as part of the duration of any permit issued, however any such audit shall not count towards the maximum time of the permit.
3. The Board at its absolute discretion may require a bond to be placed against payment of fees and/or prizemoney and against performance of organisers to meet their obligations.
4. When a Member Club takes out more than one National Organising Permit for an event held on the same day at the same location, only the highest National Organising Permit Fee will be charged.

<b>3. Protest and Appeal Fee's</b>	<b>Up to 31 Dec 2025</b>	<b>From 01 Jan 2026</b>
<b>3.1 Protest Fee's</b>		
All Events (except ClubSport events)	\$735.00	\$760.00
ClubSport Events	\$75.00	\$80.00
<b>3.2 Appeal Fee's</b>		
To National Court of Appeal	\$3,150.00	\$3,250.00
To Medical Commission	\$280.00	\$290.00

#### NOTES REGARDING PROTEST AND APPEAL FEES:

1. If the protest requires the dismantling and re-assembly of different parts of a car, the protester must pay an additional deposit, referred to as a Technical Deposit, of:
  - (a) \$500.00 plus GST (or such higher amount as may be determined by the Stewards) if the protest involves a clearly defined part of the car (engine, transmission, steering, braking system, electrical installation, bodywork, etc.), or

- (b) \$1,000.00 plus GST (or such higher amount as may be determined by the Stewards) if the protest involves more than one defined part of the vehicle, or

Should the protest not be upheld then the reasonable costs of disassembly, inspection and assembly shall be met by the protestor. When these costs are more than the deposit, the additional costs are to be borne by the protestor and when there is a lesser cost, a refund may be made.

4. Technical Services Fees	Up to 31 Dec 2025	From 01 Jan 2026
4.1 Physical Technical Products		
Vehicle Logbook	\$75.00	\$80.00
FIA Technical Passport	\$75.00	\$80.00
FIA Vehicle Homologation Papers (New & Updates)	On Application	
4.2 Safety Structure Application Fees		
Safety Structure Homologation Application	\$340.00	\$350.00
Safety Structure Homologation Extension	\$190.00	\$195.00
Safety Structure approval for Schedules K and T&C vehicles	\$305.00	\$315.00
Safety Structure Homologation Type Approval (first six vehicles)	\$1,420.00	\$1,460.00
Safety Structure Homologation Type Approval (Per vehicle)	\$95.00	\$100.00
Roll Protection Recognition Application	\$190.00	\$195.00
4.3 Historic & Classic Vehicle Application Fees		
Certificate of Description Application	\$370.00	\$380.00
COD Updates	\$130.00	\$135.00
FIA Historic Technical Passport for Historic vehicles	On Application	
4.4 LLVTA/NZTA Associated Application Fees		
Authority Card	\$100.00	\$105.00
Pre-Frontal Impact Exemption	\$270.00	\$280.00
Left-Hand Drive Vehicle Exemption	\$270.00	\$280.00
4.5 Technical Administration Fees		
Technical Service Inspection	\$220.00	\$225.00
Technical Services Fee	\$135.00	\$140.00
Authority Card Reprint Fee	\$16.00	\$20.00

## NOTES REGARDING TECHNICAL SERVICES FEES:

1. An additional 50% of the original application fee or upgrade fee will be charged when applications under Article 5 (Technical Services) of this Schedule are not completed specifically to the technical requirements of the application.
2. Technical Service Fees will be applied where additional work or manpower is required on behalf of any application beyond normal processing functions (120 minutes) or where any technical inspection takes more than one hour in duration.

<b>5. Member Club Fees</b>	<b>Up to 31 Dec 2025</b>	<b>From 01 Jan 2026</b>
Application fee Member Club	\$1,210.00	\$1,250.00
Annual Subscription: Up to 41 members (Flat Fee)	\$525.00	\$540.00
Annual Subscription: 42+ members (Per Member, capped at cost of 400 members)	\$13.00	\$13.50

6. Venue Fees	Up to 31 Dec 2025	From 01 Jan 2026
6.1 Inspection Fees		
Comprehensive Inspection Fee	\$2,100.00	\$2,160.00
Regular Inspection Fee	\$1,840.00	\$1,900.00
Check Inspection Fee	\$1,050.00	\$1,080.00
6.2 Permanent venues		
International Grade One (Includes proportion of FIA triennial inspection fee and one(1) regular inspection fee)	On Application	
National Grade Two (Includes one(1) regular inspection fee)	On Application	
6.3 Temporary Venues		
International Circuit or Track	On Application	
National Circuit or Track	\$4,200.00	\$4,325.00
Special Event Circuit, Course or Track requiring Venue licence	\$735.00	\$775.00
New International Circuit or Track Application Fee	On Application	
New National Circuit or Track Application Fee	\$770.00	\$795.00
New Circuit or Track Inspection Deposit	\$6,500.00	\$6,700.00
Performance Bond	\$8,100.00	\$8,350.00
Additional Insurance	On Application	

Application Fee for Special Event Circuit, Course or Track requiring Venue licence	\$330.00	\$340.00
--	----------	----------

#### NOTES REGARDING VENUE FEES:

1. In addition to the venue licence fee stated MotorSport NZ shall charge the Event organiser the costs of all inspection visits deemed necessary to ensure that the venue is of a standard suitable for a Venue Licence.
2. The Inspection Deposit is taken to offset costs of processing the application and initial inspections (Refer to Appendix One Schedule Y, Part Two Article 4.1(3) for further details), the initial and any subsequent on-site inspections deemed necessary by MotorSport NZ will be charged by MotorSport NZ. The inspection deposit less inspection costs will be refunded when all inspections are completed. Should expenses incurred exceed the inspection deposit the additional cost will remain the care of the organisation making the application.
3. Performance Bonds (which cover Safety and Programme Adherence, Event proceeding, Payment of Sporting Fees, Prizes and all costs directly due to member clubs). The Board of MotorSport NZ may at its sole discretion vary the requirements of the foregoing.
4. MotorSport NZ's insurers reserve the right to assess MotorSport NZ's risk factor for all new and temporary venues.

#### ADDITIONAL NOTES ASSOCIATED TO SCH B: FEES AND CHARGES

1. Publications: From time-to-time MotorSport NZ will publish schedules containing information or regulations which may incur a production charge.
2. Reimbursement of Officials / Representatives for attendance at events/meetings: Please refer to the current MotorSport NZ [Travel Policy](#).
3. All fees and charges are application fees only and do not guarantee approval or refund.
4. In cases where tasks require additional work or resources beyond our normal processing functions, an administration fee will apply. The exact amount of the fee will be determined by the MotorSport NZ office.
5. MotorSport NZ reserve the right to review fees and charges as and when required.



# APPENDIX ONE

## SCHEDULE D – DRUGS AND ALCOHOL

Last updated: 20 August 2018

Page 1 of 3

Amendment Number	Date Published	Date Implemented	Article Number

### Part One - Drugs

Article 1	General
Article 2	Hearings
Article 3	Prohibited Substances
Article 4	Application of the SADR and Testing
Article 5	Adverse Analytical Finding
Article 6	Therapeutic Use Exemption (TUE)
Article 7	International Events

### Part Two – Alcohol

Article 1	General
Article 2	Appointment of Officials
Article 3	Testing for Alcohol
Article 4	Positive Test Results

**Note:** Amendments will be **visually highlighted** for a duration of 12 months starting from the implementation of each amendment. Text changes made for grammatical and/or formatting purposes will not be subject to highlighting.

## Part One - Drugs

### 1. General:

- 1.1 Pursuant to Article 38 of the National Sporting Code, all competitors and officials are subject to the international and national rules covering the use of drugs in sport.
- 1.2 MotorSport NZ has entered into agreement with the Sports Tribunal of New Zealand (Sports Tribunal) and Drug Free Sport New Zealand (DFSNZ) to adopt and abide by Drug Free Sport NZ's Sports Anti-Doping Rules (SADR) as amended from time to time.
- Note:** *The Sports Anti-Doping Rules can be found on the DFSNZ website [www.drugfreesport.org.nz](http://www.drugfreesport.org.nz)*
- 1.3 Notwithstanding the provisions of Article 1.2 above, MotorSport NZ will establish a Judicial Committee.
- 1.4 It is the responsibility of each person bound by this Code to ensure that they are not in breach of the Code.
- 1.5 For the purposes of this Part One, the definition of "Athlete" as detailed in the SADR shall refer to all competitors, officials and other persons bound by this Code.

### 2. Hearings:

- 2.1 Sports Tribunal of New Zealand (Sports Tribunal): The Sports Tribunal is recognised by MotorSport NZ under the Sports Anti-Doping Rules as the arbiter of any hearing arising as a result of an alleged anti-doping rule violation. Any such hearing shall be conducted by, and according to, the Sports Tribunal's procedures and regulations.
- 2.2 Judicial Committee of MotorSport NZ: The Judicial Committee shall:
- (1) Be appointed by MotorSport New Zealand and shall have the equivalent rights and powers of a Judicial Committee under Article 18.4 of the MotorSport NZ Constitution in respect to anti-doping rule violations.
  - (2) Be empowered to act pursuant to Article 118(3) of the Code.
  - (3) Conduct any Judicial Hearing according to the provisions of Part X of the Code.

### 3. Prohibited Substances:

- 3.1 The list of prohibited substances published by the World Anti-Doping Agency and any additional provisions are set out on the Drug Free Sport NZ website – [www.drugfreesport.org.nz](http://www.drugfreesport.org.nz).

### 4. Application of the SADR and Testing:

- 4.1 Testing will be undertaken by Drug Free Sport NZ, or other agency approved by MotorSport NZ, in accordance with the SADR.
- 4.2 **Testing of Minors:** Where a minor is a competitor, consent to testing is considered to be given, by a person of legal responsibility for that minor, upon receipt by the Organisers of that Series, Meeting or Event of the completed Entry for that competitor.
5. **Adverse Analytical Finding:** Where an adverse finding ("positive test") is confirmed by Drug Free Sport NZ or other agency approved by MotorSport NZ, the competitor or official shall be informed by DFSNZ or MotorSport NZ, who may also make application for provisional suspension to the Sports Tribunal or Judicial Committee pending a full hearing.

**Note:** *A provisional suspension due to an adverse finding ("positive test") result is specifically exempted from the provisions of Article 93(1) of the National Sporting Code.*

**6. Therapeutic Use Exemption (TUE):**

- 6.1** Applications for Therapeutic Use Exemptions (permission to use a prohibited substance) shall be made to DFSNZ in accordance with the International Standard for Therapeutic Use Exemptions.

**Note:** *details regarding Therapeutic Use Exemptions are available on the DFSNZ website.*

**7. International Events:**

- 7.1** If a competitor holds a TUE and wishes to compete in an International Event, application must be made to the FIA. The FIA may accept the standing TUE or require a new application.

## **Part Two – Alcohol**

**1. General:**

- 1.1** Pursuant to Article 38 of the National Sporting Code, all competitors and officials are subject to the international rules covering the use of alcohol in sport.

**2. Appointment of Officials:**

- (1)** Alcohol testing will be undertaken by a MotorSport NZ appointed official.
- (2)** At each Meeting or Event Judges of Fact – Alcohol Testing will be appointed. The names of the Judges of Fact – Alcohol Testing will be posted on the Official Notice Board at each meeting.

**3. Testing for Alcohol:**

- 3.1** The tolerance for breath alcohol has been fixed at zero. A digital breathalyser approved by MotorSport NZ will be used.

- 3.2** **Testing of Minors:** Where a minor is a competitor, consent to testing is considered to be given, by a person of legal responsibility for that minor, upon receipt by the Organisers of that Series, Meeting or Event of the signed Entry for that competitor.

- 4. Positive Test Result:** No competitor will be allowed to compete if a positive test is given. A competitor returning a positive test will be given the opportunity to take a second test within twenty(20) minutes of the first test. Any competitor returning a second positive test will not be permitted to take any further part in the meeting until such time as a twelve(12) hours standdown period has been observed, taken from the time of the second test, and a zero reading is obtained from that competitor.

# APPENDIX ONE

## SCHEDULE E - PERMITS

Last updated: 2 July 2024

Page 1 of 8

Amendment Number	Date Published	Date Implemented	Article Number
<a href="#">36086</a>	2 July 2024	2 July 2024	Article 2 – Permit Types

### Part One - Organising Permits

**Article 1** Objects

**Article 2** Permit Types

**Article 3** Late Applications

**Article 4** Disputes

### Part Two – National Sporting Calendar

**Article 1** General

**Article 2** Calendar Entry

### Part Three – Event Application Deadlines

**Article 1** Event Application Deadlines

**Note:** Amendments will be visually highlighted for a duration of 12 months starting from the implementation of each amendment. Text changes made for grammatical and/or formatting purposes will not be subject to highlighting.

## Part One – Organising Permits

### 1. Objects:

- 1.1 **General:** The National Sporting Code in particular Part II of that Code governs the issue of all MotorSport NZ Organising Permits.

Organising Permits will only be issued to Member Clubs (all permit types).

This Schedule specifies types of permits to be issued and to whom and by such deadlines application is to be made. The fees payable are specified in Appendix One Schedule B.

- 1.2 **Permit issue:** Permits for events are issued by Permit Issuing Stewards and MotorSport NZ. When considering permit applications, Permit Issuing Stewards shall forward on to the MotorSport NZ Administration office any such application that they consider has or requires organisational and/or safety considerations outside the framework for events as set out in this Manual.

MotorSport NZ Administration office shall treat these applications as a Special event application and take actions and impose such conditions as deemed appropriate.

- 1.3 **Permit Holders General Obligations:** The holder of all permits under this Code shall, at all times, in respect of and in connection with any activity to which the Permit applies:

- (1) comply with all statutes, regulations, ordinances, resource consents or by-laws applicable to them, including complying with any relevant Competition Law obligations; and
- (2) act in accordance with this Code, including any relevant MotorSport NZ by-laws or published practices, policies or procedures; and
- (3) act fairly and safely in the interests of all participants in motorsport; and

### 2. Permit Types:

Permits for Events are issued with varying status levels as follows:

- (1) **International:** These are for all Events irrespective of discipline, ie. ClubSport, Race or Rally, for which a Member club wishes to accept entries from competitors holding licences issued by another ASN.
  - (a) These Events will be organised under the provisions of the FIA International Sporting Code and Event Supplementary Regulations but may include provisions of the MotorSport NZ National Sporting Code and its Appendices and Schedules.
  - (b) A Competition Licence of at least International Grade status is required for all competitors contesting these Events (refer Appendix One Schedule L).
- (2) **National:** These permits cover all Rally Events and all Race Events including those forming part of a MotorSport NZ Championship, Sanctioned Series or Clubmans Event. The MotorSport Manual Appendix Three Schedule R details all Rallies and Appendix Four Schedule Z details all Races.
  - (a) Foreign Participation may be permitted for these events upon application. Any such competitor is not eligible for Championship or Series points.
  - (b) A Competition Licence of at least C Grade (for Race Events) or R Grade (for Rally Events) is required for all competitors contesting these Events (refer Appendix One Schedule L).

- (3) **ClubSport Advanced:** Advanced Events are detailed in Appendix Five Schedule C and Schedule DR. These are both basic and specialist Events which in the majority of cases involve a vehicle modified for competition and require the competitor to have already developed their driving skills and have an understanding of the safety and fair play regulations.

**Note:** *ClubSport Events do not include Races or Rallies except for Grass Track races and Rallycross.*

- (a) Foreign Participation may be permitted for these events upon application. Any such competitor is not eligible for Championship or Series points.
- (b) A Competition Licence of at least Temporary M Grade status is required for all competitors contesting these Events. (Refer Appendix One Schedule L).
- (4) **ClubSport Basic:** Basic Events are fully detailed in Appendix Five Schedule C, Schedule DR and Schedule RT. These are Events at which new competitors to motorsport can be encouraged to participate.
- (a) Foreign Participation may be permitted for these events upon application. Any such competitor is not eligible for Championship or Series points.
- (b) A Competition Licence is not required, unless the competitor is the driver of a 'purpose built vehicle'.
- (5) **Other (includes Special Events):** From time to time MotorSport NZ may at its absolute discretion issue Special Event Permits for Events in any one of the disciplines, ie. ClubSport, Race, Rally or any Special Event, which have extraordinary features not contemplated by the National Sporting Code upon specific application being made by a Member club setting out the event's features and any other special circumstances.

For Records Attempt permits refer Appendix Seven, published in a separate booklet available from MotorSport NZ.

## 2.2 Event Application and Permit Issue:

- (1) Event applications must be submitted by the Event Organiser on behalf of a Member club through the MotorSport NZ online system and in accordance with the time requirements specified in Part Three of this Schedule. (Refer Appendix One Schedule B for cost details):
- (a) **For all International, Championship Series, or Sanctioned Series Events:** The Organising Member Club(s) shall consult with the appropriate Advisory Commission (and circuit owners/operators if applicable) to determine a draft program of the Rounds of the Series or Event. This draft program will be submitted to MotorSport NZ for approval.
- (b) **For all other events:** The Event Organiser of the Organising Member Club shall submit the application for the event to the Permit Issuing Authority through the MotorSport NZ online system. If required the Organiser will consult with the Circuit Owner/Operator to ensure that the circuit is available for hire on the requested date.
- (c) **For Temporary Venue Race Events:** In addition to the requirements detailed in Article 2.2(1) (a) or (b) above the Event Organiser is to consult with the Circuit Safety Department to ensure that the requirements of Appendix One Schedule Y are respected.

**Note:** Applications should only be submitted manually if the Organiser has no internet access.

- (2) Event documentation is not required to be submitted at time of initial application. If not submitted at time of initial application, documentation must be submitted no later than the minimum time period as detailed in the appropriate Appendix to this Code. Each application shall include at least the following documentation:
  - (a) International or National status Events: The proposed Event Supplementary Regulations and (for Rallies) the draft Safety Plan.
  - (b) ClubSport Advanced or Basic status Events: The proposed Event Supplementary Regulations and Safety Plan where required.
  - (c) Other Events: The proposed Event Supplementary Regulations and Safety Plan where required.

**Note:** For further details on organiser requirements refer to the appropriate Organisers' Handbook and the relevant Appendices of the National Sporting Code.

- (3) Upon approval of an Event, a Permit will be issued by the Permit Issuing Authority, (and/or the FIA in the case of International Events).
- (4) **Levies:** In receiving an Event Permit, Member Clubs are required to pay MotorSport NZ a Participation Levy per entry within twenty one(21) days of the conclusion of the Event. (Refer Appendix One Schedule B for cost details). Failure of a Member club to comply with this requirement will mean an automatic suspension of any further permits until payment has been received.

### 2.3 Sanctioning Permit Application and Issue:

- (1) Applications for Series sanctioning must be submitted through the MotorSport NZ online system in accordance with the time requirements specified in Part Three of this Schedule.

**Note:** Applications should only be submitted manually if the Organiser has no internet access.

- (2) Each application shall be submitted by the Series Organiser on behalf of a Member Club and shall include the proposed Articles and Technical Regulations for the Series. (Refer Appendix One Schedule B for cost details).
- (3) Upon approval, a Sanctioning Permit for that Series will be issued by the Permit Issuing Authority.

### 3. Late Applications:

3.1 Event applications received from Member Clubs after the time periods specified in Part Three of this Schedule may be accepted by the Permit Issuing Authority. In considering such late applications the Permit Issuing Authority may require applicant Member Clubs to seek written consent from any Member Club whom, in the opinion of the Permit Issuing Authority may be affected by the late application. Such a requirement may be imposed on an applicant if the Meeting or Event proposed is of higher than ClubSport Advanced permit status and is;

- (1) Within fourteen(14) days of approved Meetings or Events of all other MotorSport NZ disciplines; or

- (2) Within seven(7) days of approved Meetings or Events of all other MotorSport NZ disciplines in the same island; or
- (3) Deemed necessary in the opinion of the Permit Issuing Authority due to particular circumstances surrounding the Meeting or Event.

**3.2** MotorSport NZ reserves the right to impose an additional permit fee in an amount, as it deems appropriate on the granting of such a late application. The decision of whether to grant a late application pursuant to these provisions is at the complete and unfettered discretion of MotorSport NZ whose decision shall be final and binding on the applicant.

#### **4. Disputes:**

**4.1** Pursuant to Article 126(3) of the Code MotorSport NZ has prescribed the grounds upon which Event dates may be disputed, the procedures to be followed and the fees, where applicable, which are to be paid. Such disputes will be considered as follows:

- (1) All Disputes are to be submitted to the Permit Issuing Authority (in the first instance) by the Event Organiser detailing the grounds of dispute. Such statement shall:
  - (a) Contain an assessment of the impact of the disputed Meeting or Event on the Club's Meeting or Event;
  - (b) Be supported by such evidence as shall reasonably support the Club's claim of detrimental impact on its Meeting or Event.
  - (c) Contain evidence as to the behaviour of the other party to the dispute during attempts to negotiate a settlement of the dispute.
  - (d) State how many years the appellant's Meeting or Event has run on the same or a similar date as the date for which it is inscribed.
- (2) The appellant shall give a copy of its grounds of dispute to the other party to the dispute. The other party shall deliver to the Permit Issuing Authority such material, statements or evidence, as it believes supports its application within seven(7) days of receipt of the appellant's grounds of dispute.
- (3) The Permit Issuing Authority shall determine all Calendar Disputes according to the following principles (in the order in which they are set out):
  - (a) Applications that include rounds of MotorSport NZ Championships shall be preferred to all other Events, excepting International Status Events calendared on the FIA Calendar.
  - (b) Whether or not there appears from the dispute and other material, received, to be a genuine conflict between the two(2) Events.
  - (c) The efforts (if any) of the disputing Club to resolve the clash with the other Club and the behaviour of the other Club.
  - (d) Preference shall be given to continuous Traditional Dates.
  - (e) Whether a party to the dispute cancelled similar Meetings or Events at the same time of the year within the past two(2) years.
  - (f) The date of submission of each of the Event Applications, including any subsequent amendment(s) of the Event Application, with the earliest application (or amendment) for the disputed date having precedence.



- (4) Any Dispute between Events having differing levels of Permit Issuing Authority shall be decided by the higher Authority.
- (5) The determination of a Dispute by the Permit Issuing Authority shall be final and no party shall have any further right of complaint, protest or appeal.
- (6) Any Event which, following the determination of a Dispute, is required to be displaced elsewhere on the National Sporting Calendar shall not be required to be accompanied by the penalty fee referred to in Part Three, Article 1.3 of this Schedule, unless that application was a late application in the first instance.

## Part Two – National Sporting Calendar

1. **General:** The National Sporting Code in particular Part XII of that Code sets out the requirements for calendar inscriptions of International events and the requirements for entry onto the MotorSport NZ Sporting Calendar (also known as the National Sporting Calendar).

This Part specifies the process by which events are entered onto the National Sporting Calendar.

2. **Calendar Entry:**

- 2.1 All Events will be entered on the National Sporting Calendar at the time of initial Event application (refer to Part One, Article 2.2 of this Schedule).

- (1) **For all International Events, Championship Series or Sanctioned Series Events:** The Organising Member Club(s) shall consult with the appropriate Advisory Commission (and circuit owners/operators if applicable) to determine a draft program of the Rounds of the Series or Event. This draft program will be submitted to the Permit Issuing Authority for approval.

- 2.2 Each Event shall be shown as an unconfirmed event until such time as the application is approved by the Permit Issuing Authority, at which time it shall be registered as confirmed.

- 2.3 Where applications are received for two(2) or more Events on the same date(s) which are of a similar nature and/or in geographical proximity, the Permit Issuing Authority shall determine which event shall retain the requested date(s) in accordance with this Schedule.

