



**EVENT
CONVENOR'S
CODE**

ISSUE 1

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2010 CIK Trophy of New Zealand - Wellington

1. Preamble:

The role of Event Convenor has become more complex over time, especially for regional/series (Group E) events and for Championship events hosted for KartSport New Zealand. Events hosted for KartSport New Zealand are also subject to specific Event Hosting Contracts.

Competitor and sponsor expectations have become more demanding and health and safety issues, including those for spectators, more complex. Media activity, especially livestreaming, has also added new technical requirements which require special preplanning.

An Event Convenor is effectively the General Manager of the event. Key to the role is assembling and managing a team of competent people to undertake the various aspects required to run a successful event. The Event Convenor needs to have the confidence of the host Club's Committee so as to be able to make key decisions quickly and without the need to constantly have to refer issues back to the Committee.

Do not try to do everything yourself, especially for big events! Regular meetings, during the build-up prior to the event, with your team leaders and the monitoring of key tasks/check lists/deadlines will help ensure your event is successful. For events hosted for KartSport New Zealand regular liaison with the General Manager and the Competitions Manager is essential.

If you need help or advice do not hesitate to ask either KartSport New Zealand, Clubs who have previously hosted the event or previous event Convenors at your Club. There is a wealth of knowledge within the sport including tried and proven check lists, event budgets, event survey results, etc. **You do not have to reinvent the wheel!**

Once KartSport New Zealand Race Officials are on site and have begun documentation the Chief Steward is effectively in charge of the event until the end of prizegiving. As Convenor you need to remain in close (radio) contact with the Chief Steward and the Race Director/Clerk of the Course for the duration of the event.

Post event reviews are important to pick up on what went well and what needs improving. Documenting this will be helpful for the next similar event your Club runs. Post event reviews are compulsory for events hosted for KartSport New Zealand. Normally KartSport New Zealand will also conduct a post event survey with competitors and crew which will also provide you with valuable feedback.



2011 CIK Trophy of NZ - Wellington

2. Rules to be Familiar With:

Rule C2.11 DUTIES OF THE CONVENOR AND RACE SECRETARY OF THE EVENT

Rule C2.11.1 Convenor *The Convenor of the event shall be responsible for the organisation of the meeting, and all announcements required in connection therewith. The Convenor shall ensure that the various officials are familiar with their duties and provided with the necessary equipment. If necessary, they shall second the Clerk of the Course in the preparation of the closing report for each competition.*

Section P – Events Specific rules regarding various KartSport New Zealand Championship events.

Section Q – Events General Wide range of details including trophies, minimum fields, First Aid, etc.

Section R – Event Preparation Details regarding permits, applications, roles, declarations and indemnification, insurance, etc.

Rule R3.1 CONVENOR: *The organising club will appoint a person **who will be the liaison between KartSport New Zealand and the organising club.** (See Convenor Role.) Inform the KartSport New Zealand Secretary well in advance of the person appointed. If this is a National or Island Championship event KartSport New Zealand reserve the right to decline the appointment. A convenor must be accessible at all times (ie not racing). On all permit forms the convenor's name, address and phone numbers must be included. Convenors for hosted Championship events must have attended a KartSport New Zealand Convenor Training Seminar within the 48 months prior the event hosting application being accepted. **The Convenor and host club must be very familiar with the KartSport New Zealand Convenor's Code, abide by all the instructions and contribute to ongoing updates and enhancements.***

Section T – Costs, Fees & Levies Details regarding who pays for what.

3. Track and Complex Safety Plan and

Track and Complex Licence

The Convenor must hold an up-to-date copy of the Club's Track and Complex Safety Plan which contains specific details particular to the venue, hazard analysis, emergency numbers, procedure/instructions regarding serious accidents, etc.

The Convenor must ensure the Track & Complex Licence is current, displayed in the Club Room and the conditions are adhered to including General & Special Conditions and Maintenance Notes.

4. Club Days

Designated as Group F Events in Rule R1.5.

Club Day dates are confirmed in your annual Club Day Permit issued following the previous year's National Conference. These dates cannot be changed without the approval of the Competitions Manager. Changes will be noted on a reissue of the annual Club Day Permit.

