

ClubSport Event Checklist For Motorkhanas

CHECK	TASK
	Select suitable venue. (If new venue obtain Permit Authorising Steward's approval)
	Obtain controlling authority's permission for use of venue.
	Appoint the Clerk of the Course and the Secretary of the Meeting.
	Prepare: <ul style="list-style-type: none"> • Supplementary Regulations (compulsory for National Series and MotorSport NZ Championship Events). • Plan of tests (For Motorkhanas see diagrams in rear of ClubSport Organisers Handbook). •
	Apply for Permit within the appropriate time frame.
	Seek advice from the Permit Authorising Steward whether a Steward is being appointed or whether you are to appoint a Steward Safety officer. Send the appointed person(s) all relevant event documents.
	Appoint the following marshals and other event officials and arrange training as required. <ul style="list-style-type: none"> • Timekeepers • Results officials. • Spectator marshals. •
	Arrange Event prizes
	Prepare document kit to take to the event consisting of; <ul style="list-style-type: none"> • MotorSport NZ Permit. • Confirmation of permission for use of venue. • A current MotorSport Manual and ClubSport Organisers Handbook. • Entry forms. • Passenger declaration forms • Underage indemnity forms • MotorSport NZ Competition Levy Declaration Form. • Club Membership Application Forms. • Accident Report Forms • Vehicle Damage Report Forms
	Arrange for the following equipment. <ul style="list-style-type: none"> • Fire extinguishers. • Timing equipment. • Communications systems (radios, telephone, etc.) • Course markers. • Shovels, rakes and hard brooms to repair or clean surface during event (if necessary). • Facilities for Event control, Secretary and Result officials.
	Post Event arrange for; <ul style="list-style-type: none"> • Publication of Results. • Venue to be cleared, and checked for tidiness. • All borrowed equipment returned. Send completed Competition Levy Declaration to MotorSport NZ.