- 2.4 Precedence for event dates shall be given to Events based on the Status and/or Type of the permit, International Status events having the highest priority, as follows:

- (1) International Events calendared on the FIA International Calendar; then
  - (2) MotorSport NZ Premier Championship or MotorSport NZ Rally Championship Events; then
  - (3) All other MotorSport NZ Championship or Sanctioned Series Events; then
  - (4) National status Race or Rally Events (including Foreign Participation Events); then
  - (5) ClubSport Advanced Status Events (including Foreign Participation Events); then
  - (6) ClubSport Basic Status Events (including Foreign Participation Events).

**Note:** *Special Event applications shall carry the same standing as the event status that an equivalent event would have ordinarily.*

- 2.5 Where the Events are of the same Permit Status, then the earliest application (or amendment to the original application) requesting the event date in question will take precedence, unless determined otherwise by the Permit Issuing Authority.

## Part Three – Event Application Deadlines

**1.1** Application for Events may be made at any time up to three(3) calendar years prior to the date of commencement of the Event.

**1.2** Event application deadlines:

Permit Status	Event Permit	Issuing Authority	Application and/or Documentation submission deadline
Sanctioning	Championship / Sanctioned Series Sanctioning Application	MotorSport NZ Office	60 days prior
Other	Refer Part One, Article 2.1(5)	MotorSport NZ Office	50 days prior
International	Race	MotorSport NZ Office	90 days prior
	Rally	MotorSport NZ Office	180 days prior
National	MSNZ Premier Championship Race or MSNZ Rally Championship Events	MotorSport NZ Office	50 days prior
	All other Race or Rally Events	Permit Issuing Steward	50 days prior
	Record Attempt	MotorSport NZ Office	50 days prior
	Street Race	MotorSport NZ Office	60 days prior
ClubSport	All ClubSport Championships	MotorSport NZ Office	50 days prior
	Rallysprint	Permit Issuing Steward	30 days prior
	All other ClubSport Category Advanced and Basic Events	Permit Issuing Steward	20 days prior

**1.3** **Late Application for a Permit:** At the sole discretion of the Permit Issuing Authority, permits may be issued within the following timeframes subject to acceptable reasons for the late application and a late application fee in accordance with Part One, Article 3.2 of this Schedule.

Sanctioning Permits	30 days prior
National Race, National Rally and Rallysprint Events	20 days prior
ClubSport Events (excluding championships)	7 days prior

In respect of ClubSport basic status events, the late application fee will be the equivalent of that for a ClubSport Advanced Permit.

# APPENDIX ONE

## SCHEDULE L – LICENCES

Last updated: 1 January 2025

Page 1 of 22

Amendment Number	Date Published	Date Implemented	Article Number
<a href="#">36096</a>	19 December 2024	1 January 2025	Article 2 – Types of Licence
<a href="#">36087</a>	2 July 2024	2 July 2024	Article 2.5, Article 2.6
<a href="#">36077</a>	1 February 2024	1 February 2024	In all article numbers referring to the Medical Assessor
<a href="#">36052</a>	25 October 2022	25 October 2022	Article 3 – Minimum Age of Competitors
<a href="#">36038</a>	5 November 2021	5 November 2021	Refer to Amendment
<a href="#">36036</a>	1 October 2021	1 October 2021	Article 2 – Medical Aptitude Article 3 – Minimum Age of Competitors
<a href="#">36017</a>	4 August 2020	4 August 2020	Article 4 – Licence Types
<a href="#">36006</a>	18 June 2019	18 June 2019	Article 4 – Licence Types

### Part One – Competition Licences

Article 1	General
Article 2	Medical Aptitude and Reviews
Article 3	Minimum Age of Competitors
Article 4	Licence Types
Article 5	MotorSport NZ Licence holders competing outside of New Zealand
Article 6	Use of another ASN's Competition Licence in New Zealand
Article 7	Issuing a MotorSport NZ Competition licence to non-New Zealand Citizens

### Part Two – Officials' Licences

Article 1	General
Article 2	Types of Licence

### Part Three – Quick Reference to Motorsport NZ Issued Competition Licence Validity

**Note:** Amendments will be visually highlighted for a duration of 12 months starting from the implementation of each amendment. Text changes made for grammatical and/or formatting purposes will not be subject to highlighting.

## Part One – Competition Licences

### 1. General:

- 1.1 Part IV of the National Sporting Code governs the issue and use of all MotorSport NZ Licences.
- 1.2 A prerequisite to obtaining any licence is the applicant (save for firms or body corporates who may obtain an Entrants Licence only) shall be a member of a Member club.
- 1.3 This Schedule prescribes the grades of, and qualification, experience and training required for any person to hold a licence.
- 1.4 The establishment of an acceptable level of Medical Aptitude is required prior to a Competition Licence being issued.
- 1.5 Temporary M Grade or Temporary HC Grade Licences can be obtained from the Steward, Clerk of the Course or Secretary of the Meeting or Event appointed to officiate at the Event or Meeting. All other licences are obtained from MotorSport NZ Administration Office.

**Note:** *Temporary M Grade Licences are not available to competitors under the age of 16.*

- 1.6 MotorSport NZ shall appoint a Competition Licence Panel to:
  - (1) To consider applications from Junior Competitors and grant, if deemed appropriate, derogations from Appendix One Schedule L requirements pertaining to age and or vehicle limitations.
  - (2) To consider any application and, if deemed appropriate, grant derogations from Appendix One Schedule L requirements pertaining to the qualification process for MotorSport NZ Competition Licences.

### 2. Medical Aptitude and Reviews:

- 2.1 **Scope:** All competitors wishing to participate in motorsport competition held under the National Sporting Code of MotorSport NZ are required to either make a formal declaration of medical aptitude and/or undergo an annual medical examination dependent on the competition licence grading as follows:

- (1) **M Grade or Temporary M Grade Licences:** All competitors are expected to be in a physical state that enables them to declare on Event entry that at the time of the Event they are not suffering from any disability of any kind whether permanent or temporary that is likely to detrimentally affect their control of their automobile or their fitness to drive in the Event.
  - (a) Any competitor unable to make such declaration will be unable to participate.
  - (b) Prior to the issue of a Junior M Grade Licence to a person aged from the date of their 12th birthday up until their 16th birthday, MotorSport NZ shall require an appraisal from a recognised physical fitness trainer or School / College Physical Education teacher that the applicant meets or exceeds the minimum physical fitness requirements of a Beep Test Level 5.0 or equivalent test. This form should be obtained from the MotorSport NZ Office.
- (2) **C Grade and R Grade Licences:**
  - (a) All competitors, except for those persons aged from the date of their 12th birthday up until their 16th birthday, shall at time of application and renewal for a C Grade

and/or R Grade licence submit the appropriate Medical Aptitude Declaration issued by MotorSport NZ.

- (b) For competitors aged from the date of their 12th birthday up until their 16th birthday shall at the time of their first application submit a completed Junior Driver Medical Examination Form and for subsequent renewals submit the appropriate Medical Aptitude Declaration issued by MotorSport NZ. This form can be obtained from the MotorSport NZ Office.

**Note:** *The Medical Aptitude approval will be printed onto the competitor's Competition Licence, or on the Temporary Competition Licence letter (if applicable).*

- (3) **International Grades:** All competitors at time of application and renewal for an International grade licence shall provide on the appropriate Medical Examination Form, issued by MotorSport NZ documented evidence of having undergone a medical examination by the Doctor of their choice.

## 2.2 Annual Medical Aptitude Declaration for C Grade and/or R Grade Licences:

- (1) Its purpose is to enable the MotorSport NZ Medical Assessor(s) annually to determine whether the competitor has the level of physiological and physical condition required to control an automobile in either a Race or Rally Event.
- (2) This is obtained by submission of the Medical Aptitude Declaration through the MotorSport Online system and, in the case of initial application, a clearance from a MotorSport NZ licence examiner that the applicant has no abnormalities with colour vision.

**Note:** *The colour vision clearance is not required on subsequent Declarations/Licence renewals.*

- (3) In submitting a Medical Aptitude Declaration a competitor may submit a signed clearance from the competitor's General Practitioner to be referred to MotorSport NZ's Medical Assessor(s) for consideration and for further investigation or consultation if required.
- (4) Should MotorSport NZ on the advice of its Medical Adviser determine that the Medical Aptitude Declaration submitted by the applicant indicates a level of physiological and/or physical fitness below that deemed acceptable; MotorSport NZ may seek further information from the applicant or decline to issue a Medical Aptitude Clearance.
- (5) MotorSport NZ shall in Appendix One Schedule B list the prescribed fee for the issue of a Medical Aptitude Clearance Card.

## 2.3 Annual Medical Aptitude Examinations for all International Grade Licences:

- (1) A prerequisite to the issue of an International Licence of any grade is the passing of a medical examination.
- (2) This is obtained by completion of the Medical Examination Form (issued by MotorSport NZ) in conjunction with the examining Doctor of your choice.
- (3) The completed form is submitted as part of the licence application for evaluation by the MotorSport NZ Medical Assessor(s).
- (4) After evaluation, the Medical Assessor(s) shall either approve the issue of the Medical Clearance Card or advise the applicant of the reasons for refusal.

## 2.4

### Aptitude Requirements:

- (1) Physiological and Physical. The Medical Aptitude Declaration and Medical Examination form issued by MotorSport NZ specify items to be satisfied.
- (2) The following illnesses and disabilities are deemed incompatible or require medical assessment by the MotorSport NZ Medical Assessor(s).
  - (a) **Incompatible illnesses and disabilities:** epilepsy with behavioural effects, or under treatment; amputations, except in the case of fingers where the gripping function in both hands is unimpaired; orthopaedic appliances, if the functional result is not equal or near to normal; free movement of the limbs impeded by more than 50%.
  - (b) **Illnesses or disabilities requiring a medical assessment by a body approved by the ASN:** insulin-dependent diabetes, on condition that a confidential document proving the regular supervision of the party concerned and of his treatment is submitted to the medical body approved by the ASN and that the medical certificate of aptitude bears the wording "medical supervision necessary"; myocardial infarction and myocardial ischaemia, valvular disease or other abnormal cardio-vascular conditions, functional limitation of the articulations of the hand superior to 50% and affecting two(2) or more fingers of the same hand; orthopaedic appliance allowing the party concerned to recover normal or near normal functional activity; psychiatric conditions.
- (3) Eyesight standards as required.
  - (a) Visual acuity (before or after correction, sight for each eye should be at least 6/7.5). Furthermore, any subject whose visual acuity in one(1) eye only is diminished and cannot be corrected and who necessarily has contralateral vision, whether corrected or not, equal to or greater than 6/6, may obtain a driver's licence under the following conditions and after examination by a competent ophthalmic specialist:
    - (i) Field of vision equal to or greater than 200°,
    - (ii) Functional stereoscopic vision,
    - (iii) Condition of the fundus excluding pigmentary retinal damage,
    - (iv) Any old or congenital damage shall be strictly unilateral.
  - (b) Normal binocular vision.
  - (c) Normal colour vision (recourse to the Ishihara tables in doubtful cases and to the Benne Lantern or a similar system in cases of error); in any case, no errors in the perception of the colours of the flags used in international competitions.
  - (d) Normal field of vision.
  - (e) Normal stereoscopic vision (licence should not automatically be issued to applicants who are blind in one(1) eye. MotorSport NZ upon advice from its Medical Assessor(s) may determine conditions and/or restrictions of licence in such cases).

- (f) The wearing of contact lenses is permitted provided that:
  - (i) These shall have been worn for a period longer than twelve(12) months and for a significant period every day.
  - (ii) They are certified as satisfactory for motor racing by the ophthalmic specialist who supplied them.

## 2.5 Medical Examination following accident or illness:

- (1) **A competitor is required to notify MotorSport NZ within ten(10) days** of an accident that results in the competitor being incapacitated for a period of ten(10) days or more, irrespective of whether the accident occurred during a competition or in other circumstances, or in the case of an illness or disability as covered in Article 2.4 of this Schedule,
  - (a) Either enclosing a confidential medical certificate addressed to the MotorSport NZ Medical Assessor(s), bearing the diagnosis, the prognosis and the extent of the injury or infirmity incurred,
  - (b) Or by giving authorisation for confidential written communication between the MotorSport NZ Medical Assessor(s) and that person's usual Medical advisor.
- (2) All the illnesses or disabilities mentioned in Article 2.4 of these regulations must be submitted to the MotorSport NZ Medical Assessor(s) for an opinion.
- (3) In the event of an accident resulting in incapacity for a period of ten(10) days or longer, and following receipt of a document attesting that the patient is healed or recovered, or of a hospital discharge form, the MotorSport NZ Medical Assessor(s) shall either reconfirm the validity of the appropriate Medical Clearance Card or that he/she should undergo a complete annual medical examination procedure.
- (4) From the date of the accident or the discovery of illness or disability, as covered in Part One Article 2.4 of this Schedule, no competitor may take an active part in any MotorSport NZ sporting events until they have received authorisation from MotorSport NZ.  
  
In such circumstances the Medical Clearance Card and corresponding competition licence are declared temporarily suspended until the authorisation is received from MotorSport NZ.
- (5) Failure to comply with the requirements of this Article will give rise to the application of sanctions by MotorSport NZ.

## 2.6 Medical Appeals:

- (1) A Medical Commission appointed by MotorSport NZ will be called upon to determine any issue arising between the MotorSport NZ Medical Assessor(s) and Competitors.  
  
A Competitor may possibly be required to undergo an observed test drive in the presence of a doctor, or a member of the Medical Commission.  
  
The decisions reached by the Medical Commission will be recognised in all other countries falling under the sporting jurisdiction of the FIA.
- (2) Any competitor who intends to appeal against any decision of the MotorSport NZ Medical Assessor(s) must deliver an intention to appeal to the Chief Executive Officer of MotorSport NZ within seven(7) days of the announcement of the decision being appealed.



Such intentions shall be accompanied by the prescribed Medical Appeal Fee (refer Appendix One Schedule B Fees).

- (3) All costs associated with calling the Medical Commission and their attendance fees in hearing the matter will be the responsibility of the appellant unless the findings of the Commission deem otherwise.

**3. Minimum Age of Competitors:**

**3.1** MotorSport NZ issues Competition Licences to persons aged 16 years and over in accordance with the provisions of Part One Article 2 of this Schedule.

**3.2** Competition Licences of the types and grades detailed in (1) of this Article can also be issued to Junior Competitors, aged from the date of their 12th birthday up until their 16th birthday, under the following provisions in addition to those specified in Part One Article 2 of this Schedule:

(1) Junior Competition licences are available as follows:

(a) M Grade (excluding Temporary M Grade)

(b) R Grade

(i) 12 through 15 years old (co-driver only)

(ii) 14 and 15 year olds may apply for a Junior R Grade Competition licence in accordance with Article 3.2 (4), to allow them to drive in a Clubmans Rally only.

(c) C Grade

(i) 12 and 13 years old; by exemption only as per Article 3.2(3)(b).

(ii) 14 and 15 years old; in accordance with Article 3.2(3)(a) or (b).

(2) The use of a Competition Licence by a Junior Competitor is restricted to;

(a) Private venues, or

(b) Roads closed in accordance with the 10th Schedule of the Local Government Act, and

(c) Vehicles of the following type, class, category or classifications:

(i) **Race:**

(a) Formula First, Formula Ford, Toyota 86, Cross Cars, Mini Challenge Cars and Formula Junior only; or

(b) Any other vehicle (closed or open) with a corrected CC rating of 2500cc and under or have a Power to Weight ratio of 6.0:1 (KG : BHP) or above, where the manufacturer's authenticated Power to Weight ratio is maintained.

(ii) **Rally:**

(a) Up to a corrected CC rating of 2000cc

**Note:** When acting purely as a Rally co-driver these restrictions do not apply.  
Approved vehicles will be noted on the Junior Competitor's Competition Licence.

**(3) Junior C Grade Competition requirements:**

- (a)** Such persons would, as a prerequisite to obtaining a Junior C Grade competition licence, be required to;
  - (i)** have five(5) signed Clearances from any ClubSport Events, or
  - (ii)** have a signed clearance from a course conducted by a MotorSport NZ Licensed Driving School.
- (b)** An exception to this rule may be applied for by a competitor to the MotorSport NZ Competition Licence Panel and granted if the Panel decides it is justified by the applicant's record of results and experience, which must be submitted with the application and should include a history of MotorSport NZ recognised competition.

**(4) Junior R Grade Competition licence requirements and event limitations (drivers):**

- (a) Prerequisites:** Such persons would, as a prerequisite to obtaining a Junior R Grade Competition licence, be required to;
  - (i)** have three(3) signed Clearances from any ClubSport Advanced Event, or
  - (ii)** have a signed clearance from a course conducted by a MotorSport NZ Licensed Driving School.
  - (iii)** An exception to this rule may be applied for by a competitor to the MotorSport NZ Competition Licence Panel and granted if the Panel decides it is justified by the applicant's record of results and experience, which must be submitted with the application and should include a history of MotorSport NZ recognised competition.
- (b) Event limitations:** approved Junior R Grade Competition licence holders shall:
  - (i)** Be approved to compete in Clubmans rallies only, and
  - (ii)** Their co-driver must have a full Civil Driver's Licence and must drive all public road touring stages.

**4. Licence Types:**

**4.1 Entrant's:**

- (1)** Entitles the holder being a person, firm or body corporate other than the driver of the vehicle, to enter a vehicle in any Event or Accredited Series organised in accordance with either the International Sporting Code of FIA or MotorSport NZ.
- (2)** An Entrant's Licence issued by MotorSport NZ is valid for all International Events inside or outside New Zealand, along with all Events of National or ClubSport status in New Zealand.
- (3)** The maximum number of words permitted in the Entrant's Licence title is six(6).

## 4.2

### M Grade:

- (1) **Temporary M Grade:** Restricted for use at one(1) ClubSport Event of either Advanced or Basic Status (excluding MotorSport NZ Championships, Accredited Series, Rallysprints and ClubSport Advanced status Drift events) for which the Permit issued by MotorSport NZ is limited to a maximum of two(2) days. A Temporary M Grade Competition Licence is restricted to persons 16 years of age and over.

Temporary M Grade licences may be issued by the Steward, the Event Clerk of the Course or the Secretary of the Event following the competitors concerned attending a briefing covering the safety aspects of the Event.

- (2) **M Grade:** Valid for all ClubSport Events including Championship and Accredited Series of either Advanced or Basic Status. (For details on what Events comprise Advanced or Basic status, refer to Appendix Five Schedule C.).

**Note:** *For those persons aged from the date of their 12th birthday up until their 16th birthday, Part One Article 3 of this Schedule details specific requirements for the issue of a Junior M Grade Licence.*

- (a) Obtained from MotorSport NZ by;
  - (i) making application through the MotorSport Online system including payment of the prescribed fee, (refer Appendix One Schedule B for details), and
  - (ii) Gaining a pass result, in a simple examination based on information contained in this MotorSport New Zealand Manual or by providing evidence of a pass result within the preceding six(6) months.

## 4.3

### C Grade and R Grade:

**Note:** For those persons aged from the date of their 12th birthday up until their 16th birthday, Part One Article 3 of this Schedule details specific requirements for the issue of a Junior Licence appropriate for C Grade or R Grade competition.

- (1) A prerequisite to the issue of any C Grade and/or R Grade Licence is the submission and acceptance of a Medical Aptitude Declaration (refer Part One Article 2.2).
- (2) **C Grade:** C Grade licences are issued in two(2) categories; C1 Grade and C2 Grade. A C Grade licence will initially be issued as a C1 Grade.
  - (a) **C1 Grade:** Valid for all ClubSport Events and National Race Events, but excludes all Rallies, Events run under International Permits, and Race Events where MotorSport NZ or the organiser of the Event deem it a requirement for either a C2 Grade or an International Licence in accordance with Part One Article 4.4 of this Schedule. A C1 Grade licence shall be obtained from MotorSport NZ by;
    - (i) making application through the MotorSport Online system including payment of the prescribed fee, (refer Appendix One Schedule B for details), and
    - (ii) By gaining a pass result in a C Grade licence examination within the preceding six(6) months.

**Note:** *Prior to sitting the examination candidates must in particular have gained a good level of knowledge of the National Sporting Code, Appendix Two Schedule A and Appendix Four Schedule Z.*

- (b) **C2 Grade:** In addition to the events detailed in (a) above, this Grade is valid for those events where MotorSport NZ or the organiser of the Event deem a C2 Grade licence a requirement. To upgrade a C1 Grade licence to a C2 Grade licence competitors are required to either;
- (i) Obtain satisfactory clearances from the Event Clerk of the Course by competing in eight(8) National Races which have taken place at a minimum of two(2) different venues, or
  - (ii) have a signed clearance from a course conducted by a Motorsport NZ Licensed Driving School, along with obtaining a satisfactory clearance from the Event Clerk of the Course by competing in one(1) National Race.
  - (iii) An exception to this rule may be applied for by a competitor to the MotorSport NZ Competition Licence Panel and granted if the Panel decides it is justified by the applicant's record of results and experience, which must be submitted with the application and should include a history of MotorSport NZ recognised competition.

**Note:** *Recognised competition may include such activities as conducted by KartSport, Speedway NZ, NZ Drag Racing Association or other events as deemed appropriate by MotorSport NZ.*

- (3) **R Grade:** R Grade licences are issued in two(2) categories, R1 Grade and R2 Grade. An R Grade licence will initially be issued as an R1 Grade.

- (a) **R1 Grade:** Valid for all ClubSport Events and National Rallies but excludes all Races, Events run under International Permits and Rally Events where MotorSport NZ or the organiser of the Event deem it a requirement for either an R2 Grade or an International Licence in accordance with Part One Article 4.4 of this Schedule. An R1 Grade licence shall be obtained from MotorSport NZ by;
- (i) Making application through the MotorSport Online system including payment of prescribed fee, (refer Appendix One Schedule B for details), and
  - (ii) By gaining a pass result in an R Grade licence examination within the preceding six(6) months.

**Note:** *Prior to sitting the examination candidates must in particular have gained a good level of knowledge of the National Sporting Code, Appendix Two Schedule A and Appendix Three Schedule R.*

- (b) **R2 Grade:** In addition to the events detailed in (a) above, this Grade is valid for those events where MotorSport NZ or the organiser of the Event deem an R2 Grade licence a requirement. To upgrade an R1 Grade licence to an R2 Grade licence competitors are required to either;
- (i) Obtain satisfactory clearances from the Event Clerk of the Course by competing in two(2) Rallies, or
  - (ii) Have a signed clearance from a course conducted by a Motorsport NZ Licensed Driving School.
  - (iii) An exception to this rule may be applied for by a competitor to the MotorSport NZ Competition Licence Panel and granted if the Panel decides it is justified by the applicant's record of results and experience, which must be submitted

with the application and should include a history of MotorSport NZ recognised competition.

**Note:** *Recognised competition may include such activities as conducted by KartSport, Speedway NZ, NZ Drag Racing Association or other events as deemed appropriate by MotorSport NZ.*

**(4) Temporary HC Grade:** Restricted for use by Vintage Car Club members only and shall be valid for competition at one(1) MotorSport NZ National Race permitted Meeting or Event (to a maximum of three(3) days). It may not be used to compete in any MotorSport NZ Championship or Accredited Series races.

- (a)** Obtained by contacting the Steward appointed to the Event, and
  - (i)** Completing the specific application form held by the Steward, and
  - (ii)** Gaining a pass result in a simple examination based on information contained in the “Drivers Guide”, or by providing evidence of a pass result within the preceding three(3) months, and
  - (iii)** Hold current VCC membership, a valid VCC licence, and a logbook and Vehicle Identity Card (VIC) for the competing vehicle, and
  - (iv)** Sign a medical aptitude declaration at the time of licence issue by the Meeting Steward, and
  - (v)** Payment of the prescribed fee (Refer Appendix One Schedule B for details).

