

ClubSport Event Checklist (Daniel Feck 2014)

Gravel Sprint



CHECK	TASK
	Read through the Motorsport NZ Manual and get familiar with it.
	Decide on event date. Need 7 months or more to organise. Talk to previous organisers and sus out whats involved
	Visit residents and talk to them about the planned event and if it will work ok for them. Ask them to initial page as confirmation that you have visited them. Doesn't have to have their support yet, just acknowledgement. Edit the file: Road Closure Visit
	Appoint the Clerk of the Course
	Appoint the Secretary. Try not to end up doing both jobs.
	Prepare the Supplementary Regulations. Check the last ones and adjust as appropriate
	Prepare the safety plan. Check the last one and update.
	Road closure application MUST be in to TDC 6 months or more before event. There is a bit involved so try and get it in early so you've got time to sort out anything extra they want. Ideally hand deliver it and get a receipt. Download 'Temporary Road Closure Application' form from: http://www.tararuaadc.govt.nz/Publications/Forms_Information . Read through all of it and include all of the requested documents. Print off the MSNZ insurance certificate from: http://motorsport.org.nz/content/insurance-policies . Print off a map from google maps and draw on it. Deal with someone in the council to develop a traffic management plan. Edit the file: Road Closure Council Info.
	Appoint the following marshals and other officials: <ul style="list-style-type: none"> • First Aid official(s) and a FIV (first intervention vehicle – doesn't have to be an ambulance. Read the Motorsport Manual to make sure it complies). Get someone suitable to check the first aid kit in the trailer. • Recovery vehicle and crew. • Scrutineers. • Course Marshalls/Communications officials. • Timekeepers and results officials. • Flag or sector marshals • Spectator or road closure point marshals.
	Apply for Permit as soon as you like, but try and get it in 6 weeks or more before event. Send the Regs, Safety plan and map as well as the application form you can get from http://motorsport.org.nz/resources/forms 'A004 Organising Permit Application'
	ADVERTISE THE EVENT
	Put up sign at end of road about 6 weeks out from event. Sign should show why we want the road closure, date, and your contact details. Best to make sure everyone knows about it sooner rather than later.
	<div> Check up on the gear in the trailer and that it works. <ul style="list-style-type: none"> • Fire extinguishers. • E-Z-up shelter. • Timing equipment. • Signalling flags. • Road closure signs, barricades, etc. • </div> <div> <ul style="list-style-type: none"> • Communications systems (radios, etc.) (Sometimes kept separately at Rods) • Course marker cones. • Shovels, rakes and hard brooms to repair road surface (if necessary). • Check the trailer itself and WOF/Rego Organise to get it repaired if necessary. </div>
	Make sure there are suitable facilities for Event control, Secretary, Result officials and Steward..
	Arrange food and refreshments for lunches and helpers if appropriate
	Arrange Event prizes if you're ke. Maybe think about extra ways to fund raise too like raffles, sponsorships etc
	Arrange Port-a-loo's if needed.
	Visit residents a week or so out from the event. Edit the file: Residents Follow Up Letter
	Check mail for posted entries.
	<div> Prepare document kit (Clear file works well) of whats needed at the event <ul style="list-style-type: none"> • MotorSport NZ Permit. • Confirmation of road closure permission. (Paper clipping/TDC letter) • Event Regulations • Event Safety Plan • Entry forms. • Entry List • Results Form • Marshal notes for each marshall post – Edit the file: Marshall Notes </div> <div> <ul style="list-style-type: none"> • Criss cross sheet for start, finish, and marshalls • Time Cards • Scrutineering forms. • Passenger declaration forms • Club Membership Application Forms. • Underage indemnity forms • Application forms for competition licences. • Clearance certificate form • MotorSport NZ Competition Levy Declaration Form. • Accident Report Forms • Vehicle Damage Report Forms • A current MotorSport Manual and ClubSport Organisers Handbook. </div>
	Run the event and enjoy it !!
	After Event arrange for: <ul style="list-style-type: none"> • Publication of Results. • Venue to be cleared, cleaned and checked for tidiness. • General road, fences etc inspection. Make sure any repairs are organised and the land owner knows that you have got it underway. • Fill in and send Competition Levy Declaration to MotorSport NZ. • Review the event and present your review to the next committee meeting. • A debrief with residents/landowners if necessary. Thank them and organise vouchers or donations if you can.