NOTE: Many of these tasks can be delegated!

Decisions and Tasks to be undertaken well prior (>1 month) to the event:

- Event format/classes/general timetable agreed with Committee.
- Organise trophies/prizes if required.
- Publicise event details to membership, normally via social media/EDM/website.
- Set up event entry/payments on Sporty.
- Book Officials/Tech/Machine Examiners including Race Control, Grid Marshall, Starter/Finisher so as to meet your Safety Plan minimum requirements.
- Book volunteers for shop, morning BBQ, post racing bar, recovery vehicle, results runner, handy person (for repairs, etc), Flag Marshalls (desirable) and/or operators for electronic flags.
- Book ambulance/first aid providers.
- Book security if required (not normal for Club days).

Key Tasks to be undertaken in the week prior to the event:

- Reconfirm all personnel including ambulance/first aid providers.
- Confirm shop/bar supplies ordered/collected by respective managers.
- Place RT's on charge.
- Place electronic flag batteries on charge if required.
- Place hire transponders on charge.
- Ensure all lights and power points are operational in all buildings.
- Ensure toilets and water taps are operational.
- Ensure the tech shed and tech booths are clean and tidy and are free of general stored items.
- Check the scales are operational and free from debris around the weighing platform.
- Test PA system.
- Checks kitchen equipment.

Key Tasks to be undertaken on the Practice Day immediately prior to the event:

- Open main gate at advertised time.
- Open toilets, check for general cleanliness, toilet paper, hand cleaner, paper towels.
- Place Yellow flags in Flag Points
- Place a Fire extinguisher at Dummy Grid gate.
- Open access to scales
- Set up and turn on compressor.
- Turn on fridges etc if required.
- Collect Yellow Flags
- Empty all rubbish bins ready for Competition Day.
- Check Recovery Vehicle/trailer is ready for Competition Day.

- Turn off compressor.
- Lock up buildings, etc
- Close main gate at advertised time (and hand over to security if in place).

Key Tasks to be undertaken on Competition Day before Tuning Runs:

- Open main gate at advertised time.
- Open toilets, check for general cleanliness, toilet paper, hand cleaner, paper towels.
- Unlock scales shed and check scales operation.
- Distribute rubbish bins around complex.
- Open club room and officials' rooms.
- Ensure shop/bar cash floats are available and signed for.
- Open Race Control building and check with Time Keepers that equipment is ready to go, UPS charged and turned on and live timing connection set.
- Check all volunteers are on site and briefed.
- Ensure all flags and chequered flag are placed in position.
- If electronic flags are being used ensure these are all working.
- Set up and test PA system.
- Check Start lights are working.
- Ensure all fire extinguishers are placed in designated positions
- Meet with Chief Steward and/or Race Director/Clerk of Course and undertake track inspection with designated Official.
- Once entries confirmed publish race order.
- Manage Drivers Briefing.

Key Tasks to be undertaken on Competition Day at the end of Racing:

- Collect flags
- Collect fire extinguishers. Check if used and expiry dates. Remove for recharge/recertifying if required.
- Recover all Club RT's and place in charging station.
- Attend debrief with Race Officials.
- Ensure official results are posted.
- Arrange prizegiving in conjunction with Race Control.
- Empty all rubbish bins.
- Once shop and bar closed, collect cash and ensure supplies secured/stored.
- Ensure all equipment is turned off, securely stored, lock up buildings and lock gate.

Key Tasks to be undertaken post the Competition Day and before next Committee Meeting:

- Ensure volunteer/Officials Expense Claims are processed promptly.
- Ensure club rooms, kitchen and toilets are cleaned ready for the next event.
- Ensure bulk rubbish is removed
- Prepare a brief event report for the Club Committee including any track building maintenance required before the next event and/or the track is open for testing.

4. Regional/Series Events

Designated as Group E Events in Rule R1.6.

Group E Event dates are confirmed by the issue of a Permit in accordance with the National Event Calendar established at the previous year's National Conference. The dates of Group E events cannot be changed without the approval of the Competitions Manager, who will first request agreement of all Clubs in the respective Island.