#### 4.4 Licence Grade and Vehicle Type / Category Restrictions:

- (1)** MotorSport NZ reserves the right to set a higher grade of Competition licence for specific vehicle types / categories at any time.

#### 4.5 International Grades:

- (1)** MotorSport NZ, being the duly appointed representative for FIA in New Zealand, is entitled to issue such licences in accordance with Appendix L of the FIA International Sporting Code, in the following grades;

Licence Grade	Discipline	Vehicle Type
INT A Grade	Race	F1-Type LMP1 Hypercar
INT B Grade	Race	F2-Type LMP2 TC1
INT C-C Grade - Circuits	Race	Historic HF1/HF2/HF5000 Truck 1
INT D-C Grade - Circuits	Race	F4 GT4 Sports TC3 AXTC RXTC

		Historic (rest)T Truck 2 Drifting D1
INT C-R Grade - Roads	Rally	<i>Minimum grade required for Roads International competitions using rally cars with a P/W ratio in between 3 to 5 KG/HP ratio:</i> Rally1 Rally 2 RGT Hillclimb (CN/D/E2 CII) Cross Country T1
INT D-R Grade - Roads	Rally	<i>Minimum grade required for Roads International competitions using rally cars with more than 5 Kg/HP ratio:</i> Rally 3 Rally 4 Rally 5 Cross Country (rest)

The fee established for any International Grade Licence includes an International Medical Clearance Card, International Visa and Foreign Participation Visa.

**Note:** *The International Medical Clearance, International Visa and Foreign Participation Visa will be printed onto the competitor's Competition Licence, or on the Temporary Competition Licence letter (if applicable) provided by MotorSport New Zealand.*

- (2) A prerequisite to the issue of an International licence irrespective of grade is the passing of a medical examination (refer Part One Article 2.3).
- (3) **INT A Grade and INT B Grade Licences:** The criteria for initial applications, or to maintain or upgrade an INT A or INT B Grade licence is established within the FIA Appendix L as detailed for each grade. Competition results are required and must be submitted on a form which is available from MotorSport NZ.
- (4) **INT C-C Grade Licence:** Valid for all International Race Events that have been entered on the FIA Sporting Calendar as able to be contested by holders of INT C Grade Licences and all National Race Events and ClubSport Events held in accordance with the National Sporting Code of MotorSport NZ. The following criteria is required for initial applications:
  - (a) Obtained from MotorSport NZ by making application through the MotorSport Online system including payment of the prescribed fee, (refer Appendix One Schedule B for details).
  - (b) Additionally, applicants shall have;
    - (i) Held an INT D-C; or
    - (ii) Held a C2 Grade National licence; and
    - (iii) Confirmed to have completed ten(10) National Race Events within two(2) years prior to application; and
    - (iv) Completed the Circuit FIA E-Learning Safety training.

- (5) **INT D-C Grade Licences:** Valid for all International Race Events that have been entered on the FIA Sporting Calendar as able to be contested by holders of INT D-C Grade Licences, and all National Race Events and ClubSport Events held in accordance with the National Sporting Code of MotorSport NZ. The following criteria is required for initial applications:
- (a) Obtained from MotorSport NZ by making application through the MotorSport Online system including payment of the prescribed fee, (refer Appendix One, Schedule B for details).
  - (b) Additionally, applicants shall have;
    - (i) Previously held a C2 Grade National licence; and
    - (ii) Confirmed to have completed five(5) National Race Events within two(2) years prior to application; and
    - (iii) Completed the Circuit FIA E-Learning Safety training
- (6) **INT C-R Grade Licence:** Valid for all International Rally Events that have been entered on the FIA Sporting Calendar as able to be contested by holders of INT C-R and INT D-R Grade Licences and all National Rally Events and ClubSport Events held in accordance with the National Sporting Code of MotorSport NZ. The following criteria is required for initial applications:
- (c) Obtained from MotorSport NZ by making application through the MotorSport Online system including payment of the prescribed fee, (refer Appendix One Schedule B for details).
  - (d) Additionally, applicants shall have;
    - (i) Held INT D-R; or
    - (ii) Confirmed to have completed ten(10) National Rally Events within two(2) years prior to application; and
    - (iii) Completed the Roads FIA E-Learning Safety training.
- (7) **INT D-R Grade Licences:** Valid for all International Rally Events that have been entered on the FIA Sporting Calendar as able to be contested by holders of INT D-R Grade Licences and all National Rally Events and ClubSport Events held in accordance with the National Sporting Code of MotorSport NZ. The following criteria is required for initial applications:
- (a) Obtained from MotorSport NZ by making application through the MotorSport Online system including payment of the prescribed fee, (refer Appendix One, Schedule B for details).
  - (b) Additionally, applicants shall have;
    - (i) Previously held a R2 Grade National licence; and
    - (ii) Confirmed to have completed five(5) National Rally Events within two(2) years prior to application; and

- (iii) Completed the Roads FIA E-Learning Safety training.

#### 4.6 Land Speed Record Licence:

- (1) **National Land Speed Records:** MSNZ Licence Requirements for MSNZ Land Speed record attempts are that the driver holds a C2 Grade licence or higher. Please refer to App 7.01 Record Attempts.
- (2) **International Land Speed Records:** FIA Licence Requirements for All Cars Conducting Distance, Time, or Absolute World Closed Course Record Attempts on Closed Tracks or on Open Tracks of 10 km or 10 Miles. Distance, time, or absolute world closed course record attempts (as defined in Appendix D to the FIA International Sporting Code) on closed tracks or on open tracks of 10 km or 10 miles require an FIA International driver's licence (refer Part IV of the FIA ISC).

The FIA Land Speed Record driver's licence is vehicle specific and gives the driver the permission to conduct record attempts in a specific car, which will be identified by name, number, and picture. In the event of a car change, the driver does not have to apply for a new licence but must follow the requirements for a gradual speed increase starting from the Land Speed Record C level. As the driver fulfils the speed requirements, this will be noted on the licence.

Fees for licence applications can be found in Sch B of the MotorSport Manual.

The International Land Speed Record Licence Grades are as follows:

International LSR – D: <200kph  
International LSR – C: <300kmp  
International LSR – B: <400kph  
International LSR – A: Unlimited

#### 5. MotorSport NZ Licence holders competing outside of New Zealand: 5.1 Internal Visa:

- (1) The FIA International Sporting Code under Article 2.3.10 states: *"A person having a licence from an ASN other than his Parent ASN will be able to take part with this licence in national competitions taking place on the territory of his Parent ASN, according to the conditions set by the Parent ASN."*
- (2) In accordance with this Article, MotorSport NZ will issue an Internal Visa that allows the bearer the same privileges and conditions as that of a person holding a similar grade licence issued by MotorSport NZ.
- (3) Obtain an Internal Visa by making application through the MotorSport Online system including payment of the appropriate fee. (Refer Appendix One Schedule B for details).

#### 5.2 Trans-Tasman Visa: The World MotorSport Council of the FIA approved a joint agreement by MotorSport NZ and Motorsport Australia (being the FIA recognised ASN of Australia) for mutual recognition of competition licences in accordance with Article 2.3 of the FIA International Sporting Code as defined for European Union Countries and comparable countries. This mutual recognition between the territories of New Zealand and Australia being subject to the following terms and conditions:

- (1) This agreement shall apply to all Events listed on the Sporting Calendars published by MotorSport NZ and Motorsport Australia respectively. Other Events may be selected for inclusion should both MotorSport NZ and Motorsport Australia agree.



- (2) Any competitor wishing to contest an Event in Australia covered by this mutually recognised agreement, must hold a Competition Licence issued by MotorSport NZ, of at least the grade required under the Motorsport Australia Event Permit-.
- (3) The competitor shall first obtain a Trans-Tasman Visa by making application through the MotorSport NZ online system including payment of the appropriate fee, (refer Appendix One Schedule B for details).
- (4) By submission of the application for a Trans-Tasman Visa the competitor shall agree to be bound by the rules (procedural, judicial and technical) of Motorsport Australia for the duration of the Visa whilst competing in Australia.
- (5) MotorSport NZ shall, on being satisfied that the application is correct and is applicable for the Event, issue a Trans-Tasman Visa.

**Note:** *Confirmation of the Trans-Tasman Visa will be printed onto the competitor's Competition Licence, or on the Temporary Competition Licence letter (if applicable) provided by MotorSport New Zealand.*

**5.3 International Visas:** are automatically issued to all current International Grade licence holders as are required for use in all International permitted Events outside of NZ.

**Note:** *Confirmation of an International Visa will be printed onto the competitor's Competition Licence, or on the Temporary Competition Licence letter (if applicable) provided by MotorSport New Zealand.*

## **6. Use of another ASN's Competition Licence in New Zealand:**

### **6.1 Foreign Participation Visas:**

- (1) The FIA International Sporting Code under Articles 2.3.4 and 2.3.6 states: ‘  
*“If the National Competition forms part of a National Championship, cup, trophy, challenge or series, Competitors and Drivers who are foreign licence -holders may, at the sole discretion of the relevant ASN, be eligible to score points in the classification of the said Championship, cup, trophy, challenge or series. The allocation of points in the ranking of the said championship, cup, trophy, challenge or series may take the Competitors and Drivers who are foreign licence - holders into account ”*
- (2) Any competitor must hold a current Competition Licence issued by their parent ASN equivalent to the Event to be entered in New Zealand.
- (3) Any competitor holding a current Competition Licence issued by their parent ASN must provide written confirmation (in English) from their parent ASN that the Licence held is the highest National level Licence issued by that ASN and is equivalent to the grade required to enter the Event in New Zealand.
- (4) Any competitor must provide written confirmation from their parent ASN (in English) that the competitor meets the FIA medical standard for an International Licence (FIA International Sporting Code, Appendix L Chapter 2), OR have complied with that specified in Part One Article 2.3 of this Schedule.

## **7. Issuing Competition licences to non-New Zealand Citizens:**

### **7.1 Criteria:**

- (1) The FIA International Sporting Code under Article 9.3 states;

*“9.3.1 Each ASN shall be entitled to issue Licences to its nationals.*

*9.3.2 Each ASN shall be entitled to issue Licences to the nationals of other countries represented within the FIA, in compliance with the following statutory conditions:*

*9.3.2.a That their parent ASN gives its prior agreement to the issuing which may only take place once a year and in special cases;*

*9.3.2.b That they can produce for their parent ASN (the country of their passport) a permanent proof of residence in the other country (any person aged less than 18 years on the day of the request must provide attestation that they are in full-time education in the other country);*

*9.3.2.c That their parent ASN has recovered the licence originally issued.*

*9.3.3 No person authorised by their Parent ASN to apply for a Licence from another ASN shall hold a Licence from their Parent ASN valid for the current year.”*

- (2) In accordance with this Article MotorSport NZ will, having satisfied itself that the competitor has supplied with the competition licence application the prerequisites detailed in (1) above, issue a MotorSport NZ competition licence of a grade and type commensurate to the grade previously held.
- (3) In the case of an application from a foreigner belonging to a country not yet represented within the FIA, direct the competitor to undertake and achieve a pass result at a Competition Licence Course conducted by a MotorSport NZ Licensed Driving School prior to issuing the appropriate grade licence.
- (4) To apply for a MotorSport NZ licence, proof of permanent residency is required as follows:
  - (a) For applicants who are citizens of Australia, as no Visa is required by the New Zealand Government, a copy of a utility bill or property agreement for a NZ address may be provided.
  - (b) For applicants who are citizens of any other country, a copy of a New Zealand Certificate of Citizenship or Passport will suffice. For those living in New Zealand on a Visa, this is required to be either a Resident, Permanent Residency or Work Visa.
  - (c) All other Visas issued, such as a 'Working Holiday Visa', do not meet the Permanent Residency criteria as detailed in FIA ISC 9.3.

## **7.2 Competitors competing in NZ using a licence from another ASN:**

- (1) ClubSport / National Status Events:
  - (a) If the licence is issued by Motorsport Australia, the competitor will also require a Trans-Tasman Visa issued by Motorsport Australia.
  - (b) All other FIA ASNs: The equivalent of that ASN's Foreign Participation Visa and International Medical Clearance Card is required.
  - (c) In all cases, competition in NZ must be of equal or lesser status to the MotorSport NZ Licence requirement for that event.
- (2) International Permitted Events: All International Status events require a current International Grade licence with that ASNs equivalent International Medical Clearance Card and International Visa.

## **Part Two – Officials' Licences**

### **1. General:**

- 1.1 Part IV of the National Sporting Code governs the issue of all MotorSport NZ officials licences.

**1.2** This Schedule specifies types, qualifications, experience and training required for any person to hold a Licence.

**2. Types of licence:**

**2.1** MotorSport NZ shall issue licences of the following types:

- Steward
- Event Director (and Assistant Event Director)
- Race Director
- Technical Officer
- Clerk of the Course (Gold, Silver and Bronze Grades)
- Competitor Relations Officer
- Scrutineer ('A' and Standard Categories)

**2.2** **Steward:** MotorSport NZ in accordance with the National Sporting Code shall appoint persons with sound knowledge of the National Sporting Code and its Appendices and Schedules.

- (1) Application for appointment as a Steward is made by obtaining the necessary application form from either the Area Steward or Chief Steward. MotorSport NZ is not bound to accept any application.
- (2) Successful applicants shall:
  - (a) Maintain current membership of a Member Club, and
  - (b) Act at all times while officiating in strict accordance with the National Sporting Code.
- (3) Steward's licences shall be issued for a two(2) year term. Steward's licences may, at the absolute discretion of MotorSport NZ be renewed for a further term.

**2.3** **Event Director or Race Director:** MotorSport NZ in accordance with the National Sporting Code may from time to time appoint such persons who in its opinion have demonstrated a high level of competence as a Steward or Clerk of the Course.

- (1) Any such appointments may be limited to either an Event or Meeting, the duration of a Series or Event(s) or for a twelve(12) month period, whichever it deems necessary.
- (2) Such appointees shall:
  - (a) Maintain current membership of a Member Club, and
  - (b) Act at all times while officiating in strict accordance with the National Sporting Code.
- (3) Where appropriate MotorSport NZ may appoint an assistant who shall act for the whole or any part of the term of appointment of the Event Director and who shall be appointed and bound in the same manner as the Event Director and exercise only those duties delegated by the Event Director or MotorSport NZ.

**2.4** **Technical Officer:** MotorSport NZ in accordance with the National Sporting Code shall appoint persons with sound knowledge of both mechanical engineering and the National Sporting Code.

- (1) MotorSport NZ in accordance with the National Sporting Code has established a Technical Officer licence.

- (2) **Entry Criteria:** The criteria for initially obtaining a licence are:
- (a) By making application through the MotorSport Online system. MotorSport NZ is not bound to accept any application.
  - (b) The applicant shall have:
    - (i) Provided details that demonstrate to MotorSport NZ's satisfaction an extensive knowledge of automotive and mechanical engineering, and
    - (ii) Successfully completed the required training provided by MotorSport NZ, and
    - (iii) Have previously held a licence as a Scrutineer.
  - (c) Successful applicants shall:
    - (i) Maintain current membership of a Member Club, and
    - (ii) Act at all times while officiating in strict accordance with the National Sporting Code.
  - (d) Initial licences will have a one(1) year validity subject to the provisions of Part IV of the National Sporting Code.
- (3) **Reissue criteria:** The applicant must have attended a Scrutineer training within the previous two(2) years.
- (4) Licences shall expire:
- (a) annually from date of issue, and
  - (b) and at the absolute discretion of MotorSport NZ be renewed for a further term.

## 2.5

**Clerk of the Course:** MotorSport NZ in accordance with the National Sporting Code shall appoint persons with sound knowledge of the National Sporting Code and its Appendices and Schedules.

- (1) **Grades:** MotorSport NZ in accordance with the National Sporting Code has established three(3) grades of Clerk of the Course licences:
- (a) **Bronze Grade:** is the minimum grade required for all ClubSport Advanced events except Rallysprints.
  - (b) **Silver Grade:**
    - (i) **Race:** is the minimum grade required for all other National permit Race Meetings or Events.
    - (ii) **Rally:** is the minimum grade required for all Rallysprint events and Clubmans status rally events.
  - (c) **Gold Grade:**
    - (i) **Race:** is required for all National permit MotorSport NZ Championship and/or **Level 1** Accredited Series Race Meetings or Events plus all Race Meetings or Events held on temporary street circuits.

(ii) **Rally:** is required for all Rallies.

(2) **Entry Criteria:** The criteria for initially obtaining a licence are:

(a) By making application through the MotorSport Online system. MotorSport NZ is not bound to accept any application.

(b) **Bronze Grade:** The applicant shall:

(i) have successfully completed the required training provided by MotorSport NZ; and

(ii) have a proven history of being involved in the organising of MotorSport NZ permitted events within their Club; and

(iii) be endorsed by the Chief Clerk of the Course.

**Note:** *The recommended minimum experience for this licence is for the applicant to have officiated or assisted at two(2) Basic status events and one(1) Advanced status event.*

(c) **Silver Grade:** The applicant shall:

(i) have successfully completed the required training provided by MotorSport NZ, and

(ii) be endorsed by the Chief Clerk of the Course.

**Note:** *The recommended minimum experience for this licence is for the applicant to have previously held a Clerk of the Course Bronze licence and officiated for at least two(2) events as (for Race) a race controller, flag marshal or CRO, or (for Rally) a timing crew member, HQ controller or CRO.*

(d) **Gold Grade:** The applicant shall:

(i) have previously held a Silver Grade licence for a minimum of two(2) years and acted as;

(a) Clerk of the Course; or,

(b) Assistant Clerk of the Course at any two(2) Race Meetings or Events or one(1) Rally within a two(2) year period, and

(c) Have successfully completed the required training provided by MotorSport NZ, and

(d) Be endorsed by the Chief Clerk of the Course.

**Note:** *The recommended minimum experience for this licence is for the applicant to have officiated for at least two(2) events as a Clerk of the Course, one of which must be as either Race Controller or Rally HQ Controller.*

(e) Successful applicants shall:

(i) Maintain current membership of a Member Club, and

- (ii) Act at all times while officiating in strict accordance with the National Sporting Code.
- (f) Initial licences will have two(2) year validity, except for Clerk of the Course Bronze which will have three(3) year validity, subject to the provisions of Part IV of the National Sporting Code.
- (3) **Reissue criteria:** Criteria for maintaining grades of licences are to:
  - (a) Act as either Clerk of the Course or Assistant Clerk of the Course at any two(2) Race Meetings or Events or one(1) Rally within a two(2) year period, or
  - (b) as a Clerk of the Course for at least three(3) ClubSport Advanced status Events within a three(3) year period, and
  - (c) Have successfully completed the required training provided by MotorSport NZ.
- (4) Licences shall expire:
  - (a) biennially from date of issue for Clerk of the Course Gold and Silver, and
  - (b) triennially from date of issue for Clerk of the Course Bronze, and
  - (c) may at the absolute discretion of MotorSport NZ be renewed for a further term.

## 2.6

**Competitor Relations Officer:** MotorSport NZ in accordance with the National Sporting Code may from time to time appoint such persons with sound knowledge of the National Sporting Code and its Appendices and Schedules.

- (1) MotorSport NZ in accordance with the National Sporting Code has established a Competitor Relations Officer licence.
- (2) **Entry Criteria:** The criteria for initially obtaining a licence are:
  - (a) By making application through the MotorSport Online system. MotorSport NZ is not bound to accept any application.
  - (b) The applicant shall successfully completed the required training provided by MotorSport NZ.
  - (c) Successful applicants shall:
    - (i) Maintain current membership of a Member Club, and
    - (ii) Act at all times while officiating in strict accordance with the National Sporting Code.
  - (d) Initial licences will have three(3) year validity subject to the provisions of Part IV of the National Sporting Code.
- (3) **Reissue criteria:** The Criteria for maintaining a licence are to:
  - (a) Act as Competitor Relations Officer at a MotorSport NZ Championship or Accredited Series Meeting or Event at least on three(3) occasions within a three(3) year period, and

- (b) Have successfully completed the required training provided by MotorSport NZ every three(3) years.
- (4) Licences shall expire :
  - (a) triennially from the date of issue, and
  - (b) may at the absolute discretion of MotorSport NZ be renewed for a further term.

## 2.7

**Scrutineer:** MotorSport NZ in accordance with the National Sporting Code may from time to time appoint such persons with sound knowledge of the National Sporting Code and Appendix Two Schedule A and where appropriate Appendix Six Schedule AA.

- (1) MotorSport NZ in accordance with the National Sporting Code has established a Scrutineers licence in two(2) categories, 'A' and Standard.
  - (a) **Standard category licence:** Entitles the holder to undertake all of the duties prescribed for a Scrutineer in Part VII of the National Sporting Code.
  - (b) **'A' category licence:** Entitles the holder to undertake all of the duties prescribed for a Scrutineer in Part VII of the National Sporting Code and to inspect vehicles for the issue and reissue of a MotorSport /LVVTA Authority Card.
- (2) **Entry Criteria:** The criteria for initially obtaining a licence are:
  - (a) By making application through the MotorSport Online system. MotorSport NZ is not bound to accept any application.
  - (b) **Standard Category:** The applicant shall have;
    - (i) Provided details that demonstrate to MotorSport NZ's satisfaction of a mechanical aptitude and a sound knowledge of Appendix Two Schedule A, and
    - (ii) successfully completed the required training provided by MotorSport NZ.
  - (c) **'A' Category:** The applicant shall have;
    - (i) Provided details that demonstrate to MotorSport NZ's satisfaction of an extensive knowledge of automotive and mechanical engineering and a sound knowledge of Appendix Two Schedule A, plus an understanding of the current NZTA Warrant of Fitness requirements, and
    - (ii) successfully completed the required training provided by MotorSport NZ.
  - (d) Successful applicants shall:
    - (i) Maintain current membership of a Member Club, and
    - (ii) Act at all times while officiating in strict accordance with the National Sporting Code.
  - (e) Initial licences will have two(2) year validity subject to the provisions of Part IV of the National Sporting Code.
- (3) **Reissue criteria:** The Criteria for maintaining a licence are to:

- (a) Act as Scrutineer at least on four(4) occasions within a two(2) year period, and
  - (b) Have successfully completed the required training provided by MotorSport NZ.
- (4) Licences shall expire:
- (a) biennially from date of issue, and
  - (b) may at the absolute discretion of MotorSport NZ be renewed for a further term.

## Part Three – Quick Reference to Motorsport NZ Issued Competition Licence Validity and Visas

*\*Competition licence may not be required.*

*\*\* Please refer to Schedule L, Part One for criteria for the issuing of international competition licences.*

### Summary of MotorSport NZ issued Visas

Visa Type	Covers	Licence Grade required
-----------	--------	------------------------



Internal Visa	Competition within NZ by a NZ Citizen issued with a licence from a foreign FIA ASN	The equivalent of the MotorSport NZ licence grade required for the specific competition
Trans-Tasman Visa	Competition permitted by Motorsport Australia	M, C1, C2, R1 or R2 Grade
International Visa	Competition of an International level permitted by a FIA ASN other than MotorSport NZ  <b>Note:</b> <i>(this Visa supersedes the Trans-Tasman Visa for competition under MotorSport Australia).</i>	INT A INT B INT C-C INT D-C INT C-R INT D-R
Foreign Participation Visa	Competition of a National level permitted by a FIA ASN other than MotorSport NZ or Motorsport Australia	M, C1, C2, R1 or R2 Grade (INT Medical Clearance Card must be issued).

# APPENDIX ONE

## SCHEDULE LS – LICENSED DRIVING SCHOOLS

Last updated: 2 October 2024

Page 1 of 5

Amendment Number	Date Published	Date Implemented	Article Number
<a href="#">36094</a>	2 October 2024	2 October 2024	Part One Article 2

**Note:** Amendments will be visually highlighted for a duration of 12 months starting from the implementation of each amendment. Text changes made for grammatical and/or formatting purposes will not be subject to highlighting.

