

ClubSport Event Checklist (Daniel Feck 2014)

Autocross



CHECK	TASK
	Read through all of this list before starting!
	Read through the Motorsport NZ Manual, especially Schedule H Clubsport (http://motorsport.org.nz/sites/default/files/motorsport/manual/Live%2035%20App%202.02%20Sch%20H.pdf)
	Visit landowner or contact and talk to them about the planned event and how and when it will work ok for them.
	Decide on event date. Ideally need a month or so to organise. Permit can sometimes be arranged if the venue is available at short notice. Talk to previous organisers and suss out what's involved
	Appoint the Clerk of the Course (Must be MSNZ trained & hold current COC license; will be responsible for the safe running of the event on the day.)
	Appoint the Secretary – will manage entries; general paperwork and results on the day. (Try not to end up doing both jobs.)
	Prepare the Supplementary Regulations. Check the last ones used and adjust as needed
	Prepare the safety plan. Check the last one and update.
	Advertise the event. Let people know it on. Try and get people to pass it on to others. Some club members don't have the internet
	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.
	Apply for Permit as soon as you can. Send to Kelvin Booth. Look up his details on www.motorsport.org.nz 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'
	<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. • Signs, barricades, etc. </div> <div> <ul style="list-style-type: none"> • Communications systems (radios, etc.) (Sometimes kept separately at Rods or Daniels) • Course marker cones. • Shovels, rakes and hard brooms to repair 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. (There is a little one in the trailer)
	Visit venue owner a week or so out to make sure it's still all ok.
	Check mail for posted entries.
	<div> Prepare document kit (Clear file works well) of what's needed at the event <ul style="list-style-type: none"> • MotorSport NZ Permit. • Event Regulations • Event Safety Plan • Entry forms. • Results Form • Drivers briefing • A current MotorSport Manual and ClubSport Organisers Handbook. </div> <div> <ul style="list-style-type: none"> • 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 </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.