Where a Group E event is a round of a Series (Rule R1.15) Clubs need to first enter into a written hosting contract (See Appendix XX for a suggested draft) with the Series Promoter who will be responsible for applying for the Series Permit and having the Series Supplementary Rules approved. A copy of the hosting contract for each round must accompany the Series Permit application.

NOTE: Many of these tasks can be delegated!

Decisions and Tasks to be undertaken well prior (>3 month) to the event:

- Ensure event is placed on the National Event Calendar at the previous year's National Conference.
- If a Series round ensure the event hosting contract is completed/signed well in advance of the latest Series Permit application date (no less than 3 months prior to the start of round 1).
- Your Event Permit application must be filed no less than 60 days prior to the first day of the event. If for a Series round, this should include any additional Supplementary Rules pertaining specifically to your round.
- Event format/classes/licence ratings/general timetable agreed with Committee and Series Promoter where required (ref hosting contract).
- Organise trophies/prizes if required (ref hosting contract)
- Publicise event details to all eligible competitors, normally via social media/EDM/website (ref hosting contract; who will do this).
- Set up event entry/payments on Sporty and/or via Promoter gateway (ref hosting contract).
- Book Officials/Tech/Machine Examiners including Race Control, Grid Marshall, Starter/Finisher so as to meet your Safety Plan minimum requirements and KartSport New Zealand's requirements for an event permit application.
- Book volunteers for shop, morning BBQ, post racing bar, recovery vehicle, results runner, handy person (for repairs, etc), parking wardens, Flag Marshalls (desirable) and/or operators for electronic flags.
- Book ambulance/first aid providers.
- Book security.
- Book commentator (ref hosting contract).
- Order portable toilets if required.
- Organise back up set of scales to be on site for the duration of the event.

Key Tasks to be undertaken in the week prior to the event:

- Reconfirm all personnel including ambulance/first aid providers.
- Confirm shop/bar supplies ordered/collected by respective managers.
- Ensure pre-event publicity/release actioned (ref hosting contract).
- Allocate pit sites.
- Once entries close provide the Competitions Manager with full entry details and the race order so that engine barcode scanning databases can be prepared.
- Place RT's on charge.
- Place electronic flag batteries on charge if required.
- Place hire transponders on charge.
- Ensure all lights and power points are operational in all buildings.
- Ensure toilets and water taps are operational.
- Ensure the tech shed and tech booths are clean and tidy and are free of general stored items.
- Check the scales are operational and free from debris around the weighing platform.
- Test PA system.
- Checks kitchen equipment.

Key Tasks to be undertaken on the Practice Day immediately prior to the event:

- Open main gate at advertised time.
- Open toilets, check for general cleanliness, toilet paper, hand cleaner, paper towels.
- Place Yellow flags in Flag Points
- Place a Fire extinguisher at Dummy Grid gate.
- Open access to scales
- Set up and turn on compressor.
- Turn on fridges etc if required.
- Collect Yellow Flags
- Empty all rubbish bins ready for Competition Day.
- Check Recovery Vehicle/trailer is ready for Competition Day.
- Turn off compressor.
- Lock up buildings, etc
- Close main gate at advertised time (and hand over to security if in place).

Key Tasks to be undertaken on Competition Day before Tuning Runs:

- Open main gate at advertised time.
- Open toilets, check for general cleanliness, toilet paper, hand cleaner, paper towels.
- Distribute rubbish bins around complex.
- Unlock scales shed and check scales operation.
- Open club room and officials' rooms.
- Ensure shop/bar cash floats are available and signed for.
- Open Race Control building and check with Time Keepers that equipment is ready to go, UPS charged and turned on and live timing connection set.
- Check all volunteers are on site and briefed.
- Ensure all flags and chequered flag are placed in position.
- If electronic flags are being used ensure these are all working.
- Check Start lights are working.

- Set up and test PA system including commentator link.
- Ensure all fire extinguishers are placed in designated positions
- Meet with Chief Steward and/or Race Director/Clerk of Course and undertake track inspection with designated Official.
- Meet with the Chief Technical Officer and Race Secretary.
- Once entries confirmed publish race order.
- Manage Drivers Briefing.