### Part One – Driving School Licences

Article 1	General
Article 2	Application for Driving School Licence and for Renewal of Driving School Licence
Article 3	Audit
Article 4	Term of Driving School Licence

### Part Two – Instructors Licences

Article 1	Application for Instructors Licence and for Renewal of Instructors Licence
Article 2	Audit and Inspection
Article 3	Suspension and Revocation of Instructors Licence

### Part Three – Syllabus for Competition Licence Courses

Article 1	Issue of Competition Licences
-----------	-------------------------------

**Note:** Amendments will be visually highlighted for a duration of 12 months starting from the implementation of each amendment. Textual changes made for grammatical and/or formatting purposes will not be subject to highlighting.

## Part One – Driving School Licences

### 1. General:

1.1 The terms and conditions upon which the holder of a Driving School Licence may use MotorSport NZ's trademarks and hold itself out as licensed and authorised by MotorSport NZ shall be set out in the Licence.

### 2. Application for Driving School Licence and for Renewal of Driving School Licence:

2.1 Upon application being made through the MotorSport Online system and including payment of the prescribed fee, (refer Appendix One Schedule B for details), MotorSport NZ shall issue a Driving School Licence to any person, firm or body corporate who or which complies with the provisions of Part One Article 2.2 of this Schedule.

2.2 No applicant shall be issued with a Driving School Licence and no Driving School Licence shall be renewed unless:

- (1) All vehicles used by the applicant in conducting its courses (regardless of whether a particular vehicle belongs to the applicant or a pupil) at all times:
  - (a) Comply with and have fitted the minimum safety equipment required by Schedules A or AA of Appendices Two or Six of the National Sporting Code; or
  - (b) (In the case of vehicles the use of which requires a warrant of fitness) have a current warrant of fitness issued by an approved NZTA agent.
- (2) The applicant supplies each of its pupils with (or ensures that each pupil uses) a helmet and protective clothing complying with the requirements of Appendix Two Schedule A of the National Sporting Code.
- (3) The applicant ensures that a person with a current Instructor's Licence supervises and conducts each course.
- (4) The applicant ensures that:
  - (a) For all Race driving practical instruction each course venue has available for immediate use a rescue vehicle containing at least the minimum fire and rescue equipment specified in Appendix Two Schedule H, for intervention vehicles, and
  - (b) For all Rally driving practical instruction each course venue complies with the requirements of Appendix Three Schedule R as pertains to Medical and First Aid requirements at the start of a special stage.
- (5) The applicant has in place effective security measures to ensure no vehicle other than the vehicles being used in each course, can drive onto the venue being used by the applicant while a course is in progress.
- (6) The applicant keeps at each venue of a course a first aid kit as described in the "First Aid for Workplaces – A Good Practice Guide" document published by the Department of Labour and available on the Worksafe New Zealand website – [www.business.govt.nz](http://www.business.govt.nz).
- (7) The Driving School nominates a Senior Instructor who holds a current Driving School Instructors licence in accordance with Part Two of this Schedule
- (8) All on track sessions shall have the presence of the holder of a minimum current Level One first aid certificate, covering at least NZQA Units 6401 and 6402.

- (9) Provided a Licensed Driving School holds at least one(1) valid licence for its Senior Instructor and that person remains on site to oversee the duration of each school, the school may engage the services of current or past C2 Grade or R2 Grade licence holders to assist in the running of each school.

**3. Audit:**

- 3.1 Every holder of a Driving School Licence shall at any time, upon reasonable notice being given by MotorSport NZ, allow any person appointed by MotorSport NZ for the purpose to inspect (whether during a course or not) the holder's vehicles, safety equipment, rescue vehicle, first aid cabinet and other facilities as such person may reasonably request, in order to audit compliance with the requirements of the licence.

**4. Term of Driving School Licence:**

- 4.1 Unless earlier revoked in accordance with Part One Article 4.2 of this Schedule, every Driving School Licence shall be issued for a term of one(1) year from the date of issue.

- 4.2 MotorSport NZ shall be entitled to suspend or revoke (or in its discretion, revoke any licence at the end of any period for which it has suspended) any Driving School Licence in the event that the holder thereof:

- (1) Is in breach of any the provisions of Part One of this Schedule and does not remedy the breach within a period of thirty(30) days of a notice in writing from MotorSport NZ specifying the breach and requiring its remedy;
- (2) Fails to pay any sum due and owing to MotorSport NZ upon any account whatsoever or commits an act of bankruptcy, a receiver or a receiver and manager is appointed over its assets or a substantial part or portion of its assets, or a resolution is passed or an order is made for its winding up or liquidation.

## Part Two – Instructors Licences

### **1. Application for Instructors Licence and for Renewal of Instructors Licence:**

**1.1** Upon application being made through the MotorSport Online system including payment of the prescribed fee (refer Appendix One Schedule B for details), MotorSport NZ shall issue an Instructors Licence to and renew the Instructors Licence of any person who complies with the provisions of Part Two Article 1.2 of this Schedule.

**1.2** No person shall be issued with an Instructors Licence unless the person:

- (1)** Holds as a minimum a current MotorSport NZ C2 Grade or R2 Grade competition licence or higher, or
- (2)** Alternatively, has previously held a C2 Grade or R2 Grade licence or higher and can provide evidence to MotorSport NZ detailing competition history of more than one(1) year. In such cases the MotorSport NZ Competition Licence panel shall decide whether the submitted evidence is sufficient to meet the minimum requirements.

### **2. Audit and Inspection:**

**2.1** Every holder of an Instructors Licence shall at any time, upon reasonable notice being given by MotorSport NZ, allow any person appointed by MotorSport NZ for the purpose to observe any course conducted by the licence holder in order to audit compliance with the requirements of the licence.

**2.2** Every holder of an Instructors Licence shall upon being requested by any person appointed by MotorSport NZ for the purpose, produce for inspection by such person the holder's Licence.

### **3. Suspension and Revocation of Instructors Licence:**

**3.1** Unless earlier revoked in accordance with Part Two Article 3.2 of this Schedule, every Instructors Licence shall be issued for a term of one(1) year from the date of issue.

**3.2** MotorSport NZ shall be entitled to suspend or revoke (or in its discretion revoke any licence at the end of any period for which it has suspended) any Instructors Licence in the event that the holder thereof:

- (1)** Is in breach of any the provisions of Part Two of this Schedule and does not remedy the breach within a period of thirty(30) days of a notice in writing from MotorSport NZ specifying the breach and requiring its remedy;
- (2)** Fails to pay any sum due and owing to MotorSport NZ upon any account whatsoever or commits an act of bankruptcy.

## Part Three – Syllabus for Competition Licence Courses

### 1. Issue of Competition Licences:

1.1 A pass result from the relevant grade examination shall count as satisfaction of MotorSport NZ's criteria for issue of a Competition Licence.

1.2 The holder of an Instructors Licence shall be authorised by MotorSport NZ to be an examiner for the purposes of ensuring competency for the issue of a competition licence.

*The current list of licensed driving schools is available on the MotorSport NZ website:  
[www.motorsport.org.nz](http://www.motorsport.org.nz)*

# APPENDIX ONE

## SCHEDULE 0 – OFFICIALS

Last updated: 1 January 2025

Page 1 of 6

Amendment Number	Date Published	Date Implemented	Article Number
<a href="#">36095</a>	19 December 2024	1 January 2025	Article 1
<a href="#">36068</a>	1 September 2023	1 September 2023	Article 2 – Designated Officials of a Meeting
<a href="#">36020</a>	1 August 2020	1 October 2020	Article 2 – Designated Officials of a Meeting

**Article 1** Article 1

**Article 2** Designated Officials of a Meeting or Event:

**Note:** Amendments will be *visually highlighted* for a duration of 12 months starting from the implementation of each amendment. Text changes made for grammatical and/or formatting purposes will not be subject to highlighting.

### 1. Definitions:

#### 1.1 Interpretations: In this Schedule the following abbreviations apply:

“**CotC**” means a licensed Clerk of the Course, and

“**CRO**” means a licensed Competitor Relations Officer, and

“**SCR**” means a licensed Scrutineer, and

“**TO**” means a MotorSport NZ appointed Technical Officer.

#### 1.2 Duties:

(1) Plurality of duties is permitted as allowed for in the National Sporting Code.

(2) At Events other than International or National Permit status events forming part of a MotorSport NZ Championship or Sanctioned Series or events held on a Temporary Venue (i.e. Street Race), upon successful completion of appropriate duties, the following Officials may take part in the competitions:

- (a) The Secretary
- (b) Scrutineers
- (c) Pit paddock marshals
- (d) Clerk of the Course (restricted to ClubSport events only).

**Notes:**

1. *The Clerk of the Course may compete in ClubSport Basic status events provided an alternative, suitably experienced person is available to control the event during the competition of the Clerk of the Course and a clear handover of responsibilities is made.*
2. *The Clerk of the Course may compete in ClubSport Advanced status events, with the exception of MotorSport NZ Championship or Sanctioned Series events, Street Sprints, Rallysprints or Grass track racing events, provided a Clerk of the Course Bronze licence holder is available to control the event during the competition of the Clerk of the Course, and a clear hand over of responsibilities is made.*

**1.3 Expenses:** Out of pocket expenses that Officials appointed by MotorSport NZ are entitled to claim are detailed in Appendix One Schedule B.

**1.4** The minimum age for an Official is 12 years old.

**(1)** An Official aged between 12 -16 years of age is considered a Junior Official.

**(2)** A Junior Official must be supervised by a competent adult Official.

**Note:** A Junior Official's competency should be the determining factor in assessing their suitability for a role.

**2. Designated Officials of a Meeting or Event:**

**2.1** The Officials required at any International or National Race Permit Meeting or Event, which includes Rounds of either, a MotorSport NZ Championship or Level 1 Accredited Series or any Rally Event (excluding Rallysprints), or any Event that is held on a Temporary Venue (ie. Street Race), shall include (where applicable to the Event) the following who shall hold the appropriate licences, which are listed:



(1)	OFFICIAL	LICENCE
(a)	the Stewards of the Meeting;	Steward
(b)	the Event Director;	CotC Gold or Steward
(c)	the Race Director;	CotC Gold
(d)	the Assistant Event Director;	CotC Gold or Steward
(e)	the Clerk of the Course;	CotC Gold
(i)	Clubmans Rally;	CotC Silver
(f)	the Assistant Clerks of the Course;	(refer note 1)
(g)	the Competitor Relations Officer;	C.R.O. (refer note 2)
(h)	the Series Scrutineer;	SCR
(i)	the Chief Scrutineer;	T.O. or SCR.
(j)	the Technical Officers;	T.O.
(k)	the Secretary of the Meeting;	N/A
(l)	the Accident Investigator;	N/A
(m)	the Timekeepers;	N/A
(n)	the Road or Track Observers or Marshals;	N/A
(o)	the Driving Standards Observers;	N/A
(p)	the Flag Marshals;	N/A
(q)	the Judges;	N/A
(r)	the Handicappers;	N/A
(s)	the Medical Officer(s);	N/A
(t)	the Starters;	N/A
(u)	the Track Marshals for Fire and Safety;	N/A
(v)	the Crowd Control Officials;	N/A
(w)	the Pit and Paddock Marshals;	N/A

**Notes:**

1. *If the Assistant Clerk of the Course is required to conduct hearings then they must hold as a minimum a CotC Silver licence.*
2. *Licence required for MotorSport NZ Championship and Level 1 Accredited Series Race and Rally Events only.*

- 2.2** The Officials required at any other National Permit Meeting or Event, or Rallysprints, shall include (where applicable to the Event) the following who shall hold the appropriate licences, which are listed:

<b>(1)</b>	<b>OFFICIAL</b>	<b>LICENCE</b>
<b>(a)</b>	the Stewards of the Meeting;	Steward
<b>(b)</b>	the Clerk of the Course;	Minimum of CotC Silver
<b>(c)</b>	the Secretary of the Meeting;	N/A
<b>(d)</b>	the Accident Investigator;	N/A
<b>(e)</b>	the Chief Scrutineer;	T.O. or SCR
<b>(f)</b>	the Timekeepers;	N/A
<b>(g)</b>	the Road or Track Observers or Marshals;	N/A
<b>(h)</b>	the Flag Marshals;	N/A
<b>(i)</b>	the Medical Officer(s);	N/A
<b>(j)</b>	the Starters;	N/A
<b>(k)</b>	the Track Marshals for Fire and Safety;	N/A
<b>(l)</b>	the Pit and Paddock Marshals;	N/A
<b>(2)</b>	And may include:	
<b>(m)</b>	the Assistant Clerk of the Course;	<i>(refer note 1)</i>
<b>(n)</b>	the Competitor Relations Officer;	<i>(refer note 3)</i>
<b>(o)</b>	the Judges;	N/A
<b>(p)</b>	the Handicappers;	N/A
<b>(q)</b>	the Crowd Control Officials;	N/A

**Notes:**

- 3.** *It is recommended that a person holding a C.R.O., Steward or CotC licence fill this position.*

## 2.3

The Officials required at a ClubSport Advanced status Meeting or Event, except Rallysprints, shall include (where applicable to the Event) the following who shall hold the appropriate licences which are listed:

- (1) **Safety Officer, as required; N/A**  
 (i) **Rallysprints;** CotC minimum Rally Silver grade  
 (ii) **Multi-car Sprints;** CotC minimum Race Silver grade

OFFICIAL		LICENCE
(a)	the Steward(s) of the Meeting, or;	Steward
(b)	the Clerk of the Course;	CotC Bronze or CotC Silver ( <i>refer note 4</i> )
(c)	the Secretary of the Meeting;	N/A
(d)	the Accident Investigator;	N/A
(e)	the Scrutineers;	Scrutineer
(f)	the Timekeepers;	N/A
(g)	the Flag Marshals;	N/A
(h)	the First Aid Official(s);	N/A

### Notes:

4. *For any MotorSport NZ ClubSport status Championship a minimum of a CotC Silver licence is required. For all other Events a Clerk of the Course Bronze licence is required.*

- (2) And may include:

(i)	the Competitor Relations Officer;
(j)	the Handicappers;
(k)	the Starters;
(l)	the Track Marshalls for Fire and Safety;
(m)	the Crowd Control Officials;
(n)	the Pit and Paddock Marshalls;

- (3) Additionally, Officials at any ClubSport Advanced status Meeting or Event which is a round of a Sanctioned series shall include:

- (a) the Series Coordinator;

- (4) Additionally, the Articles of a Sanctioned Series may provide for appointment of the following Officials of the Series:

- (a) the Series Scrutineer;  
 (b) the Series Publicity Officer;

**2.4** The Officials required at ClubSport Basic Status Meeting or Event shall include (where appropriate to the Event):

(1)	(a)	the Steward(s) of the Meeting;	(refer Note 5)
	(b)	The Clerk of the Course;	(refer Note 6)

**Notes:**

5. *The Permit Issuing Steward may appoint a Steward or Safety Officer if considered appropriate.*
6. *It is recommended that a person holding a Steward or CotC licence fill this position.*

**(2) And may include:**

(c)	the Competitor Relations Officer;	(refer note 7)
(d)	the Starters;	
(e)	the Crowd Control Officials;	
(f)	the Pit and Paddock Marshalls;	

**Notes:**

7. *It is recommended that a person holding a CRO, Steward or CotC licence fill this position.*

# APPENDIX ONE

## SCHEDULE P - PENALTIES

Last updated: 2 July 2024

Page 1 of 21

Amendment Number	Date Published	Date Implemented	Article Number
<a href="#">36088</a>	2 July 2024	2 July 2024	Article 2, Article 5
<a href="#">36084</a>	4 June 2024	4 June 2024	Article 5
<a href="#">36069</a>	1 September 2023	1 September 2023	Article 5
<a href="#">36055</a>	24 March 2023	27 March 2023	Article 5
<a href="#">36049</a>	22 August 2022	22 August 2022	Article 5
<a href="#">36037</a>	4 November 2021	4 November 2021	Article 5
<a href="#">36007</a>	11 July 2019	11 July 2019	Article 5

### Penalties on Competitors, Entrants and Drivers, Officials, Member Clubs and Officers

<b>Article 1</b>	Introduction
<b>Article 2</b>	Scales of Penalties for Meetings and Events
<b>Article 3</b>	Penalties for Serious Offences
<b>Article 4</b>	Scales of Penalties for Officials, Member Clubs, Officers, Licence Holders, members of affiliated clubs or other members of MotorSport NZ
<b>Article 5</b>	Table of Penalties for Competitors, Entrants and Drivers
<b>Article 6</b>	Table of Penalties for Officials, Member Clubs, and Officers

**Note:** Amendments will be visually highlighted for a duration of 12 months starting from the implementation of each amendment. Text changes made for grammatical and/or formatting purposes will not be subject to highlighting.

- 1. Introduction:**
- 1.1** Article 90(1) of the National Sporting Code sets out who is entitled to discipline and penalise Competitors, Entrants and Drivers for breaches of the Code, or the Standing or Supplementary Regulations (if any) of a Meeting or Event.
- 1.2** Any Championship or Series penalty (if any is prescribed in the Championship or Series Articles) is to be in addition to and not in substitution for any Meeting or Event penalty. Pursuant to Article 97(1) of the National Sporting Code all Championship or Series fines are to be paid to MotorSport NZ.
- 1.3** Article 91 of the National Sporting Code sets out who is entitled to discipline and penalise Officials for breaches of the Code, or the Standing or Supplementary Regulations (if any) of a Series, Meeting or Event.
- 1.4** Article 92 of the National Sporting Code sets out who is entitled to discipline and penalise Member Clubs, Officers, Licence Holders, members of Affiliated Clubs or other members of MotorSport NZ for breaches of the Code, or the Standing or Supplementary Regulations (if any) of a Series, Meeting or Event.
- 2. Scales of Penalties for Meetings and Events:**
- 2.1** Pursuant to Article 90(3) of the National Sporting Code, MotorSport NZ has, subject to the following clauses, prescribed in Article 5 of this Schedule, penalties to apply to Competitors, Entrants and Drivers in Series, Meetings and Events.
  - (1)** Championship or Series penalties may also, if prescribed in the Articles of a Championship or Sanctioned Series of which the Meeting or Event is a round, apply to some of these breaches.
  - (2)** GST is not payable on fines.
  - (3)** Standard and Additional Penalties:
    - (a)** In all cases the Standard Penalty shall be applied except those marked with an asterix (\*) where the provisions of Article 2.1(4) of this Schedule may be utilised as an alternative.
    - (b)** Where the Supplementary Regulations provide a provision allowing a time penalty to be served at the conclusion of the next pit stop, this must be done in accordance with Schedule Z, Article 13.11 (2).
    - (c)** The Standard Penalty in many cases consists of a fine and penalty. The chart (Article 5) lists a maximum fine, the minimum fine being no less than 20% of the maximum listed in all cases.
    - (d)** The penalties in the column Additional Penalties are for use in conjunction with the Standard Penalty when deemed appropriate.
    - (e)** For Championship and Sanctioned Series events the deduction of series points for the Championship or Series may also be imposed as an additional penalty.
  - (4)** In the cases of breaches marked with an asterix (\*), the breach may be penalised by a Drive Through Penalty instead of the Standard Penalty prescribed.

If a Drive Through Penalty is imposed, any Standard Penalty prescribed for the breach may not be imposed as well but any Additional Penalty prescribed for the breach may still be imposed if the breach is serious. All Drive Through Penalties are to be administered in accordance with the procedures set out in Appendix Four Schedule Z.

- (5) In the case of fines imposed by the Stewards following the hearing of a protest pursuant to Part IX of the National Sporting Code, any Maximum Fine prescribed for the breach may be increased to an amount up to \$5,000.00 or such higher figure as may be contained in any Appendix or Schedule to the Code.
- (6) In the case of fines imposed by:
- (a) The Judicial Committee of MotorSport NZ following a Judicial Hearing held pursuant to Part X of the National Sporting Code; or,
  - (b) The National Court of Appeal following the hearing of an appeal pursuant to Part XI of the National Sporting Code;

There shall be no limit to any Maximum fine prescribed for the breach and any or all of the fine may be suspended for a determined period.

At the conclusion of the period the suspended portion of the fine may be released or called at the discretion of the Committee or Appeal panel whoever imposed the suspended fine.

- (7) With the exception of automatic suspension as detailed in Article 98 of the National Sporting Code, the penalty of licence suspension (reserved for serious breaches) may only be imposed by:
- (a) The Stewards following the hearing held pursuant to Part IX of the National Sporting Code.  
  
In which case any Licence Suspension is limited to a maximum of three(3) months; or,
    - (i) The Judicial Committee of MotorSport NZ following a Judicial Hearing held pursuant to Part X of the National Sporting Code, or
    - (ii) (in the case of alleged violations under the Sports Anti-Doping rules) The Sports Tribunal of New Zealand following a Hearing held pursuant to Part X of the National Sporting Code, or
    - (iii) The National Court of Appeal following the hearing of an appeal pursuant to Part XI of the National Sporting Code.
  - (b) In the case of a breach of NSC.1 and NSC.2 only) the Clerk of the Course following a hearing held pursuant to Part VIII of the National Sporting Code.

### 3. **Penalties for Serious Offences:**

If at the conclusion of any hearing held pursuant to Part VIII of this Code before the Clerk of the Course, or Event Director, or Race Director, or Stewards of the Meeting or Event, or separately appointed Stewards panel, the Official or Stewards hearing the matter considers that the complaint has been proved and the penalty prescribed in this Schedule or Standing Regulations is insufficient given the serious nature of the offence then in such instances the matter may be passed on for a sentence befitting the serious nature to be applied:

- (1) By the Stewards appointed to the Meeting or Event in the case of an Event Director and/or Race Director and/or Clerk of the Course Hearing.

**Note:** *The Stewards will call a further hearing using the same parameters that apply to Protest Hearings, Part IX of the Code. They will re-hear the matter in its entirety.*

- (2) By MotorSport NZ in the case of a Stewards Hearing.  
**Note:** *MotorSport NZ will call a further hearing using the same parameters that apply to Inquiries, Preliminary Hearings and Judicial Hearings in Part X of the Code.*

**4. Scales of Penalties for Officials, Member Clubs, Officers, Licence Holders, members of affiliated clubs or other members of MotorSport NZ:**

**4.1** Pursuant to Articles 91 and 92 of the National Sporting Code, MotorSport NZ has, subject to the following clauses, prescribed in Article 6 of this Schedule, penalties to apply to Officials, Member Clubs, Officers, Licence Holders, or other members of MotorSport NZ.

- (1) GST is not payable on fines.
- (2) In the case of fines imposed by:
- (a) The Judicial Committee of MotorSport NZ following a Judicial Hearing held pursuant to Part X of the National Sporting Code; or,
  - (b) The National Court of Appeal following the hearing of an appeal pursuant to Part XI of the National Sporting Code; or
  - (c) (in the case of alleged violations under the Sports Anti-Doping rules) The Sports Tribunal of New Zealand following a Hearing held in accordance with the provisions of Article 118(3) of the Code.

There shall be no limit to any Maximum fine prescribed for the breach and any or all of the fine may be suspended for a determined period.

At the conclusion of the period the suspended portion of the fine may be released or called at the discretion of the Committee or Appeal panel whoever imposed the suspended fine.

