

# VENUE PLAN

MotorSport New Zealand

*Back in Motion*

## **Function of the COVID-19 Venue Plan**

The COVID-19 Venue Plan's purpose is to ensure that COVID-19 guidelines are considered by event organisers when organising any motorsport events being held under the authority of a MotorSport New Zealand organising permit.

It is imperative that the Venue Plan is read in conjunction with MotorSport New Zealand's Back in Motion guidelines, the National Sporting Code (NSC) and the regulations applicable to each Motorsport Discipline.

This checklist will provide a record of the procedures that have been adopted to be used within a specific venue. It is also required to include a venue map with details around how the venue will be broken up into the different zones to ensure compliance with Government gathering requirements.

For any venue that holds a current MotorSport New Zealand Circuit Safety Plan, this document can be appended to that current plan.

It is the responsibility of the Organising Club to work with the venue to ensure ongoing compliance with NZ Government protocols throughout the event. The overall responsibility for the adherence to the protocols submitted by the venue and/or organiser lies with the Clerk of the Course to ensure that these are being followed.

If at any stage during the event it is found that these protocols are not being followed, the Stewards have the authority as per the National Sporting Code, Part VII (77) to instruct the Clerk of the Course to cease competition until such time that the breach is rectified.

# COVID-19 VENUE PLAN

Name of Event

Organising Club

Event Venue

Event Date

 -  - 

Permit Number

## EVENT CRITERIA

AREAS OF RISK	EVIDENCE/COMMENTS (if applicable, please use additional sheets if needed)
<p><b>Venue/areas entry and exit points</b> Has consideration been given to entry and exit points of venues/areas of mass gathering?</p>	
<p><b>Control room/Administration/HQ</b> Demonstrate how such space will be staffed including list of personnel and room configuration</p>	
<p><b>Paddock/Service Area/Refueling</b> Demonstrate how each 'defined' space will be managed including pit garage/service park allocations (an aerial map is helpful)</p>	
<p><b>Maximum event capacity</b> Demonstrate how maximum venue numbers will be managed (ie 'defined spaces')</p>	

<p><b>Spectators</b>  Demonstrate how spectators will be segregated from participants and officials</p>	
<p><b>Physical Distancing</b>  Demonstrate how all operational areas (indoor or outdoor) are set up to comply with social distancing guidelines</p>	
<p><b>Contact Tracing</b>  Demonstrate how Contact Tracing will be implemented for your event</p>	
<p><b>Documentation and Briefings</b>  Demonstrate how Documentation and Briefings will take place</p>	
<p><b>Hygiene Practices and Information</b>  Demonstrate that correct hygiene measures have been adopted</p>	
<p><b>COVID-19 Management</b>  Demonstrate how a probable case of COVID-19 would be managed if a person displayed symptoms</p>	
<p><b>Marshal posts/Road Closures/General Officials</b>  Demonstrate how social distancing protocols are being adhered to by officials in such positions</p>	

<b>Judicial matters</b> Demonstrate how such a matter will be managed on site	
<b>Additional information</b>	

**I declare that, as part of the organising team, we will ensure that this event will follow the procedures that we have noted above and in the attached venue map. These will follow current NZ Government protocols.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Club Role: \_\_\_\_\_ Signature: \_\_\_\_\_