Key Tasks to be undertaken on Competition Day at the end of Racing:

- Collect flags
- Collect fire extinguishers. Check if used and expiry dates. Remove for recharge/recertifying if required.
- Recover all Club RT's and place in charging station.
- Attend debrief with Race Officials.
- Ensure official results are posted.
- Arrange prizegiving in conjunction with Race Control.
- Empty all rubbish bins.
- Once shop and bar closed, collect cash and ensure supplies secured/stored.
- Ensure all equipment is turned off, securely stored, lock up buildings and lock gate.

Key Tasks to be undertaken post the Competition Day and before next Committee Meeting:

- Within 24 hours ensure post-event publicity/release/photographs/video actioned (ref hosting contract).
- Ensure volunteer/Officials Expense Claims are processed promptly.
- Ensure club rooms, kitchen and toilets are cleaned ready for the next event.
- Ensure bulk rubbish is removed
- Prepare a brief event report for the Club Committee including any track building maintenance required before the next event and/or the track is open for testing.
- Return back up set of loan scales.



2017 National Sprint Championships - Southland

5. Championship Event Hosted for KartSport New Zealand

Designated as Group A Events in Rule R1.11 and Group B Events in Rule 1.10.

Most KartSport New Zealand Championship events are allocated by a roster system.

Invitations (together with the latest Roster List) are normally issued in October each year for events 2 years out.

Applications for the National Sprint Championships normally close early February of the following year.

Applications for the CIK Trophy of NZ, the National Schools Championships and the National Endurance Championships normally close early May of the following year.

Applications for the Island Sprint Championships normally close early August of the following year.

Clubs with the appropriate Track Rating at the time of application can apply. The nominated Convenor must have attended a KartSport New Zealand Training Seminar within the previous 48 months (Rule R3.1).

Once the Executive have decided on the host Clubs, formal Hosting Contracts (see Appendix A) will be signed by both parties and performance bond from the Club lodged with KartSport New Zealand in an interest-bearing account.

The Hosting Contract is a key document and one which should be referred to often!

NOTE: Many of these tasks can be delegated!

Decisions and Tasks to be undertaken well prior (>12 months) to the event:

- Ensure Hosting Contract signed and returned, together with performance bond, on time.
- Ensure event is placed on the National Event Calendar at the previous year's National Conference.
- Block book accommodation for Officials, etc. (Note: for National Sprint Championships KartSport New Zealand does this for Race Officials and Technical Officers only. Other bookings are the responsibility of the host Club.
- Decide on prize giving venue. If off site, book.

Decisions and Tasks to be undertaken well prior (>5 months) to the event:

- Establish event sponsor(s) agreements and activations. Check for national sponsor conflicts.
- Your Event Permit application must be filed no less than 120 days prior to the first day of the event.
- Organise and get approval from KartSport New Zealand for trophies/prizes/apparel if required (ref hosting contract and Rule Q4).
- Publicise event details to all eligible competitors, normally via social media/EDM/website (ref hosting contract; who will do this).
- Set up event entry/payments on Sporty and/or via KSNZ gateway (ref hosting contract).
- In conjunction with the Competitions Manager, book Officials/Tech/Machine Examiners including Race Control, Grid Marshall, Starter/Finisher so as to meet your Safety Plan minimum requirements and KartSport New Zealand's requirements for an event permit application.

- Book volunteers for shop, morning BBQ, post racing bar, recovery vehicle, results runner, handy person (for repairs, etc), parking wardens, Flag Marshalls (desirable) and/or operators for electronic flags.
- Book ambulance/first aid providers.
- Book security.
- Book commentator (ref hosting contract).
- Where required liaise with KSNZ regarding live stream provisions/structures/technical issues/transmission.
- Order portable toilets if required.
- Book marquees if required
- Book air travel for Officials if required.
- Book back-up generator for Race Control.
- Get KartSport New Zealand approval for all event posters and apparel.
- Appoint person to liaise with KartSport New Zealand ref publicity, social media, event reporting and results.
- Establish a sub-committee to manage the prize giving venue/dinner set up, especially if this is off-site.
- Establish a working bee program to ensure complex is fit for purpose.
- For the National Schools Championships liaise with the National Schools Co-ordinator.