- (3) With the exception of automatic suspension as detailed in Article 98 of the National Sporting Code, the penalty of suspension or downgrading or termination of Officials licences may only be imposed by:
- (a) The Judicial Committee of MotorSport NZ following a Judicial Hearing held pursuant to Part X of the National Sporting Code, or
  - (b) The National Court of Appeal following the hearing of an appeal pursuant to Part XI of the National Sporting Code.
  - (c) (in the case of alleged violations under the Sports Anti-Doping rules) The Sports Tribunal of New Zealand following a Hearing held in accordance with the provisions of Article 118(3) of the Code.
- (4) The penalty of refusal of permit issue, suspension of membership or termination of membership on Member Clubs may only be imposed by the Judicial Committee of MotorSport NZ following a Judicial Hearing held pursuant to Part X of the National Sporting Code.
- (5) The penalty of suspension of, or termination of, term of office on Officers may only be imposed by the Judicial Committee of MotorSport NZ following a Judicial Hearing held pursuant to Part X of the National Sporting Code.
- (6)



5. **Table of Penalties – Competitors, Entrants and Drivers:**

BREACH (OFFENCE)	STANDARD		ADDITIONAL PENALTIES
	MAXIMUM FINE	PENALTIES	
NSC.1			
(a) Failing to submit, when required, to testing for banned substance (as prescribed by Art. 38(1) of National Sporting Code) (Refer Art 3 of this Schedule)	\$5000.00	Immediate suspension of competition licence and referral to MotorSport NZ	
(b) Returning a positive drug test.	\$5000.00	Immediate suspension of competition licence and referral to MotorSport NZ	
(c) Returning a positive alcohol breath test.	\$1000.00	1. Minimum 12 hour stand down period 2. Endorsement of competition licence for minimum of 3 months and maximum of 12 months	
NSC.2			
Any of the specific behaviour set out in Art. 94(1) of National Sporting Code (ie. Bribing or attempting to bribe) (Refer to Art 5 of this Schedule)	\$500.00	Endorsement of competition licence for minimum of 1 month and maximum of 12 months	Suspension of Competition Licence. (Refer Article 2.1(7) of this Schedule)
NSC.3			
Any of the specific behaviour set out in Art. 94(2) of National Sporting Code (i.e. Behaviour concerning entry of competing vehicle or competitor)	\$500.00	1. Endorsement of competition licence for minimum of 1 month and maximum of 12 months: and/or 2. Exclusion from Series, Meeting or Event	

NSC.4			
Breach of any specific requirement or obligation of Driver or Entrant for which no other penalty is specified in this Schedule under: <b>(a)</b> National Sporting Code or <b>(b)</b> Any Appendix or Schedule to an Appendix thereof; or <b>(c)</b> The Standing Regulations or Supplementary Regulations (if any) of Meeting or Event;	\$500.00		1. Exclusion from Series, Meeting or Event or part of the Series, Meeting or Event: and/or 2. Endorsement of competition licence for minimum of 1 month and maximum of 12 months.
NSC.5			
Failure to attend drivers briefing (if any).	\$50.00		Endorsement of competition licence for minimum of 1 month and maximum of 3 months
NSC.6			
Competing in a Series, Meeting or Event (except for a Series, Meeting or Event on private property or on a permanent race venue) without a valid Civil Drivers Licence, or submitting a false declaration relating to the validity of the licence.	\$1000.00	1. Exclusion from Series, Meeting or Event. 2. Suspension of Competition Licence for a minimum of 1 year. <i>(Refer Article 2.1(7) of this Schedule)</i>	
NSC.7			
Any of the specific behaviour set out in Art. 94(7) of National Sporting Code (i.e. abuse or threatening of an official or competitor).	\$5000.00	1. Endorsement of competition licence for minimum of 3 month and maximum of 12 months.	1. Suspension of Competition Licence. (Refer Article 2.1(7) of this Schedule) 2. Exclusion from Meeting or Event
NSC.8			
Failure to produce a valid competition licence when required to do so.		\$50.00 mandatory	

BREACH (OFFENCE)	STANDARD		ADDITIONAL PENALTIES
	MAXIMUM FINE	PENALTIES	
A 2A.1			
Failure to produce:			
(a) Valid vehicle logbook on request at documentation or scrutineering audit inspection.			
(i) ClubSport Events.	\$50.00		
(ii) All other Events		\$50.00 mandatory	
(b) Vehicle identity papers (Vehicle or Roll cage / bar Homologation, MotorSport/LVVTA Authority Card) when required to do so.	n/a	<b>First offence:</b> Reprimand and entry in vehicle log book. Second offence: \$50.00 mandatory	<b>1.</b> Exclusion from Series, Meeting or Event or part of the Series, Meeting or Event: and/or <b>2.</b> Endorsement of competition licence for minimum of 1 month and maximum of 12 months
A 2A.2			
Competing in or entering competing vehicle not eligible for Meeting or Event under Schedule of <u>Appendix 2</u> or <u>Appendix 6</u> or under Articles of Championship or Sanctioned Series applying to Meeting or Event. Performance and /or reliability. (Refer <u>Article 3</u> of this Schedule)	\$500.00	<b>1.</b> Exclusion from Meeting or Event or part of the Meeting or Event, and <b>2.</b> Endorsement of competition licence for minimum of 1 month and maximum of 12 months.	Suspension of Competition Licence. (Refer <u>Article 2.1(7)</u> of this Schedule)
A 2A.3			
Competing in or entering competing vehicle not eligible for Meeting or Event under Schedule of <u>Appendix 2</u> or <u>Appendix 6</u> or under Articles of Championship or Sanctioned Series applying to Meeting or Event. Non-performance and/or reliability.	\$100.00		<b>1.</b> Exclusion from Meeting or Event or part of the Meeting or Event: and/or <b>2.</b> Endorsement of competition licence for minimum of 1 month and maximum of 3 months.

<b>A 2A.4</b>			
<b>(a)</b> Failure to produce Certificate of Description when required to do so	\$50.00 mandatory		Exclusion from Series, Meeting or Event.
<b>(b)</b> Minor non-compliance with vehicle Certificate of Description.			
(First Offence)		Reprimand and entry in vehicle logbook	
(Second Offence)	\$100.00 mandatory		
<b>(c)</b> Serious non-compliance with vehicle Certificate of Description	\$500.00		1. Exclusion from Series, Meeting or Event 2. Endorsement of competition licence for minimum of 1 month and maximum of 12 months.
<b>A 2A.5</b>			
Failing to present competing vehicle; <b>(a)</b> For eligibility inspection when required to do so, or <b>(b)</b> To Race Event Parc Fermé when required.	\$1,000.00	Exclusion from Meeting or Event.	Endorsement of competition licence for minimum of 1 month and maximum of 12 months.
<b>A 2A.6</b>			
Found to have a <u>Schedule A</u> or <u>AA</u> Article 4 safety critical item defect.	\$100.00	Exclusion from Meeting or Event or part of the Meeting or Event.	Endorsement of Competition licence for minimum of 1 month and maximum of 3 months.
<b>A 2A.7</b>			
Found to have a <u>Schedule A</u> or <u>AA</u> Article 5 or Article 6 defect.	\$50.00		Exclusion From Meeting or Event

A 2A.8			
(a) Failure to have MotorSport NZ official seals fitted.	\$500.00	Exclusion from Meeting or Event or part of Meeting or Event.	
(b) Found to have broken, tampered with or removed MotorSport NZ Official Seals applied in accordance with Appendix Two <u>Schedule A</u> .	\$1000.00	1. Exclusion from the Series, Meeting or Event, and 2. Deduction of all Championship or Series points since seal application date	Endorsement of Competition licence for a minimum of 1 month to a maximum of 12 months.
(c) Found to be ineligible following removal of official seal(s) for technical compliance inspections by an appointed technical Officer or series Technical Officer.	\$500.00	1. Exclusion from the Series, Meeting or Event, and 2. Deduction of all Championship or Series points accrued since the seal application date / time as detailed in vehicles MotorSport NZ logbook.	Endorsement of Competition licence for a minimum of 1 month to a maximum of 12 months.
A 2A.9			
Using tyres on competing vehicle not permitted by the Appendix or Schedule to an Appendix or the Supplementary Regulations.	n/a	Exclusion from Meeting or Event or part of Meeting or Event.	
A 2A.10			
Using auxiliary lights on public roads/touring stages of a Rally or Targa event that are not mounted in a dipped position.	\$500.00	<b>First Offence:</b> An addition of 5 minutes to total event time. <b>Second Offence:</b> Exclusion from Event and cancellation of MSNZ/LVVTA Authority Card	
A 2A.11			
Found to be using a non-complying fuel	\$500.00	1. Exclusion from Meeting or Event. 2. Endorsement of competition licence for a minimum of 3 months and maximum of 12 months.	

Penalties Applicable to Rally and Rallysprint Events			
BREACH (OFFENCE)	STANDARD		ADDITIONAL PENALTIES
	MAXIMUM FINE	PENALTIES	
A 3R.1			
Exceeding the maximum speed on Special Stages in a tarmac rally as defined in Appendix Three Schedule R Section 2, Article 1.2 (first offence during the rally).	n/a	Addition of 30seconds to stage time	
(second offence (subsequent stage) during the rally)	\$500.00	Addition of 5 minutes to stage time	
(third offence (subsequent stage) during the rally)	\$500.00	Exclusion from the Event	Endorsement of Competition Licence for a minimum of 3 months and maximum of 6 months.
A 3R.2			
Failure to correctly display vehicle identification or vehicle advertising.	\$500.00		Exclusion from Meeting or Event
A 3R.3			
Failing to report issue of a traffic offence notice during a rally	\$500.00	Exclusion from Event	Endorsement of Competition Licence for a minimum of 1 month and a maximum of 3 months.
A 3R.4			
Crew of competing vehicle receiving a traffic offence notice during a rally (first offence during the rally)	\$100.00		
(second offence during the rally)	\$500.00	Addition of 5 minutes to total Event time	Exclusion from Meeting or Event.
(third offence during the rally)	\$1000.00	Exclusion from the Event	Endorsement of competition licence for minimum of 1 month and maximum of 12 months.

<b>A 3R.5</b>			
Failing to report an accident involving damage to property or personal injury during a rally.	\$1000.00	Exclusion from Event	Endorsement of Competition Licence for a minimum of 1 month and a maximum of 3 months.
<b>A 3R.6</b>			
Towing or transporting competing vehicle during a rally	n/a	Exclusion from Meeting or Event	
<b>A 3R.7</b>			
Blocking the passage of or preventing the passing of competition car or cars.	\$500.00	Addition of 5 minutes to stage time.	Exclusion from Meeting or Event
<b>A 3R.8</b>			
Servicing competing vehicle during a rally in no-servicing or no-access areas (first offence during the rally)	n/a	Addition of 5 minutes to Total Event time.	Exclusion from Meeting or Event.
(second offence during the rally)	\$100.00	Addition of 15 minutes to Total Event time.	Exclusion from Meeting or Event.
(third offence during the rally)	\$500.00	Exclusion from Event	Endorsement of competition licence for minimum of 1 month and maximum of 12 months.
<b>A 3R.9</b>			
Exceeding maximum speed designated for a Rally Service Park (First Offence)	\$20.00 per kph over maximum permitted speed limit		
(Second offence)	\$500.00	Exclusion from Event	

<b>A 3R.10</b>			
<b>(a)</b> Breach of pre-event Reconnaissance and Pace Note regulations.	\$1000.00	1. Exclusion from Meeting or Event. 2. Endorsement of competition licence for minimum of 12 months.	
<b>(b)</b> Breach of on-event reconnaissance regulations.	\$500.00	1st offence Fine 2nd offence Exclusion from Event	Endorsement of Competition Licence for a minimum of 1 month and a maximum of 12 months.
<b>A 3R.11</b>			
False start of a special stage (first offence during the rally)	n/a	Addition of 20seconds to stage time	
(second offence during the rally)		Addition of 5 minutes to stage time	
(third offence during the rally)		Exclusion from Event	
<b>A 3R.12</b>			
Failure to complete time cards during a rally in accordance with Sch R, Article 12.5	n/a	Addition of 10 minutes added to Total Event time	
<b>A 3R.13</b>			
Unauthorised amendment of the time card during a rally in accordance with Sch R, Article 12.5	\$500.00	Exclusion from Event	Endorsement of Competition Licence for a minimum of 1 month and a maximum of 3 months.
<b>A 3R.14</b>			
Failure to report to control or Parc Fermé of a rally at due time	n/a	Addition of 1 minute to rally time for each minute of lateness, towards exclusion time only, plus addition of 10seconds to stage time for each minute of lateness.	
<b>A 3R.15</b>			
<b>(a)</b> Failure to obey instructions of Control Post Chief(s). <b>(b)</b> Failure to visit all controls in order on the route during a rally.	n/a	Exclusion from Meeting or Event.	



<b>A 3R.16</b>			
Failure to display a warning triangle.	\$500.00	Endorsement of Competition Licence for a minimum of 1 month, and maximum of 12 months.	
<b>A 3R.17</b>			
Failure to stop for displayed Red SOS sign, or in-car electronic SOS signal.	\$1000.00	1. Exclusion from Meeting or Event. 2. Endorsement of competition licence for minimum of 12 months.	
<b>A 3R.18</b>			
Driving wrong or opposite direction on a special stage during a rally.	n/a	Exclusion from Event.	Endorsement of competition licence for minimum of 1 month and maximum of 12 months.
<b>A 3R.19</b>			
Breach of Parc Fermé regulations.	\$100.00	Minimum of 30 seconds added to Special Stage time.	Exclusion from Meeting or Event or part of Meeting or Event.
<b>A 3R.20</b>			
Exceeding total lateness during a rally.	n/a	Exclusion from Event.	
<b>A 3R.21</b>			
Failure to participate in Victory Ceremony or prize giving of a round of the NZ Rally Championship as detailed in the Championship Articles.		Forfeiture of 10 Championship points.	
<b>A 3R.22</b>			
Failure to notify withdrawal from a rally	\$500.00	Endorsement of competition licence for minimum of 1 month and maximum of 12 months.	
<b>A 3R.23</b>			
(a) Breach of time control check in – early arrival.	n/a	One(1) minute per minute or fraction of a minute.	
(b) Breach of time control check in – late arrival.	n/a	ten(10) seconds per minute or fraction of a minute.	

Penalties Applicable to Race Events			
BREACH (OFFENCE)	STANDARD		ADDITIONAL PENALTIES
	MAXIMUM FINE	PENALTIES	
A 4Z.1			
Disregard of red flag or red lights	\$1,000.00	Exclusion from Meeting or Event.	1. Endorsement of Competition Licence for minimum of 3 months and maximum of 6 months: and/or 2. Suspension of Competition Licence for a maximum of 3 months.
A 4Z.2 *			
Overtaking and not redressing or failing to maintain position under yellow flag or yellow light(s)	\$1,000.00	1. Exclusion from practice / Qualifying session, or 2. Addition of up to a maximum of 60seconds to Race Time	1. Exclusion from Race; and/or 2. Endorsement of competition licence for minimum of 1 month and maximum of 6 months.
A 4Z.3			
Disregarding black flag with number or drive through penalty board, or black flag with orange disc.	\$500.00	1. During any practice / Qualifying session – exclusion from the Qualifying results. 2. During any race – exclusion from the Race results.	1. Exclusion from Meeting and Event and/or 2. Endorsement of competition licence for minimum of 1 month and maximum of 12 months.
A 4Z.4			
Causing a red flag or red lights to be displayed.		1. During any Qualifying session – to be moved three(3) places back in the starting grid of that competitor’s next race. 2. During any race that does not recommence – exclusion from the Race results.	
A 4Z.5 *			
Breach of Code of Driving Conduct		1. Exclusion from practice/ Qualifying session, or 2. Addition of up to a maximum of 30seconds to race time	1. Endorsement of competition licence for minimum of 1 month and maximum of 3 months; and/or 2. Exclusion from Race.

<b>A 4Z.6</b>			
Careless driving causing or likely to cause an incident	\$500.00	1. Exclusion from practice / Qualifying session, Or 2. Addition of up to a maximum of 60seconds to race time.	1. Exclusion from race; and/or 2. Endorsement of competition licence for minimum of 1 month and maximum of 6 months.
<b>A 4Z.7</b>			
Dangerous driving causing or likely to cause crash, including driving off the circuit.	\$1,000.00	1. Exclusion from practice/ Qualifying, or 2. Exclusion from Race 3. Endorsement of competition licence for minimum of 6 months and maximum of 12 months	1. Exclusion from Meeting or Event
<b>A 4Z.8</b>			
Making a false start		Addition of up to a maximum of 20seconds to race time.	1. Exclusion from Meeting or Event or part of the Meeting or Event: and/or 2. Endorsement of competition licence for minimum of 1 month and maximum of 3 months.
<b>A 4Z.9 *</b>			
Breach of Rolling Start or Safety Car regulations.		Addition of up to a maximum of 20seconds to race time.	1. Exclusion from Meeting or Event or part of the Meeting or Event: and/or 2. Endorsement of competition licence for minimum of 1 month and maximum of 3 months.
<b>A 4Z.10 *</b>			
Breach of Circuit Regulations.		1. If in Qualifying, deletion of fastest Qualifying time; or 2. If in race, addition of up to 30seconds to race time.	1. Maximum fine of \$500.00, and/or 2. Exclusion from Meeting or Event or part of the Meeting or Event: and/or 3. Endorsement of competition licence for minimum of 1 month and maximum of 3 months.

<b>A 4Z.11 *</b>			
Breach of Pit regulations.	\$500.00		<b>1.</b> Exclusion from practice / qualifying session or Exclusion from Meeting or Event or part of the Meeting or Event: and/or <b>2.</b> Endorsement of competition licence for minimum of 1 month and maximum of 3 months.
<b>A 4Z.12 *</b>			
Breach of pit lane speed limit.		<b>1.</b> During a practice/ Qualifying session, exclusion from Qualifying results. <b>2.</b> If in a race, addition of up to 30seconds of race time.	<b>1.</b> Endorsement of competition licence for minimum of 1 month and maximum of 3 months.
<b>A 4Z.13</b>			
<b>(a)</b> Crossing the pit entry line, or <b>(b)</b> Crossing the pit exit blend line when leaving pit lane.		<b>1.</b> If in practice/ Qualifying, deletion of fastest Qualifying time; or <b>2.</b> If in race, addition of 10seconds to race time.	<b>1.</b> Endorsement of competition licence for minimum of 1 month and maximum of 3 months.
<b>A 4Z.14</b>			
Breach of Meeting Ride conditions			
<b>(a)</b> Driving Behaviour	\$1,000.00	Endorsement of competition licence for minimum of 1 month and maximum of 6 months.	<b>1.</b> Exclusion from Meeting; and/or
<b>(b)</b> Failing to comply with MotorSport NZ Meeting Ride protocols	\$500.00		<b>1.</b> Exclusion from Meeting; and/or <b>2.</b> Exclusion of participating in Meeting Ride sessions for minimum of 1 month and maximum of 6 months.
<b>A 4Z.15</b>			
Pushing a Car by the driver or by another Car along the circuit or across the finish line		<b>1.</b> During any practice / Qualifying session – to be moved up to five(5) places back in the starting grid of that competitor's next race. <b>2.</b> During any race – exclusion from the Race results.	
<b>A 4Z.16 *</b>			

Leaving the circuit, gaining an advantage, and not redressing		<p><b><u>Practice:</u></b> Reprimand</p> <p><b><i>NB:</i></b> Multiple offences may incur a grid penalty of three (3) grid places at next race.</p> <p><b><u>Qualifying:</u></b> Loss of lap time of the lap and following lap on which the advantage has been gained.</p> <p><b><i>NB:</i></b> Multiple offences may incur a time penalty of up to thirty (30) seconds.</p> <p><b><u>Race:</u></b> Up to thirty (30) second time penalty</p>	
<b>A 4Z.17 *</b>			
Undertaking Practice starts other than as permitted.		<p><b><u>Practice:</u></b> Reprimand</p> <p><b><i>NB:</i></b> Multiple offences may incur a grid penalty of three (3) grid places at next race.</p> <p><b><u>Qualifying:</u></b> loss of fastest Qualifying lap</p> <p><b><u>Racing:</u></b> Up to thirty (30) second time penalty</p>	
<b>A 4Z.18 *</b>			
Failing to stop for red light at Pit Lane exit.		<p><b><u>Practice:</u></b> Reprimand</p> <p><b><i>NB:</i></b> Multiple offences may incur a grid penalty of three (3) grid places at next race.</p> <p><b><u>Qualifying:</u></b> to be moved three (3) places back in starting grid for the next race.</p> <p><b><u>Racing:</u></b> Up to thirty (30) second time penalty</p>	
<b>A 4Z.19</b>			
Failing to complete time penalty imposed in accordance with Schedule P, Article 2 (3) (b).		<b><u>Racing:</u></b> Original time penalty imposed added to race time.	
<b>BREACH (OFFENCE)</b>	<b>STANDARD</b>		

	MAXIMUM FINE	PENALTIES	ADDITIONAL PENALTIES
<b>A 4TR.1</b>			
A truck exceeding the maximum allowable speed limit of 160km/h.		<b>1.</b> During any practice/ Qualifying session Exceeding maximum allowable speed for 2 seconds or more – lap time on which the infringement occurred will be deleted. <b>2.</b> During any race – <b>(a)</b> First and second infringement: Exceeding maximum allowable speed for: <b>(i)</b> 2 seconds or more but less than 3 – 10 seconds added to race time. <b>(ii)</b> 3 seconds or more but less than 5 – 20 seconds added to race time. <b>(iii)</b> 5 seconds or more but less than 6 – 30 seconds added to race time. <b>(iv)</b> 6 seconds or more exclusion from the Race. <b>(b)</b> Third infringement in the same Race: exclusion from the Race results.	
<b>A 4TR.2</b>			
A truck exceeding 170km/h at any time.		Exclusion from the session / race on first infringement.	
<b>A 4TR.3</b>			
Emitting excess smoke		<b>1.</b> During any practice / Qualifying session – All times achieved in that session will be deleted. The starting position for the next race shall be at the rear of the grid. <b>2.</b> During any race – <b>(a)</b> First infringement: addition of 10 seconds to race time. <b>(b)</b> Second infringement: exclusion from the Race.	

#### Penalties Applicable to Drift Events

BREACH (OFFENCE)	STANDARD		ADDITIONAL PENALTIES
	MAXIMUM FINE	PENALTIES	
A 5D.1			
Failure to maintain traction outside of the Drift Zone	\$200.00	Endorsement of competition licence for minimum of 1 month and maximum of 6 months.	Exclusion from Series, Meeting or Event or part of the Series, Meeting or Event
A 5D.2			
Disregard of Yellow Flag	\$500.00	1. Endorsement of competition licence for minimum of 1 month and maximum of 6 months; and/or 2. Loss of up to 4 qualifying positions.	1. Deduction of Series points equal to 1st place. 2. Exclusion from Series, Meeting or Event or part of the Series, Meeting or Event
A 5D.3			
Disregard of Red Flag	\$1000.00	1. Endorsement of competition licence for minimum of 1 month and maximum of 12 months. 2. Loss of up to 4 qualifying positions.	1. Deduction of Series points equal to 1st place. 2. Exclusion from Series, Meeting or Event or part of the Series, Meeting or Event
A 5D.4			
Breach of Code of Driver Conduct	\$500.00	1. Endorsement of competition licence for minimum of 1 month and maximum of 12 months. 2. Loss of up to 4 qualifying positions.	1. Deduction of Series points equal to 1st place. 2. Exclusion from Series, Meeting or Event or part of the Series, Meeting or Event.
A 5D.5			
Breach of Pit regulations	\$500.00		Loss of up to 4 qualifying positions.
A 5D.6			
Breach of Drift Zone regulations	\$500.00	1. Endorsement of competition licence for minimum of 1 month and maximum of 12 months; and/or 2. Loss of up to 4 qualifying positions.	Deduction of Series points equal to 1st place.
A 5D.7			

Breach of any specific requirement or obligation of Driver's (or Entrant's) Crew or Team as set out in: (a) The Standing Regulations, or (b) The Supplementary Regulations of the Meeting or Event.	\$500.00		1. Deduction of Series points equal to 1st place, and/or 2. Loss of up to 4 qualifying positions.
---	----------	--	--

**6. Table of Penalties for Officials, Member Clubs, and Officers:**  
**6.1 In the following table of penalties those marked;**

- (1) OFFICIAL prescribes penalties to be applied after a hearing on matters relating to an offence involving an Official, and
- (2) MC prescribes penalties to be applied after a hearing on matters relating to an offence involving Member Clubs, and
- (3) OB prescribes penalties to be applied after a hearing on matters relating to an offence involving an Officer.

