

OFFICIALS GUIDELINES

Official's Responsibilities in a current COVID-19 environment

Maintain social distance measures as required by the NZ Government

For current Government guidelines, please refer to <https://covid19.govt.nz/>

Under no circumstances can anyone attend an event if any of the following apply:

- If you're feeling unwell
- Been in contact with a known COVID-19 positive case in the previous 14 days (except as a healthcare worker)

Avoid sharing equipment, tools or apparel. If sharing is unavoidable, the equipment must be cleaned prior to use by another person.

Avoid sharing food or using group catering services

Officials' sign-on and briefings to be conducted using a means that respects social distancing and the maximum number of persons permitted in a group – e.g. issue notes electronically prior to the event

Avoid unnecessary physical interaction between officials, competitors and other personnel.

Wherever possible electronic or radio interaction should be used but these units must be cleaned at the end of each use.

Avoid the use of paper reports. An electronic system should be used where practicable.

Avoid the use of indoor facilities where possible, but if unavoidable ensure that the space is sufficient to respect social distancing and the maximum number of persons permitted.

Officials in vehicles

- Maximum of 3 persons per vehicle
- Utilise appropriate PPE
- When vehicle is not in operation, personnel to remain outside vehicle and maintain social distancing
- Following attendance at an incident all equipment that has been used must be cleaned before reuse

Trackside officials

- Maximum of 2 persons at each marshal post
- Pit lane officials to be a minimum of 2 metres apart

Paddock / Marshalling Area / Parc Ferme

- Social distance and gathering limits must be respected by all people in these areas
- Drivers to remain in vehicles in marshalling area

Medical

- Utilise appropriate PPE
- MotorSport NZ Medical Response Plan to be adhered to (as detailed in Schedule H or your Event Safety Plan)

Scrutineers

- Avoid in-person scrutineering whenever possible
- Self-Scrutiny of Vehicle Safety forms must be accessible to Scrutineers to review
- External spot checks can take place with the competitor in the vehicle
- Internal spot checks can take place with the competitor sufficiently clear of the vehicle

Secretary of the Event

- No in-person document checks. Documents (Licences etc.) to be checked electronically prior to the event with assistance from MotorSport New Zealand if needed
- Results to be communicated digitally – e.g. posted online, emailed to competitors
- Register of all competitors, officials and volunteers at the event to be collated by the organiser and submitted to MotorSport NZ with post-event documentation

Clerk of the Course

- Driver and Official briefing documents distributed electronically prior to an event must be acknowledged electronically by each Driver/Official.

Stewards

- Protest and Appeal documentation to be lodged electronically by competitors
- Fees and/or fines to be paid electronically
- Social distance and gathering limits must be respected at Stewards hearings. If this cannot be achieved, hearings must be by teleconference or video conference
- Summary of Stewards Hearing to be communicated digitally to interested parties

Competitor Relation Officers

- Inquiry Forms to be lodged electronically via online form where possible
- Form to be automatically emailed direct to nominated official

Race Control / Rally HQ

- Signage should clearly indicate the maximum number of people allowed with only essential personnel permitted to enter
- Within each room, if parties are known to each other the 1m physical distance should be observed