**6.2 Table of Penalties:**

BREACH (OFFENCE)	STANDARD		ADDITIONAL PENALTIES
	MAXIMUM FINE	PENALTIES	
OFFICIAL.1			
Any of the specific behaviour set out in <u>Art. 94(1) or (3)</u> of National Sporting Code. <i>(Refer to Art 3 of this Schedule).</i>	n/a	Endorsement of Officials licence for minimum of 6 month and maximum of 24 months.	Suspension of Officials Licence.
OFFICIAL.2			
Any of the specific behaviour set out in <u>Art. 94 (2) or (4) or (5)</u> of National Sporting Code.	n/a	Endorsement of Officials licence for minimum of 1 month and maximum of 12 months.	1. Downgrading (if appropriate) of Officials licence grading. 2. Suspension or termination of Officials Licence.
OFFICIAL.3			
Failure to adhere to or to carry out the specific duties required of an Official as detailed in <u>Part VII</u> of the National Sporting Code.	n/a	Endorsement of Officials licence for minimum of 1 month and maximum of 24 months.	1. Downgrading (if appropriate) of Officials licence. 2. Suspension or termination of Officials Licence.
MC.1			



Any of the specific behaviour set out in <u>Art. 92(1)</u> of National Sporting Code.	\$5000.00		Refusal of Permit issue for a minimum of 1 month and a maximum of 12 months.
<b>MC.2</b>			
Any of the specific behaviour set out in <u>Art. 92(2)</u> or <u>Art. 94 (1) or (2) or (3)</u> of National Sporting Code.	\$5000.00	Refusal of Permit issue for a minimum of 1 month and a maximum of 12 months.	Suspension of membership.
<b>OB.1</b>			
Any of the specific behaviour set out in <u>Art. 92(1)</u> of National Sporting Code.	n/a	Suspension from office for a minimum of 1 month and a maximum of 12 months.	
<b>OB.2</b>			
Any of the specific behaviour set out in <u>Art. 92(2)</u> or <u>Art. 94</u> of National Sporting Code.	n/a	Termination of term of office.	

# APPENDIX ONE

## SCHEDULE Q

### STANDING ARTICLES FOR SANCTIONED SERIES

Last updated: 20 August 2018

Page 1 of 1

Amendment Number	Date published	Date implemented	Article Number

**Note:** Amendments will be visually highlighted for a duration of 12 months starting from the implementation of each amendment. Text changes made for grammatical and/or formatting purposes will not be subject to highlighting.

### STANDING ARTICLES FOR SANCTIONED SERIES

#### 1. General:

- 1.1 The National Sporting Code in particular Part I of that Code governs the provisions of Standing Articles and Regulations.
- 1.2 All Standing Articles and Technical Regulations for Sanctioned Series shall adhere to the appropriate standard template as issued by MotorSport NZ from time to time.
- 1.3 Organising Clubs may add to or embellish the standard templates, within the constraints of the National Sporting Code and its appendices, but may not remove any compulsory text.
- 1.4 The templates for all Standing Articles and Technical Regulations for Sanctioned Series will be available from the MotorSport NZ office and on the MotorSport NZ website. ([www.motorsport.org.nz](http://www.motorsport.org.nz)).

# APPENDIX ONE

## SCHEDULE Y – VENUES, CIRCUITS & TRACKS

Last updated: 20 August 2018

Page 1 of 14

Amendment Number	Date published	Date implemented	Article Number

### Introduction

Article 1 Definitions

### Part One – Criteria for the Approval of Motor Racing Circuits

Article 1 Object

Article 2 Procedure and Inspections

Article 3 Motor Racing Circuit Licence Grades

Article 4 Circuit Conception

Article 5 Circuit Safety Measures

Article 6 Circuit Buildings and Installations

Article 7 Service Roads and Access Points

Article 8 Advertising

Article 9 Circuit Dossier

### Part Two – Venue Licences

Article 1 Object

Article 2 Who needs a Venue Licence

Article 3 Venue Licences

Article 4 Proposals and Applications for Venue Licences for New and Temporary Circuits or Tracks

Article 5 Responsibility of Circuit and Track Owners or Operators

Article 6 Circuit Safety Department Inspectors

**Note:** Amendments will be visually highlighted for a duration of 12 months starting from the implementation of each amendment. Text changes made for grammatical and/or formatting purposes will not be subject to highlighting.

**Introduction:** Pursuant to Part VI of the National Sporting Code this Schedule covers in Part One the criteria for approval of Motor Racing Circuits up to and including National Licence level. The criteria details Venue (circuit and track) licensing grades, circuit conception, safety measures and other requirements that are a prerequisite to the issue of a venue licence.

Part Two covers the requirements of any venue in respect of which MotorSport NZ requires a Venue Licence to be issued. The types and grades of Venue Licences available, the process of obtaining a Venue Licence, the requirements for obtaining a Venue Licence and the types of competing vehicles and competitions which a Venue Licence may authorise to be on the venue.

This Schedule should be read in conjunction with the Circuit Construction and Safety Guide booklet issued separately by MotorSport NZ to all venue licence holders. The Circuit Construction and Safety Guide details the preferred methods of meeting the (Schedule Y) criteria (i.e. the minimum standards deemed appropriate to achieve the criteria).

All permanent and temporary racing venues must be licensed along with all record attempt circuits, tracks or courses.

**Note:** *For full details on Record attempts refer to Appendix Seven published in a separate booklet by MotorSport NZ.*

Each permanent venue owner or operator is to provide a Venue Log Book pursuant to Part VI of the National Sporting Code.

No Meeting or Event Organising club will be issued with a Permit for a competition on a circuit, course or track that requires a Venue Licence under this Schedule unless the circuit, course or track has a Venue Licence.

No circuit, course or track should be constructed without prior consultation with MotorSport NZ and inspection by the MotorSport NZ Circuit Safety Department.

No sealed venue being of a non-permanent nature shall be used for a racing event (i.e., a multiple simultaneous start of three(3) or more competing vehicles) without the prior approval of MotorSport NZ and inspection by a member of the MotorSport NZ Circuit Safety Department, who may impose particular requirements relating to the features or nature of the venue.

## **1. Definitions:**

### **1.1 In this Schedule:**

**“Circuit”** means a closed course, beginning and ending at the same point, being permanent where the track and all its installations are permanent and always available for motor vehicle competitions, or being temporary where it is temporarily set up for a specific event, built or adapted specifically for motor vehicle racing, and

**“Code of Practice for Motorsport Fuel – Storage and Handling”** or **“Code of Practice – Fuel”** means the document developed and issued by MotorSport NZ pursuant to the Hazardous Substances and New Organisms Act 1996 (HSNO Act), in respect to fuels stored and handled at MotorSport NZ Events, and

**“Course”** means a road, circuit or track used for record attempts. A course might be temporary, semi-permanent or permanent depending on the character of its installations and its availability for the record attempt, and

**“Department”** means the Circuit Safety Department of MotorSport NZ, and

**“Inspection”** means a visit by a member or members of the Department in order to establish recommendations in accordance with this Schedule, to verify or approve work performed on the basis of such recommendations, or to verify all safety conditions and services required for the conduct of an Event, and

**“Licence”** or **“Venue Licence”** means a certificate issued by MotorSport NZ testifying that a circuit, course or track has been inspected by MotorSport NZ, stipulating the conditions under which it may be used, the categories of cars and Events which may be admitted, and

A **“Temporary circuit”** or **“Temporary venue”** is defined as a course in the form of a continuous road or track, beginning and ending at the same point, of which the operation is restricted by non-racing activities and where the installations are wholly or partly removed between events, and

**“Track”** means a road especially built or adapted to be used for competitions including record attempts. A track is defined as being the area between the outer edges of the sealed surface including the outer edge of the ripple strips where applicable, and

**“Venue”** means any circuit or track for which MotorSport NZ issues Permits for Meetings or Events in accordance with this Code, and

**“Venue Licence Holder”** means the holder of a venue licence issued by MotorSport NZ or FIA to either a member club or body corporate responsible for the development and maintenance of the venue.

## Part One – Criteria for the Approval of Motor Racing Circuits

### 1. Object:

- 1.1 These Criteria shall be referred to by the Department when deciding whether a Venue is constructed to a level of safety commensurate with the appropriate Licence Grade. To this end course designers and operators may use them for initial guidance.
- 1.2 The Department will study the drawings supplied for any Venue, Circuit, or Track taking into account the type of vehicles intended and apply the specific requirements of the following criteria with any adaptations considered necessary.

### 2. Procedure and Inspections:

- 2.1 **Circuit dossier:** The designers or organisers of a new circuit intended for national or temporary race events shall submit a comprehensive dossier of plans and specifications to MotorSport NZ for project approval. (Refer Part Two of this Schedule for specific details).

- 2.2 **Inspections:** At all annual inspections the following personnel should be represented:

- Circuit owner/operator
- Circuit maintenance
- Clerk of the Course
- Circuit Safety Department

- (1) **Comprehensive Inspection:** Generally only required for the initial inspection of a new temporary or permanent circuit. Prior to such inspection, the inspector(s) should have been able to study the circuit dossier and plans of any projected works. The structural conformity of the proposed circuits safety installations should be the subject of a structural engineer's declaration in the circuit dossier supplied to MotorSport NZ prior to the inspection.
- (2) **Regular Inspection:** All permanent circuits will require an annual inspection by representatives of the Circuit Safety Department to ensure that the venue maintains appropriate criteria and to follow up on work in progress from any current inspection report.
- (3) **Check Inspection:** These may occur from time to time to verify work carried out as detailed in any current inspection report.
- (4) **Temporary Circuit Inspection:** Given the differing conditions applicable to any venue at least one(1) comprehensive along with a number of regular and or check inspections may be necessary from time to time in the build up to an event.
- (5) **Inspection Fees:** The venue owner / operator member club will be charged a standard inspection fee (refer Appendix One Schedule B Fees) covering all expenses incurred by MotorSport NZ except for the inspector's accommodation and meals (which will be charged at cost).

### 3. Motor Racing Circuit Licence Grades:

- 3.1 In the Venue licence grade and Vehicle category chart below, vehicle types are referred to by the codes appearing on the MotorSport NZ calendar or throughout the various publications of MotorSport NZ.

Each licence grade is also valid for all of the categories of cars in the grades below it, One being the highest grade.

## 3.2

## Venue Licence Grade and Vehicle Category Chart:

Grade	Categories of Vehicle Type permitted by Class Name, Appendix and/or Schedule Identification (where applicable)
ONE	<p><b>Vehicle types:</b> In addition to those vehicle types allowed in Grade 2 and Grade 3.</p> <p><b>Appendix Four:</b> All MotorSport NZ Premier Championship Classes, Formula Libre (<i>refer Note 1</i>), TraNZam – Schedule TZ, Trucks (<i>refer Note 2</i>)</p> <p><b>Appendix Six:</b> Schedule K – all period classifications, Schedule T&amp;C and Schedule CR – All vehicle types.</p> <p><b>Appendix Two:</b> Schedule A vehicles – all types.</p> <p><b>International types:</b> FIA Group A, Group N, (Aus) V8 Supercars; plus all classes permitted to race on a FIA International Grade Three venue licensed circuit.</p>
TWO	<p><b>Vehicle types:</b> In addition to those vehicle types allowed in Grade 3 <b>and excluding those vehicle types detailed in Grade 1.</b></p> <p><b>Appendix Four:</b> Formula Ford – Schedule F, Formula First – Schedule V, Schedules S, HQ, M7, SS2000, RX7, Pre 65, SCANZ – 2.0 litre:</p> <p><b>Appendix Six:</b> Schedule K – all classifications <b>except</b> single seater racing cars of Group D and E with corrected cylinder capacities over 2.5 litres, (<i>refer Note 3</i>) Schedule T&amp;C and Schedule CR limited to; Naturally aspirated engines up to 4.2 litres, Forced induction engines up to 3.4 litres on corrected volume.</p> <p><b>Appendix Two:</b> Schedule A vehicles limited to; Naturally aspirated engines up to 4.2 litres, Forced induction engines up to 3.4 litres on corrected volume.</p>
THREE	<p><b>Vehicle types:</b></p> <p><b>Appendix Six:</b> Schedule K – less Period Classifications D, E and F (<i>refer Note 3</i>) unless under 2.0 litre 2 valves per cylinder. Schedule T&amp;C and Schedule CR: limited to the following maximum cubic capacity ratings: 4.2 litre naturally aspirated saloons 2.0 litre (2 valve) Single Seaters 4.2 litre naturally aspirated Production Sports and GT.</p> <p><b>Appendix Two:</b> Schedule A vehicles – excluding all forced induction engines and limited to the following maximum cubic capacity ratings: 2.5 litre naturally aspirated saloons 2.0 litre (2 valve) Single Seaters 2.5 litre naturally aspirated Production Sports and GT.</p>

## NOTES:

1. Formula Libre cars shall comply with original FIA regulations and excludes – F1 after 01.01.1977, Group C Sports cars WSC & GTP, F3000, CART, IRL Single seaters or vehicles modified outside their original class regulations.
2. Trucks. Venues will be separately licensed for truck events.

3. Organisers may make application to MotorSport NZ for specific Period Classification D model applications (as defined by Certificate of Description) to participate.

3.3 Specific Circuits or Tracks may have variations to the vehicle categories if so deemed by MotorSport NZ.

3.4 Event Organisers shall ensure that vehicle category limits established for the applicable Venue Licence Grade are respected at all times and no vehicles specified in a higher grade are permitted to compete.

3.5 MotorSport NZ reserves the right to vet any proposed Meeting or Event entry list and to exclude any entries prior to the event organisers issuing acceptances of entries. Additionally MotorSport NZ reserves the right to exclude any entries on the day(s) of the Event at any time for reasons of safety.

#### 4. **Circuit Conception:**

4.1 **Conception:** The shape of the course both in plan and profile, is not subject to restrictions in these criteria, as it is dictated by certain variable factors: the types of competition for which the course is intended, the character of the terrain, considerations of economics, aesthetics, tradition, etc. However, the construction should conform to any safety requirements that may be specified from time to time by MotorSport NZ.

Those responsible for a course must ensure that the prescriptions laid down by the public authorities are complied with and must obtain their official approval without restricting in any way any legal rights of objection and/or appeal which may in any case exist.

4.2 **Plan:** Unless otherwise stated, all references to straights and curves in these criteria concern the actual trajectory followed by the cars with the highest performance and not the geometrical form of the layout. (The trajectory, when traced on the plan, will generally have the effect of reducing the straights and elongating the curves: when planning or modifying a course, the designer must base his calculations upon it).

4.3 **Width:** When planning new permanent circuits, the track width foreseen should be at least 12m. The maximum width for new circuits should not exceed 15m. When the track widens or narrows, the transition should be made as gradually as possible, at a rate not superior to 5% (1 in 20).

4.4 **Length:** The length of a circuit for the calculation of race distances, race records and classifications must be measured along the centreline of the track.

4.5 **Longitudinal profile:** Any change in gradient should be effected using a minimum vertical radius calculated by the formula:  $R = V^2 \div K$

Where R is the radius in metres, V is the speed in kph and K is a constant equal to 20 in the case of a concave profile or to 15 in the case of a convex profile. The value of R should be adequately increased along approach, release, braking and curved sections. Wherever possible, changes in gradient should be avoided altogether in these sections.

The gradient of the start/finish straight should not exceed 2% (1 in 50).

4.6 **Transversal inclination:** Along straights the transversal incline, for drainage purposes, between the two edges of the track or between the centre-line and the edge (camber), should not exceed 3% (1 in 33), or be less than 1.5% (1 in 66).

In curves, the banking (downwards from the outside to the inside of the track), should not exceed 10% (1 in 10) (with possible exceptions in special cases, such as speedways). An adverse incline is not generally acceptable unless indicated by special circumstances, in which case the entry speed should not exceed 125kph.



Any variation in cross fall, particularly along the entry and exit sections of a horizontal curve, should have adequate vertical transitions, based on the trajectory and on consideration of Part One Article 4.5 of this Schedule.

**4.7 Curves:** A curve, or series of curves uninterrupted by a straight, taken at a speed in excess of 125kph, should preferably have an increasing, or at least a constant radius. Curves taken at lower speeds may have a decreasing radius on condition that it is foreseen to provide an adequate safety area, extending beyond the exit of the curve(s).

**4.8 Track edges, verges and run-off areas:** The track should be bordered all along its length on both sides by compact verges at least 3m wide having an even surface, but more irregular than the track itself. These verges must be free of loose stones or debris and will normally be grass-covered; they should be a continuation of the transversal profile of the track, with no step between track and verge: any transition should be very gradual (minimum vertical radius 50m).

A run-off area is that section of ground between the verge and the first line of protection and unless otherwise specified should have the same basic characteristics as the verge, although it may be less stabilised. The run-off area must be graded to the verge; if it has a slope, this should not exceed 25% (1 in 4) upwards or 3% (1 in 33), downwards, in relation to the lateral projection of the track surface. This paragraph does not apply to gravel beds.

**4.9 Starting grid:** For a massed standing start, there must be at least twelve(12) metres length of lane available per car; there must be at least 2.5 metres width of track available per lane of cars.

The width of the track at the start must be maintained for at least 250m beyond the start line.

There should preferably be at least 250m between the starting line and the first corner.

By corner, in these cases only, is understood to mean a change of direction of at least 45°, with a radius of less than 300m.

## **5. Circuit Safety Measures:**

**Important Notice:** *The Department after taking into account specific details of a circuit or track may vary these requirements.*

**5.1** The safety measures on a course are intended for the protection of the public, competitors, race officials and service personnel, during competitions. When determining the safety measures, the characteristics of the course must be taken into consideration (layout, adjacent areas, buildings and constructions) as well as the speed attained at any point of the track.

The type of track protection recommended is dependent on the available space and the likely impact angle. As a general principle, where the probable impact angle is low (less than 30°), a continuous, smooth, vertical barrier is preferable. Where the probable impact angle is high a system of deceleration (e.g. gravel bed) and stopping (e.g. tyre barrier) devices should be used.

The Department can provide advice on the above, after examination of the proposed layout in each case.

The public should be placed at the same level as or higher than the track edge. Where a public enclosure is situated on a gradient, this should not be steeper than 25% (1 in 4), unless the ground is terraced or there is a proper grandstand. The public should be retained by a metallic fence or other equivalent structure at least 1.20m high and should be behind one(1) or two(2) lines of track protection approved by MotorSport NZ. All public areas at circuits should be efficiently enclosed by continuous barriers as well as all areas forbidden to the public.

**6. Circuit Buildings and Installations:**

- 6.1** Requirements regarding Race Control, Marshals' Posts, Pits, Paddock, approved television camera positions, and Medical Centres etc. vary according to the types of event planned; each project must be established by collaboration between the circuit management and MotorSport NZ (basic recommendations are specified in Appendix Two Schedule H Part Two).

**7. Service Roads and Access Points:**

- 7.1** The efficiency of the emergency service (as described in Appendix Two Schedule H Part Two) may require service roads and number of access points to the track, to enable the emergency vehicles:

- (1) To reach any point of the track quickly,
- (2) To operate as far as possible without having to use the track, in case of accident,
- (3) To reach the medical centre and the exits from the circuit quickly.

It is recommended that service roads be considered, however this is not a mandatory requirement. The Department will consider other alternatives.

**8. Advertising:**

- 8.1** Advertising structures must be stable and secure. Location and characteristics of advertising should be such as not to interfere with drivers' and officials' visibility and not to produce an adverse or misleading optical effect (e.g. bewildering repetition of brightly contrasting posters; badly placed hoarding inducing misjudgement of the road layout, etc).

- 8.2** All advertising between the track and the first protection barrier must have prior approval of the Department.

**9. Circuit Dossier:**

- 9.1** No inspection will be carried out without the Department inspectors having been able to study the full circuit dossier, including detailed drawings of the circuit and of any work to be undertaken, supported by photographs.

- 9.2** The circuit dossier should include documents and information as follows:

- (1) Circuit layout to scale 1:2000 (minimum), with indication of orientation, race direction, buildings, installations, bulk fuel storage facilities, access roads, spectator areas, safety barriers and devices, approved television camera positions, pits, paddock and location of start line, ambulances, fire fighting vehicles, marshal posts and where applicable medical centre and helicopter pad.
- (2) Plan of pits and paddock area to scale 1:500 (minimum).
- (3) Detailed plan of all buildings (including medical centre and helipad), to scale: 1:200 (minimum).
- (4) Profile of track centre line, to minimum scale 1:2000 (length)/1:200 (altitude).
- (5) Cross-sections of track and lateral space (for at least 10m, on each side from the track edge), at the start line, centre of principal corners, points of minimum and maximum width of the track, bridges and other singular points, to scale 1:200 (minimum).

- 9.3** Projects for new circuits or major alterations to existing circuits must be forwarded through MotorSport NZ to the Department for initial technical advice prior to the project(s) or alterations commencement.

## Part Two – Venue Licences

### 1. **Object:**

- 1.1 When considering applications and reports on the suitability of Venues, circuits, courses and tracks for licences MotorSport NZ shall consider the following criteria.

### 2. **Who Needs a Venue Licence:**

- 2.1 Any Member Club, person, firm, or body corporate, who operates a venue in New Zealand, be it a circuit or track, must hold the appropriate Venue Licence before a Permit for competition between vehicles is issued by MotorSport NZ.
- 2.2 Any Member Club, person, firm, or body corporate, who intends to promote, or organise any record attempt on a circuit, course or track (permanent or temporary), must hold the appropriate Venue Licence before a Permit for the record attempt is issued by MotorSport NZ.

### 3. **Venue Licences:**

- 3.1 MotorSport NZ may grant a national venue licence for any circuit or track suitable for national status events in accordance with MotorSport NZ's policies from time to time.

- 3.2 This licence shall specify the following required details:

- (1) Whether the venue is a permanent or temporary venue;
- (2) The classes or types of competing vehicles for which the venue is licensed;
- (3) The maximum number of vehicles able to compete at one(1) time;
- (4) The length of the circuit or track;
- (5) The direction(s) of travel Permitted on the circuit or track;
- (6) Whether the circuit or track is approved for attempts at national records;
- (7) Any special circuit or track rules; and
- (8) The period of validity of the licence.

- 3.3 Any application for a venue licence for either a permanent or temporary international circuit must be made to MotorSport NZ pursuant to Part VI of the National Sporting Code.

- 3.4 Venue Licences are issued for either:

- (1) Permanent International or National status circuits or tracks; or
- (2) Temporary International or National status street circuits or tracks; or
- (3) Temporary International or National status circuits or tracks on private land, or
- (4) Other circuits, courses or tracks that MotorSport NZ have deemed appropriate require a venue licence as a prerequisite to the issue of a Special Event Permit.

- 3.5 Venue Licences are not required for other venues where MotorSport NZ issues a permit for competition under the disciplines of Rally and ClubSport Standing Regulations save for Special Event permit Meetings or Events on a circuit, course or track detailed in Part Two Article 3.4(4) of this Schedule.

- 3.6** No alterations to manning scales and minimum equipment scales (except increases to these) can be made without approval of the Department.
- 3.7** No alterations to the configuration of the circuit, protective devices, circuit limits and facilities pertaining to circuit safety shall be made without the prior approval of the Department.
- 3.8** The installation of portable or temporary facilities which effectively alters the configuration of the circuit from that depicted on the licence may render the licence null and void.
- 3.9** For renewal of the Venue Licence:
- (1)** A permanent venue is subject to an annual inspection by a Circuit Safety Department Inspector or Inspection Team, compliance with any request for work issued by the Inspector(s), and payment of annual fees.
  - (2)** A temporary venue is specifically licensed for the Event, which is permitted, and no other, consequently is subject to a re-inspection by a Circuit Safety Department Inspector or Inspection Team, which shall be made at a convenient time prior to any other Event on the venue. The renewal of the licence being conditional on compliance with any request for work issued by the Inspector(s), and payment of annual fees.

**4. Proposals and Applications for Venue Licences for New and Temporary Circuits or Tracks:**

**4.1 Proposals:**

- (1)** Persons or organisations proposing a new circuit or track, whether it be permanent or temporary, must contact MotorSport NZ and obtain its policies existing at the time the first enquiry or proposal is made.
- (2)** A new circuit or track, permanent or temporary, may be authorised provided that all requirements of MotorSport NZ in connection with the approval of circuits from time to time being met.
- (3)** Subsequent to (1) above, the persons or organisations wishing to pursue their proposal shall pay to MotorSport NZ;
  - (a)** A non-refundable Application Fee as specified in Appendix One Schedule B, and
  - (b)** An Inspection Deposit as specified in Appendix One Schedule B to offset initial expenses incurred by MotorSport NZ in processing the application and inspecting the circuit.

**Note:** *The Inspection Deposit less initial expenses incurred shall be refunded when all inspections have been completed.*

**4.2 Applications:**

- (1)** Applications for Venue Licences for new and temporary circuits or tracks shall be made to MotorSport NZ at least twelve(12) months prior to any proposed date to organise a Meeting or Event.
- (2)** Such applications shall follow the timeline procedure detailed in Part Two Article 4.5 of this Schedule.
- (3)** A Scale Plan of the proposed circuit or track shall accompany this.

- (4) The organisers of the proposed event shall satisfy MotorSport NZ that the personnel connected with the organisation have or will have the necessary Officials Licences and administrative practical experience at National Status race meeting level to discharge their duties satisfactorily.
- (5) All races run on temporary circuits or tracks will be required to have a National or International status Permit and all requirements thereof must be met.
- (6) MotorSport NZ may, in its absolute discretion modify or extend the requirements of any applicant depending on the features or nature of the Meeting or Event.

#### 4.3

##### **Venue Licence Issue:**

- (1) MotorSport NZ shall issue the appropriate licence having satisfied itself that all the prerequisites for a venue licence have been met and the following fees, deposits and bonds have been paid;
  - Additional liability insurance (if required by MotorSport NZ's Insurers refer (2) below), and
  - New track application fee, and
  - New track inspection deposit and
  - A performance bond (refer (3) below);
- Note:** *Refer Appendix One Schedule B for monetary details.*
- (2) MotorSport NZ's insurers at the time of Permit application reserve the right to assess MotorSport NZ's risk for all temporary venues. This may result in an additional cost for the Permit.
- (3) The persons or organisations proposing a new circuit or track, either temporary or permanent, shall lodge prior to the issue of a Venue Licence a Performance Bond as to compliance by the applicant with the requirements set down following the circuit inspection and the event being held in accordance with the approved program on the date allocated. The value of such bond shall be as specified in Appendix One Schedule B.

#### 4.4

**Inspector Attendance:** MotorSport NZ shall appoint a Circuit Safety Inspector to attend all Events or Meetings held on temporary venues and any new permanent venues running their first event or meeting.

The Circuit Safety Inspector shall, prior to the circuit being used by competitors for practice and/or racing, be satisfied that all aspects of the safety requirements, protective barriers, facilities and marshal post locations are in accordance with the pre-agreed requirements.

At the conclusion of this satisfactory inspection the new or temporary circuit licences will be signed.

The Circuit Safety Inspector's duties at this time will be complete and the Clerk of the Course shall assume responsibility for all circuit safety matters.

Notwithstanding this the Circuit Safety Inspector shall remain at the venue throughout the Event or Meeting for the purpose of ensuring the integrity of the licence is maintained for the duration of the Event or Meeting.

#### 4.5 Timeline Procedure for Circuits and Tracks.

(All time values refer to time before the date of the intended event.)

Time Frame	Object
<b>As soon as practicable</b>	Submit the application for the event to the Permit Issuing Authority through the MotorSport Online system.
<b>12 months</b>	In the case of a new venue, present to MotorSport NZ a detailed proposal, with full plan of circuit or track, level and type of proposed events, accompanied by new track Application Fee.
<b>9 months</b> (Applicable for new venues only)	Lodge initial Inspection Deposit. Circuit Safety Department shall then undertake the initial on-site inspection.
<b>6 months</b> (Applicable for new venues only)	After acceptance of the initial inspection report apply to MotorSport NZ for the issue of the Venue Licence. This application shall include endorsement from Chairman, Circuit Safety Department.
<b>3 months</b>	Payment of Venue Licence fees and bond requirements with MotorSport NZ. Obtain approval for major officials.
<b>60 days</b>	Complete and submit the application for Organising Permit as required by Appendix One Schedule E Lodge Performance Bond in accordance with Appendix One Schedule B. Discuss insurance requirements with MotorSport NZ.
<b>30 days</b>	Contact Circuit Safety Department to finalise arrangements of circuit construction and any further inspection.

#### 5. Responsibility of Circuit and Track Owners or Operators:

##### 5.1 Permanent Circuits or Tracks: The owner or operator of a permanent venue shall:

- (1) Maintain the venue in accord with the licence issued and the annual inspection report requirements.
- (2) Carry out any necessary works in the order of priority given by MotorSport NZ.
- (3) Ensure that the Venue Log Book contains up to date copies of:
  - (a) **Current Venue Plan – A:** An A4 size plan or drawing of the venue detailing at least the;
    - Location of all flag and observation posts.
    - Location of all intervention vehicles.
    - Location of all Crash / Rescue vehicles.
    - Entry and Exit points to the Pit Lane.
    - Emergency exit points from the circuit leading off the venue.
    - Location of helipad (if designated).
    - Spectator area limitations.

- (b) **Current Venue Plan – B:** An A4 size plan or drawing of the venue detailing the areas that can be accessed by accredited media photographers and approved television camera positions.
- (c) Circuit (Venue) Licence(s).
- (d) The approved annual Safety Plan for the Venue.
- (e) The regular maintenance schedule requirements (detailed in the current Circuit Inspection Report).

**Note:** *The Venue Log Book shall be available at all times to the appointed Event Director, Clerk of the Course, Meeting Stewards or a member of the Circuit Safety Department.*

- (4) Reinstate or carry out temporary repairs to any safety barrier or device which has been damaged, displaced or destroyed during an Event. The repairs must be inspected and approved by the Steward(s) appointed to that Event.
- (5) Ensure that up to date circuit plans (in duplicate) properly drawn to scale showing all appropriate distances and measurements, circuit facilities, protective devices, installations and sections drawings must be deposited with MotorSport NZ.

## **5.2 Temporary Circuits or Tracks:** The owner or operator of a temporary venue shall:

- (1) Establish the circuit or track in accord with the licence issued and the inspection report requirements.
- (2) Carry out any necessary works in the order of priority given by MotorSport NZ.
- (3) Reinstate or carry out temporary repairs to any safety barrier or device which has been damaged, displaced or destroyed during an Event. The repairs must be inspected and approved by the by the Circuit Safety Inspector(s) appointed to that Event.
- (4) Ensure that up to date circuit plans (in duplicate) properly drawn to scale showing all appropriate distances and measurements, circuit facilities, protective devices, planned spectator areas, installations and sections drawings must be deposited with MotorSport NZ.

## **6. Circuit Safety Department Inspectors:**

### **6.1 Appointment of Inspectors:**

- (1) MotorSport NZ shall, in accordance with its By-Laws, appoint Circuit Safety Department inspectors to ensure the compliance of venues, both permanent and temporary, with;
  - (a) The provisions of the FIA Sporting Code and its Appendices as they relate to circuit safety requirements for International Licensed Venues, or
  - (b) The provisions of the MotorSport NZ National Sporting Code and its Appendices as they relate to Circuit safety requirements, in particular those provisions detailed in Part One of this Schedule and the parts of Appendix Two Schedule H relating to the physical circuit construction for National Licensed Venues.
- (2) MotorSport NZ reserves the right to appoint Circuit Safety Department inspectors to ensure compliance of any venue holding a Special Event organising permit at its absolute discretion.

## 6.2

Responsibilities and Duties: The Circuit Safety Department Inspectors appointed shall undertake the following responsibilities and duties.

- (1) The approval of all permanent and temporary racing venues both new and existing, including the configuration of the circuits or tracks, all protective devices, spectator viewing areas, facilities and equipment necessary at the various grades of competition conducted therein.
- (2) The annual inspection of all permanent and temporary race venues and re-inspections where necessary.
- (3) Establishing in conjunction with the persons owning and/or operating the circuit, technical and annual plans relating to work requirements to either maintain existing grading or achieve a higher grading.
- (4) In conjunction with MotorSport NZ Administration, issue annual venue licence for permanent race circuits at all venues. These shall include details of circuit configuration, length, direction of travel, maximum number of starters and location of marshal posts.
- (5) In conjunction with persons owning and/or operating the race venues, establish and maintain a Track Log Book.
- (6) As and when appointed by MotorSport NZ carry out inspections of venues holding a Special Event organising permit establishing in conjunction with the persons owning and/or operating the venue, work requirements relating to all protective devices, planned spectator areas, facilities and equipment necessary for the various grades of competition to be conducted therein.



Last updated: 20 August 2018

Page 1 of 15

## Guidance of Officials

<b>Article 1</b>	Duties and Authority of a Steward
<b>Article 2</b>	General
<b>Article 3</b>	Judicial Procedures
<b>Article 4</b>	Dealing with Accidents and Incidents
<b>Article 5</b>	Dealing with a Fatal or Serious Accident That May Later Result in Death
<b>Article 6</b>	Checklist for Stewards of Events
<b>Article 7</b>	Licence Endorsements
<b>Article 8</b>	Dealing with Eligibility Protests or Problems
<b>Article 9</b>	Stewards' Report Form
<b>Article 10</b>	Forms which are Part of Stewarding
<b>Table 1</b>	Procedures for the Conduct of a Hearing
<b>Table 2</b>	Inquiry and Judicial Hearing Process
<b>Table 3</b>	Procedures for the conduct of a Judicial Hearing

**Preamble:** All competitions are governed by the National Sporting Code, in conjunction with its Appendices, Schedules (being the Standing Regulations) and/or Articles (applicable to a particular formula or championship), the Supplementary Regulations as published by the Organising Club and any written Final Instructions.

The International Sporting Code of the FIA and the Regulations for the event governs international events.

**Important Note:** This Schedule is not definitive or regulatory text, its purpose is to provide;

- (a) Guidance and assistance for Stewards and Clerks of the Course in performing their functions, and
- (b) Assistance for Competitor Relation Officers and Competitors in gaining a simplified overview of the various processes.

## **1. Duties and Authority of a Steward:**

**1.1** The Duties and Authority of the Stewards of the Meeting are clearly defined in the National Sporting Code Part VII Officials.

**1.2** Ideally, Stewards should adopt a standard procedure in respect of every meeting, which they attend, and the following is intended as a guide to such a procedure:

- (1)** Study all documents issued by the organising club to ensure that they are clear, that they provide all appropriate information and are not likely to give rise to any problems of interpretation.
- (2)** Consult the appropriate sections of the National Sporting Code and all relevant Appendices and Schedules dealing with the organisation of that type of event to ensure acquaintance with any special requirements.
- (3)** Immediately on arrival at the event, introduce yourself to the Secretary of the Meeting and the Clerk of the Course / Event Director / Race Director, also to the other Steward(s), the (if appointed) Circuit Safety Department Inspector, Technical Officers and such other officials with whom you are likely to need contact, bearing in mind that most of them will be very busy prior to the start of the event.
- (4)** DO NOT BE LATE. It is recommended that you arrive at the starting time on the permit, (of which you should have a copy or have been advised), or prior to the start of practice, so that you can be sure that all necessary items have been covered before the competition begins.
- (5)** Ensure that either the Secretary of the Meeting or the Clerk of the Course / Event Director / Race Director is kept aware of your whereabouts throughout the meeting.
- (6)** Do not attempt to interfere with the running of the meeting except in extreme cases where safety is involved. If necessary, a quiet word with the Clerk of the Course / Event Director / Race Director should be adequate.

The Steward should, under no circumstances, give direct orders to competitors or officials. The ideal Steward is a quiet figure in the background, present when the organisers require advice or assistance, but being careful that nothing they do should in any way be the cause of bias at subsequent judicial proceedings.

## **2. General:**

**2.1** If for any reason the organisers are unable to produce the permit for the event, Stewards appointed to the Event are able to check the permit details by logging into MotorSport Online and viewing the permit, or if there is no internet access then check copies of the correspondence to confirm the MotorSport NZ requirements have been complied with. You have the right to stop the event if you are not satisfied.

**2.2** For race events check that the minimum requirements, as specified in the Venue Licence or Appendices and Schedules to the National Sporting Code, are met.

**2.3** Stewards at ClubSport events may agree to change the layout of a course if weather or other conditions dictate, provided that such changes are made prior to the commencement of timed runs and that competitors are allowed to see the changes. Change of the course must not adversely affect the safety requirements.

**2.4** The Venue Licence (which includes a track plan) at permanent race circuits shows the position of all marshal's posts. Under no circumstances may the positioning or manning of those posts be varied.

**Note:** *On some of the track plans where a flag point is marked inside a circle as opposed to inside a square then for small Clubmans events as detailed in Appendix Two Schedule H these points are not required to be manned.*

- 2.5** The National Sporting Code, and Appendix One Schedule L Licences, specifies that competitors must have a valid Club membership and Competition Licence to compete in any competition except for some competitors in ClubSport Basic Status Events and allows for any competitor to be requested to produce a valid licence.
- 2.6** For Events held on roads and on roads closed other than under the Local Government Act 10th Schedule ensure that during Event documentation audit inspections confirm that competitors hold a valid civil drivers licence. Any competitor, who cannot prove that they hold a valid civil licence, where it is required, should not be allowed to compete.
- 2.7** The National Sporting Code, allows for any competitor who for any reason is unable to produce a valid competition licence when requested, to either:
- (1)** receive the penalty described in Appendix One Schedule P, if it can be proved that the competitor has a valid licence via the MotorSport Online system, or
  - (2)** complete an application for a replacement licence and submit it together with the relevant fees.

**3. Judicial Procedures:**

- 3.1** The rules of motorsport establish procedures designed to preserve a balance of justice and the proper conduct of the sport. The National Sporting Code Part VIII Penalties, Part IX Protests, Part X Inquiries and Judicial Hearings, and Part XI Appeals detail the process and Appendix One Schedule P lists the appropriate ranges of penalties.

Prior to the Event commencement ascertain from the organisers the location of suitable, quiet rooms or areas that can be used in case of a hearing or protest.

**3.2 Clerk of the Course / Event Director / Race Director Hearing:**

- (1)** The first judicial body in connection with any competition is the Clerk of the Course or Event Director or Race Director, who will act as “referee”.
- (2)** The Clerk of the Course or Event Director or Race Director may hold hearings to investigate any breach of the rules, and may apply the penalties allowed for in the National Sporting Code and its Appendices and Schedules.
- (3)** When delivering the decision from a hearing, be that a verbal or written delivery, the Clerk of the Course or Event Director or Race Director must advise the competitor of their obligations and rights as found on the back of the hearing decision form.
- (4)** Should the competitor wish to protest the decision to the Stewards of the Meeting, the written protest must be delivered to the Clerk of the Course or should he or she not be available then directly to the Stewards within the time limits specified in the National Sporting Code.

**3.3 Protest Hearing by Stewards:**

- (1)** The second judicial body in connection with any competition is the Stewards of the Meeting. They must hear any protests arising from the Event. The Stewards of the Meeting should consider only the Regulations as published and at no time give heed to any claim as to what was intended that a rule should mean. In any case, where

ambiguity can be demonstrated, only that intention which may be inferred from studying the published Regulations as a whole may be taken into account.

As a matter of convenience, the Stewards normally will request the organisers of an event to make the physical arrangements for a meeting of the Stewards, but there should not be any prior consultation on matters upon which the Stewards will be giving judgment. At all times, the Stewards should bear in mind the maxim that not only must justice be done, but it must be seen to be done.

- (2) The validity of the protest must be considered.
    - (a) No protest is valid unless in writing and accompanied by the appropriate fee (cheques are acceptable) and submitted in accordance with the Regulations.
    - (b) The various time limits for entering protests are given in National Sporting Code Part IX Protests. No attempt should be made to prevent a competitor lodging a protest within the time limit. The Stewards of a Meeting may extend these time limits only if it can be shown that there were special circumstances making observation of them physically impossible.
  - (3) Joint protests shall not be accepted, but more than one(1) individual protest may be accepted on the same grounds.
  - (4) Any person likely to be affected by a decision of the Stewards must be given adequate notice of a hearing and every facility for presenting their case, including the calling of witnesses.
  - (5) Although the Clerk of the Course / Event Director / Race Director may be present, they take no part in the hearing unless either side wish to call them as witnesses, or unless a Steward wishes to question them, except in the case of a charge laid by the Clerk of the Course / Event Director / Race Director, or a protest against a decision of the Clerk of the Course / Event Director / Race Director.
  - (6) When delivering the decision from a protest hearing, be that a verbal or written delivery, the Stewards must advise the competitor of their obligations and rights as found on the back of the protest hearing decision form and not be drawn into further conversation with any of the parties concerned, or their witnesses.
- Where a competitor indicates their intention to exercise the right of appeal the Competitor Relations Officer should provide the competitor with a copy of the Court of Appeal practice guidelines.
- (7) A copy of the decision along with all protest fees, fines or appeal fees, together with your report, notes of the evidence and written findings must be sent to MotorSport NZ as a matter of priority.

### **3.4 Event Director, Race Director, Clerk of the Course and Stewards Hearing Procedure:**

When holding an inquiry or dealing with a protest, ensure that:

- (1) All interested parties, including witnesses, are aware of where and when the hearing is being held, and of the nature of any charges and the reason for the inquiry.
- (2) Both the protester and the respondent should be present throughout the hearing. Neither may use an advocate, although the entrant of the respondent may be present as an observer if they wish.

- (3) Evidence should be called in the manner described under Procedures For The Conduct of a Hearing (refer end of this Schedule).
- (4) Witnesses for either side should remain out of the hearing until called on to give their evidence, whereafter, subject to the discretion of the chairman; they shall remain at the hearing, but not to speak.
- (5) Video evidence is allowed, however, it should reflect the total build up to an incident and not just the result. Remember camera angles distort true positions, use this type of evidence with caution.
- (6) Keep a tight rein on proceedings in order to avoid acrimonious argument between the parties, bearing in mind that your duty is to analyse all the facts and make what is for all concerned a very important decision.
- (7) After hearing all evidence, everyone should be asked to leave the hearing while the panel discuss their findings. All findings should be written out, timed, dated and signed by the panel present. Stewards must give their decision in writing to all parties concerned.
- (8) Call back all the parties and read out the findings, including a statement about obligations and rights. Do not enter into any further discussion with any of the parties after reading out the findings. Arrange, where possible, for the written decision to be posted on the official notice board where all can read it.
- (9) Any notes or written information submitted as evidence at the hearing shall be retained and forwarded upon request to MotorSport NZ so as to be available for production at any subsequent Appeal Hearing.

### **3.5 Appeals to the National Court of Appeal:**

- (1) The third judicial body in connection with any competition is the National Court of Appeal. They will convene when required to consider any appeals lodged in accordance with the provisions of National Sporting Code Part XI.
- (2) The National Sporting Code allows for the National Court of Appeal to regulate its own procedures. By way of guidance the Court of Appeal publishes from time to time practice guidelines aimed at providing assistance to competitors and officials.
- (3) If the outcome of a protest hearing held by the Stewards of a meeting is to be appealed, the Appellant must send, direct to the Secretary National Court of Appeal, confirmation of appeal, together with the Appellant's case in accordance with Article 125 of the Code.

## **4. Dealing with Accidents and Incidents:**

**4.1 Reports Required:** A full written report, on the MotorSport NZ Accident Report form, is required following any accident or incident at an Event that results in any party requiring medical attention.

### **4.2 Accident Investigator:**

- (1) At major events, the organisers should have an Accident Investigator appointed who should be available to perform all the necessary functions should there be any accidents or incidents. For all other events the Clerk of Course will assume the function.
- (2) The Accident Investigator's basic duties are:

Immediately on being advised of an accident which may involve injury, to proceed at all possible speed to the place of the accident, try to assess generally what has happened and then proceed to speak to as many witnesses as possible.

- (a) From each witness obtain the name, address and status of the witness, eg, flag marshal, observer, driver, spectator, etc;
  - (b) Make notes of what these people have said;
  - (c) Ask the chief official in the area in which the accident occurred, in consultation with their staff, to prepare written reports of events leading up to the accident;
  - (d) Endeavour to make a very rough and quick sketch plan of the area, showing approximately where impacts with other vehicles, barriers, or whatever, occurred and where the vehicles, etc, came to rest, and the positions of the witnesses at the time;
  - (e) Where appropriate examine the road or track for any possible contributing cause of the accident, factors such as:
    - (i) Sudden change of camber or bumps or depressions in the surface;
    - (ii) Oil or other slippery materials on the surface should be noted;
  - (f) Where possible take photographs of the accident scene and vehicle(s) involved and include those with the accident report;
  - (g) Consult with the medical personnel at the venue and try to ascertain the extent of injuries;
  - (h) Ask the Scrutineer to re-check the vehicle(s) as soon as practicable, to try to ascertain if any mechanical failure contributed to the accident.
- (3) After completion of initial examination and questioning involving an accident the Investigator should consult with the Clerk of the Course and together they should decide whether any further action is necessary. This decision will depend entirely on whether or not serious injury or death has occurred.  
If there is no serious injury or death, and no likelihood of this happening, then the Investigator can prepare the report, and pass the information to the Stewards for inclusion in their report; the Investigator has then completed the duties.

## **5. Dealing with a Fatal or Serious Accident That May Later Result in Death:**

### **5.1** These notes are mainly intended as guidance for an accident that occurs at a Race or ClubSport event.

In the case of Rallies, the same principles apply in general, but because an accident may take place in remote location and the Stewards may be miles away from the scene, the Stewards should ensure before the start of the event that the Clerk of the Course, Assistant Clerks of the Course and the Event Safety Officer are fully conversant with the provisions of Duties of Special Stage Controllers in case of accident involving serious injury or death, as the minimum procedures for starting to deal with a serious accident.

### **5.2** In the case of a fatal accident, the Police become involved.

In this case, the Accident Investigator's duties, working in close unity with the Clerk of the Course and Senior Steward of the Meeting or Event, are:

- (1) The same basic duties as detailed in Article 4.2(2) of this Schedule, and include the need to undertake the following actions:
- (2) Contact all witnesses and the Scrutineer and advise them that they are likely to be required to attend an official inquiry to be held as soon as possible.
- (3) Proceed to ensure that a plan of the whole area is drawn up using the sketches previously made, showing points of impact and all other relevant details, with measurements wherever possible.
- (4) Immediately impound or secure (whichever is most appropriate in the circumstances) any vehicles involved in the accident.
- (5) If death has occurred, immediately inform the Police;
- (6) Ensure the President and/or CEO of MotorSport NZ are informed. You must inform them of the name of the senior investigating Police Officer.
- (7) Take steps in conjunction with the Clerk of the Course and the Stewards to set up an official Inquiry into the accident.
- (8) Request from the Scrutineer a written report of the vehicle.
- (9) Prepare a report summarising all the information obtained:
  - (a) Unless the Investigator is a direct witness of the accident, they should not attempt to describe the accident, except in general terms sufficient to convey to the Inquiry a general statement on the type of accident investigated;
  - (b) It would not be within the province of the Investigator to allocate or assess responsibility for the accident. The sole purpose in relation to the accident is to obtain all possible data, collate it in a systematic form and present a report to the Inquiry;
  - (c) Where personal injury either to competitors or officials of the meeting or the public is concerned, the fullest details of names and addresses, extent of injuries and any possible repercussions, should be included in the report.
- (10) Obtain from the Secretary of the Meeting the entry details (including a copy of the Event Documentation Signature Sheet) of all competitors involved and also any relevant Scrutineering Forms for all the competing vehicles involved.
- (11) Ensure that all reports are in the hands of the Senior Steward so he/she can dispatch to MotorSport NZ within 48 hours of the accident. These reports should include details of all actions/reports that the Clerk of the Course, Accident Investigator, Scrutineer and Meeting or Event Secretary have taken.
- (12) At no point should statements be made to the media without clearance from either the President and/or CEO of MotorSport NZ.
- (13) The Police will be wanting as much information as possible to prepare their file for the Coroner, and it is suggested that the Clerk of the Course, the Steward(s) and the Accident Investigator talk to the Police Officer in charge, to give them as much information as is required, also to provide copies (not the originals), of all documentary evidence in connection with the accident which may be held by any of these people. The Police will then obtain statements from various witnesses. They will

not provide copies of these statements for the purposes of the inquiry, but they will usually allow the Investigator or the Steward(s) or the Clerk of the Course to look at the statements they have obtained.

It is good policy to inform the Police of the procedures involved in our own inquiry, telling them what has been done up to this point, and what is going to be done. It is also likely that the Police will take control of any vehicles involved in the accident, but they are usually quite happy for Scrutineers or some such people to go and inspect the vehicle. It should always be remembered that enquires made by the Police on behalf of the Coroner take priority over MotorSport NZ investigations. It is therefore important that inquiries made by the Stewards should proceed in parallel with and never impede those being undertaken by the Police.

## **6. Checklist for Stewards of Events:**

### **(1) Equipment to take to the venue:**

- The current MotorSport Manual and Officials Handbook (the most up to date version of which can be downloaded prior to the event from the MotorSport NZ website – [www.motorsport.org.nz](http://www.motorsport.org.nz));
- Your Steward's Licence and identification;
- Summons forms;
- Protest forms;
- Report forms;
- Writing and recording material;
- Steward's copy of Permit and Supplementary Regulations;

- (2)** Check the location of the venue and ensure that you allow adequate time for travelling and carrying out duties required prior to the start of the event.
- (3)** On arrival at the venue introduce yourself to the Secretary, Clerk of the Course / Event Director / Race Director, Scrutineer, Accident Investigator and where appointed Circuit Safety Department Inspector and Technical Officer and ensure you note the names of these officials.
- (4)** Sight the Permit at the venue, and the venue licence if relevant.
- (5)** Inspect entry details, declarations and any other administrative forms. Check that they are being correctly checked and processed.
- (6)** Ensure scrutineering audits are being carried out.
- (7)** Attend where possible any briefings held.
- (8)** Inspect the venue with the Clerk of the Course / Event Director / Race Director immediately prior to the start of the event noting barriers, marshals, safety equipment, communications, first aid/medical facilities, timing/results system and any particular hazards.
- (9)** Advise the Clerk of the Course / Event Director / Race Director of any additions or alterations required.
- (10)** Sign the Clearance Certificate, if in order, and authorise the start of the event.
- (11)** During the running of the event, evaluate the competence of the officials of the event. Ensure that the organisers are kept aware of your whereabouts.



- (12) In the event of an accident or emergency, evaluate the efficiency of the recovery and medical services, and if necessary communicate apparent deficiencies to the Clerk of the Course. If injury is involved, ensure that the Accident Investigator carries out their duties fully.
- (13) Ensure that the event is run within the time prescribed in the Permit and any Road Closure.
- (14) At the conclusion of the event, discuss any problems and suggested improvement with the Clerk of the Course / Event Director / Race Director.
- (15) Accept and deal with Protests with a minimum of delay.
- (16) Prepare your report (if warranted or required).
- (17) Submit your expense claim (with GST Tax invoices) to;
  - (a) The organisers either at the event or within 21 days, or to
  - (b) MotorSport NZ within 21 days for MotorSport NZ Championship Rallies and MotorSport NZ Premier Race Championship Events.
- (18) If a MotorSport NZ Championship is involved, either communicate the results to the MotorSport NZ office by next working day, or ensure that the organisers will do this for you.

## **7. Licence Endorsements:**

- 7.1 Whenever the Event Director, Race Director, Clerk of the Course, Stewards of the meeting, or MotorSport NZ impose a penalty of licence endorsement on a competitor, details of the date of endorsement, length of endorsement and offence should be notated clearly on the notification of decision form. (It is important that you specify the Articles or regulation breached).
- 7.2 During the period of endorsement if a second endorsement for the same or similar type of offence is imposed, the licence will be automatically suspended for the balance of the period of the first endorsement and shall immediately be retained by the Stewards and forwarded to MotorSport NZ.
- 7.3 A standard procedure for endorsement of competition licences has been devised as follows:
  - (1) Licences shall be endorsed by whoever imposes the penalty by cutting a corner off the competition licence.
  - (2) The licence is then returned to the holder with the hearing decision form that clearly states the date, details of the offence, regulation or Articles breached and the date of endorsement expiry. The competitor should be reminded that a copy of the decision form must be made available on demand to Event Stewards, Event Director, Race Director, or the Clerk of the Course during the period of the endorsement.
  - (3) A copy of the hearing notification of decision form and any other pertinent details must be sent as a matter of priority to the MotorSport NZ office for entry into the licence details held on the database.

## **8. Dealing with Eligibility Protests or Problems:**

**8.1** When encountering eligibility issues the Event Director, Race Director, Clerk of the Course or Stewards of the meeting should bear the following points in mind:

- (1)** Where a vehicle is found by the Technical Officer/Scrutineer at pre-event to be contrary to the regulations, it must not be allowed to participate until the matter has been rectified. No vehicle should be allowed to compete “not for points or awards”.
- (2)** The following is designed to assist in a speedy determination of eligibility matters and to resolve the question of penalties at an early stage, if at all possible.
  - (a)** A Technical Officer/Scrutineer having detected what is considered to be an eligibility problem, raises the matter with the competitor.
  - (b)** If the competitor satisfies the Technical Officer/Scrutineer that the matter is in order, then no further action ensues.
  - (c)** If the Technical Officer/Scrutineer remains of the opinion that the fault exists, they may advise the Clerk of the Course / Event Director / Race Director for action under their authority.
  - (d)** The Clerk of the Course / Event Director / Race Director then charges the competitor on the grounds of having presented an ineligible vehicle.
  - (e)** The Clerk of the Course / Event Director / Race Director may determine and impose a penalty or penalties, in terms of their authority, upon the involved parties against which those affected may protest to the Stewards of the Meeting.
  - (f)** If the Stewards decide the matter is technically complex, it can be directed to the MotorSport NZ Chief Executive Officer for an Inquiry to be constituted with the appropriate expertise to investigate the matter.

**8.2** Where a protest is lodged in accordance with the National Sporting Code on an eligibility matter, arrangements should be made for the Technical Officer/Scrutineer to examine the vehicle.

- (1)** If it is not possible to examine the vehicle immediately, the appropriate part or components should be sealed by the Technical Officer who should furnish the Stewards of the Meeting with a detailed description of how the sealing is carried out, and a sample of the seal used, showing identification marks. The Technical Officer should impound the offending part or components.
- (2)** For reasons of commercial confidence, it is not permissible for the protester or their agent to be present when the inspection takes place. A copy of the report, however, must be available for the protester.

**8.3** Results of any event in which the vehicle has competed should be declared, “Provisional, subject to technical clearance.”

**8.4** Stewards should fully realise that where a subsequent examination of a vehicle is necessary, their responsibilities do not end until after the Technical Officers/Scrutineers’ report has been received and any appropriate action taken by them.

## 9. **Stewards' Report Form:**

9.1 The Stewards' Report Form is designed to enable MotorSport NZ to check on the organisation of an event (especially for MotorSport NZ Championship and International meetings), and as a record of occurrences at lesser status meetings.

Care is required in filling out the details as a copy of the report, with your comments, will be forwarded to the organising club to assist them with their debrief of the Event.

Please forward the completed report form to the MotorSport NZ office within 24 hours of the Event taking place, whether or not some matters are still provisional.

Attach any relevant paperwork or monies relevant to the meeting, covering fines, protests and notification of appeals, along with all the details. Indicate any accident reports or appeals requiring urgent attention.

## 10. **Forms which are Part of Stewarding:**

10.1 The forms that are used for the Stewards' various purposes are explained below:

- (1) **Clearance Certificate:** This form is to be filled out by the Clerk of the Course or the Secretary of the Meeting, but signed by the Clerk of the Course, to show that the necessary checks of the organisation of the event have been done and the event is ready to proceed. When you are confident that all is in order you countersign the form and allow the event to start. This form is basically a checklist for the organisers.
- (2) **Closing Report:** At each major event, MotorSport NZ Championship and above, the Clerk of the Course should prepare and supply to you, as the Steward(s) of the Meeting, a written Closing Report.
- (3) **Participation Levy Fee Declaration:** This levy is automatically calculated by the MotorSport Online system based on the entries received. Stewards should ensure that any manual entries received on the day are entered and confirm that the numbers competing at the event are correct prior to selecting the acknowledgment in their post-event reporting screen.
- (4) **MotorSport Accident Report:** If, at the event, an incident or accident of a serious nature occurs, you must insist on the Accident Investigator (or if one has not been appointed, the Clerk of the Course) supplying you with a written report, on the MotorSport NZ form, describing action.  
Also, if you require a report from any official of the meeting, regarding an incident that has occurred, this is also referred to and shall be supplied on a MotorSport Accident Report.
- (5) **Notification of Decision from the Stewards of the Meeting:** This form is used to record the relevant details of the decision reached at a hearing and should contain sufficient information to be the written record of the hearing (not necessarily a protest hearing). The details of the event, competitor, finding and ruling (penalties if applied), are recorded over the signature(s) of the Steward(s) of the Meeting. A copy of this can be handed to the affected party or parties in the hearing. The rear of the form covers the affected parties rights and obligations.
- (6) **Protest Form:** This form has been designed to ensure that when a competitor wishes to protest, you have some chance of finding out under what rules the complaint lies. The protester should be asked to fill out all relevant details, (especially the applicable rules under which the protest is lodged) in the top part of the form and the bottom part is used to receipt the protest fee. If you insist on the use of these forms, you will save yourself a lot of trouble.

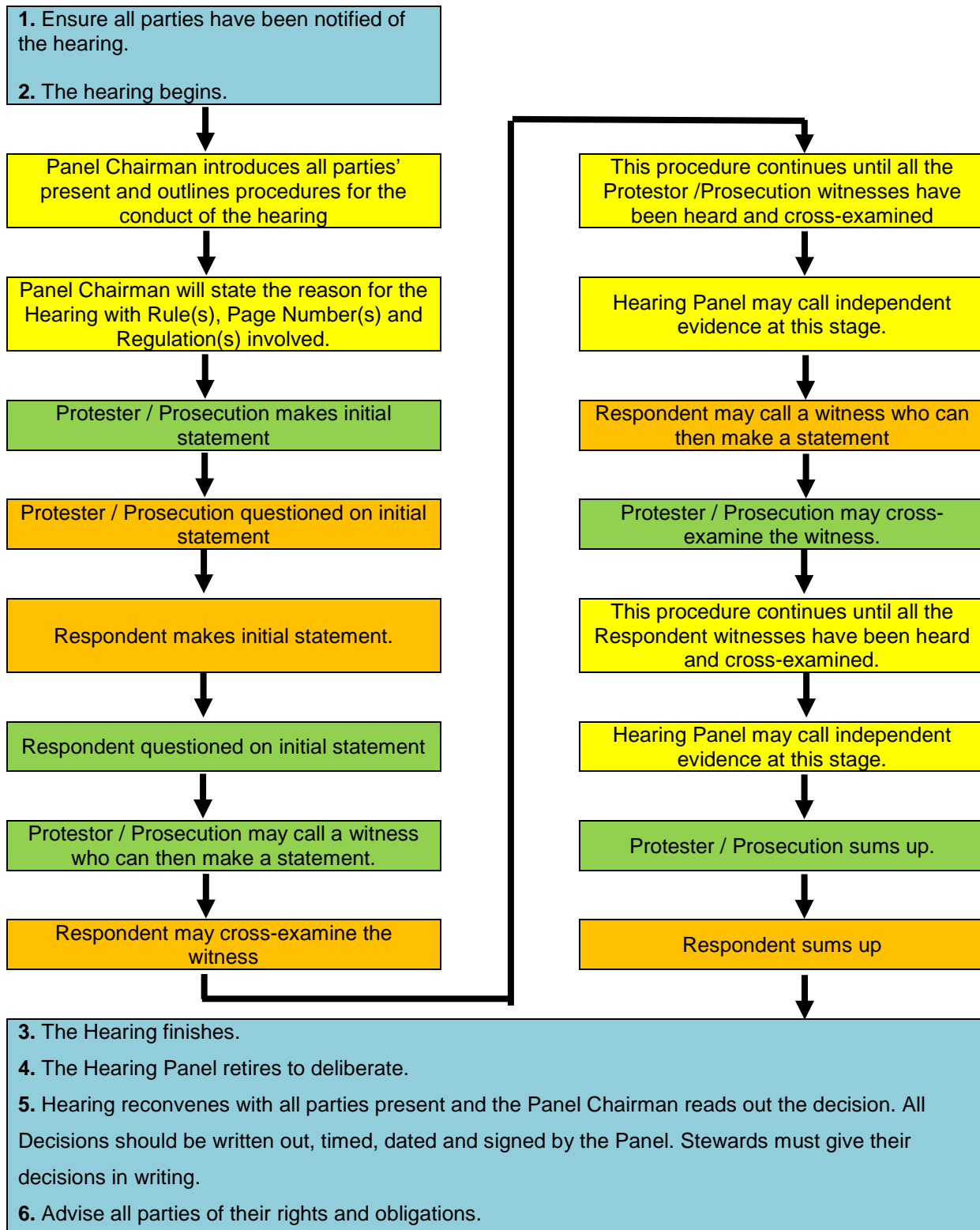
The protest form(s), with payment or payment details attached and the notification(s) of decision, must all be forwarded to MotorSport NZ on the first business day after the Event.

- (7) Summons to Appear Before Stewards: This form is used to ensure that those required to be present at the hearing are correctly informed of the necessary details.
- (8) The correct way of using these is to fill out the details of to whom each form is addressed (both parts of form), the name of the event and the date, a brief description of the purpose of the hearing (both parts of form), where and when the hearing is to be held (both parts of form), the time and date issued and sign the form. Then ask the Competitor Relations Officer or Clerk of the Course to arrange the distribution of the form(s) for you and ask for them to be receipted on delivery with the receipts to be returned to you.

**TABLE ONE**

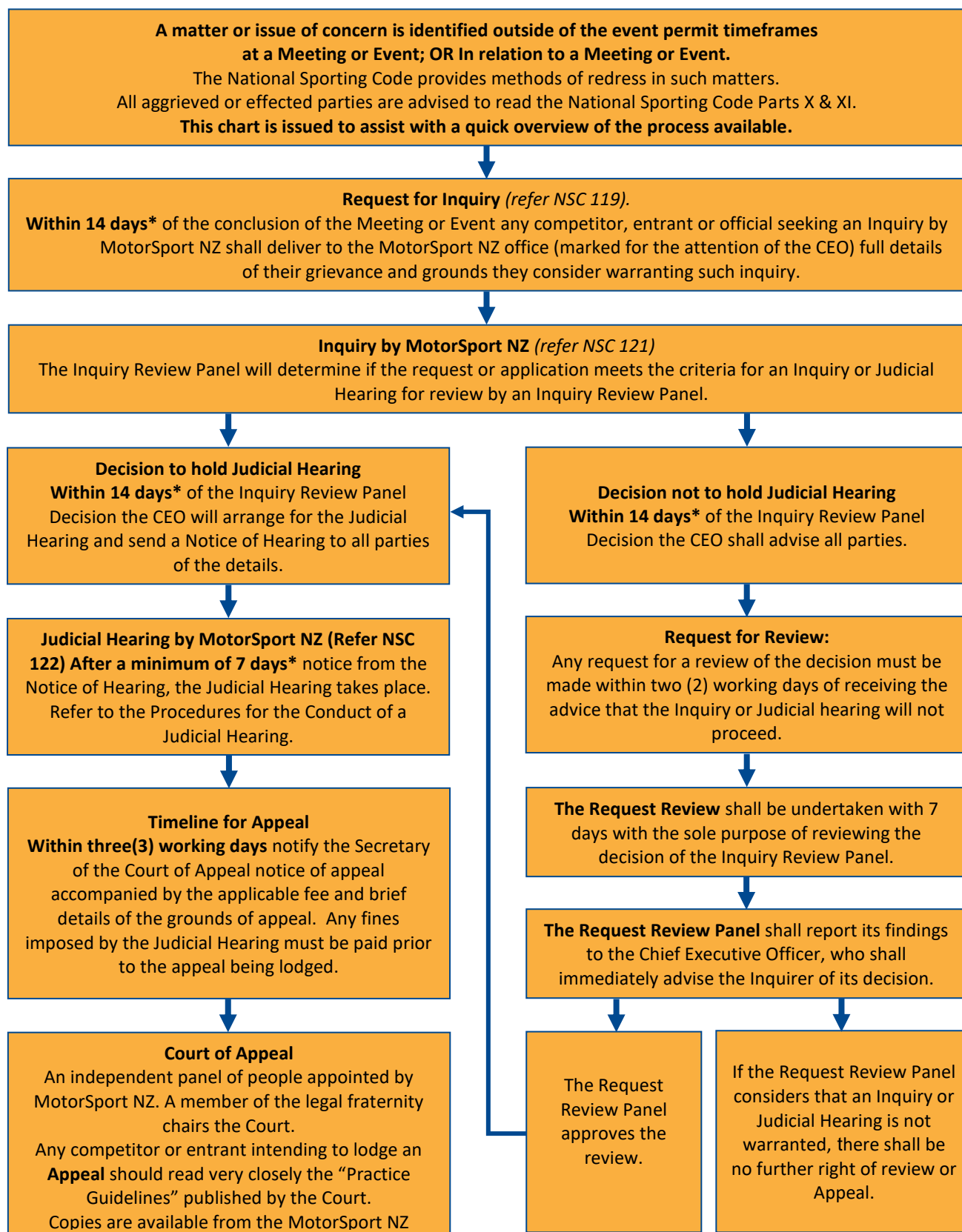
## PROCEDURES FOR THE CONDUCT OF A HEARING

**Definitions:**    Protestor -        Person who has lodged a protest requiring a hearing.  
                         Prosecution -    Event Director; Race Director, Clerk of the Course; or Assistant Clerk of the Course.  
                         Respondent -     Person protested against or being prosecuted by Event Officials.



**TABLE TWO**

## INQUIRY AND JUDICIAL HEARING PROCESS

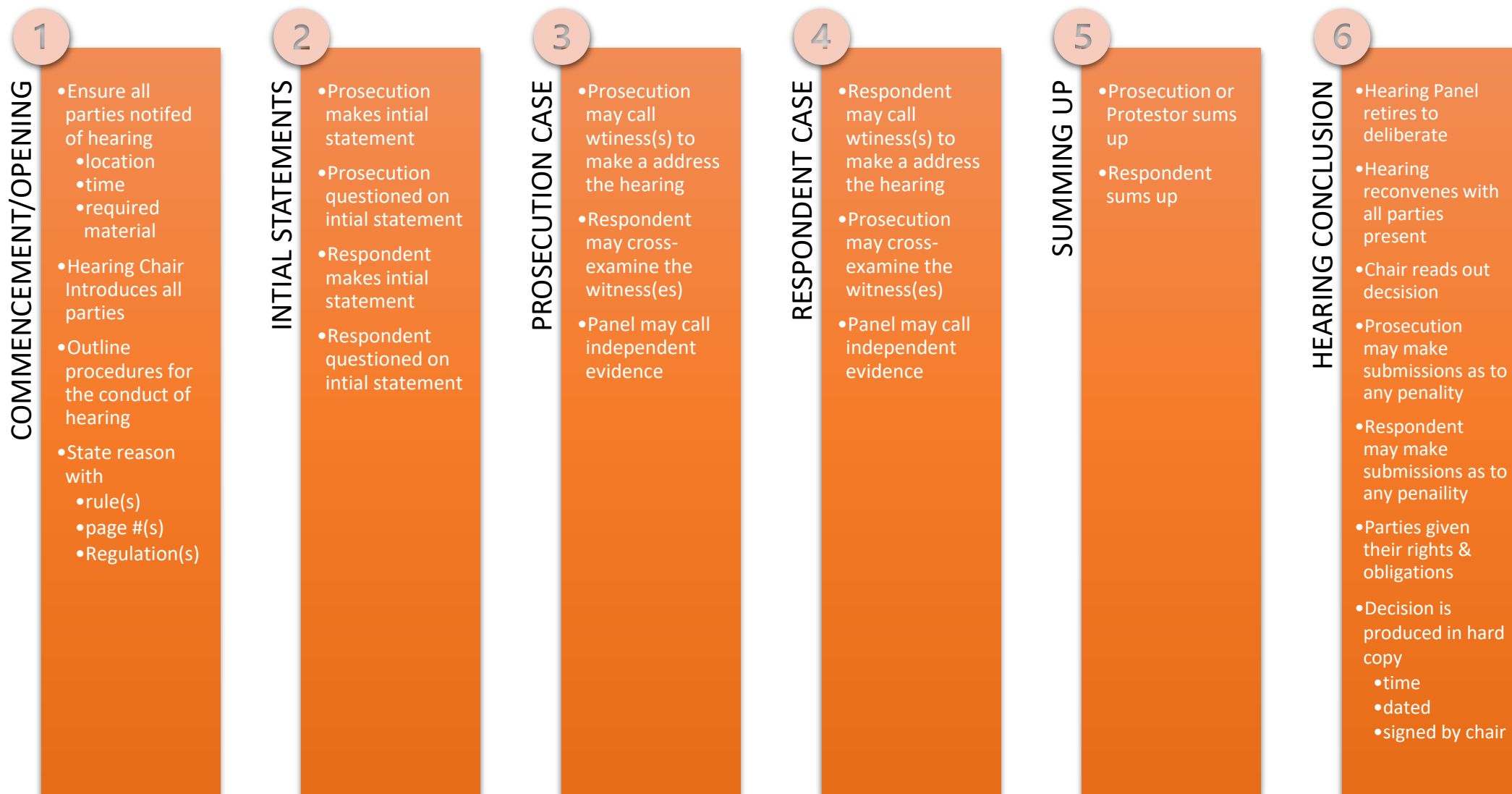


*\*Any time-frame under Part X may be reduced or extended in Special Circumstances.*

# TABLE THREE

## CONDUCTING A JUDICIAL HEARING

(this chart is issued to assist with a quick overview of the process)



**Prosecution** –MotorSport NZ representative responsible for proving the grounds of the Hearing. **Respondent** – Person protested or being prosecuted by event officials