Key Tasks to be undertaken once Early Entries close:

- Provide KartSport New Zealand with confirmed Early Entries list. KartSport New Zealand will then make public announcements regarding classes to run.
- Confirm all accommodation with names, etc.
- Order Keepsie trophies.

Key Tasks to be undertaken once Late Entries close:

- Provide KartSport New Zealand with confirmed Final Entry list and ensure KartSport New Zealand has ongoing access to the Sporty entry list file.
- KartSport New Zealand will then advise the respective Dry tyre suppliers.
- Liaise with respective Dry tyre suppliers regarding delivery and secure storage of tyres.
- Note: KartSport New Zealand will now develop and publish the Official Event Timetable including Dry tyre/seal distribution times.
- Allocate pit sites and publish.
- Invoice all sponsors if not already done.

Key Tasks to be undertaken in the week prior to the event:

- Reconfirm all personnel including ambulance/first aid providers.
- Confirm shop/bar supplies ordered/collected by respective managers.
- Ensure pre-event publicity/release actioned (ref hosting contract).
- Erect KartSport banners/flags plus national sponsor banners/flags.
- Erect platforms for livestream cameras.
- Set up secure/sheltered place for Dry tyre and seal distribution.
- Mark out Pit Sites
- Book daily bulk rubbish collection.
- Final working bee to ensure complex is looking good, grass mowed, kerbs painted, etc.
- Ensure all required perpetual trophies have been delivered by KartSport New Zealand.
- Ensure Keepsie trophies have been delivered by your supplier.

Key Tasks to be undertaken on the Practice Day(s) immediately prior to the event:

- Open main gate at advertised time.
- Ensure parking wardens are on site to direct trailer placement etc.
- Open toilets, check for general cleanliness, toilet paper, hand cleaner, paper towels.
- Place Yellow flags in Flag Points
- Place a Fire extinguisher at Dummy Grid gate.
- Open access to scales
- Set up and turn on compressor.
- Turn on fridges etc if required.
- Place RT's on charge if required
- Place electronic flag batteries on charge if required.
- Place hire transponders on charge if required.
- Collect Yellow Flags
- Empty all rubbish bins ready for Competition Day.
- Check Recovery Vehicle/trailer is ready for Competition Day.
- Turn off compressor.
- Liaison with live stream provider and test connections with My-Laps and broadcast and camera platform positions.
- Ensure back-up generator and fuel on-site for Race Control.
- Lock up buildings, etc
- Close main gate at advertised time (and hand over to security if in place).

Key Tasks to be undertaken on Competition Day(s) before Tuning Runs:

- Open main gate at advertised time.
- Open toilets, check for general cleanliness, toilet paper, hand cleaner, paper towels.
- Distribute rubbish bins around complex.
- Unlock scales shed and check scales operation.
- Open club room and officials' rooms.
- Ensure shop/bar cash floats are available and signed for.
- Open Race Control building and check with Time Keepers that equipment is ready to go, UPS charged and turned on and live timing connection set.
- Check all volunteers are on site and briefed.
- Ensure all flags and chequered flag are placed in position.
- If electronic flags are being used ensure these are all working.
- Check Start lights are working.
- Set up and test PA system including commentator link.
- Ensure all fire extinguishers are placed in designated positions
- Meet with Chief Steward and/or Race Director/Clerk of Course and undertake track inspection with designated Official.
- Once entries confirmed publish race order.
- Manage Drivers Briefing.

Key Tasks to be undertaken on Competition Day at the end of Racing:

- Collect flags
- Collect fire extinguishers. Check if used and expiry dates. Remove for recharge/recertifying if required.
- Recover all Club RT's and place in charging station.
- Attend debrief with Race Officials.
- Ensure official results are posted.
- Arrange prizegiving in conjunction with Race Control (pre prep by subcommittee).
- Empty all rubbish bins.
- Once shop and bar closed, collect cash and ensure supplies secured/stored.
- Ensure all equipment is turned off, securely stored, lock up buildings and lock gate.
- Recover all KartSport and national sponsor flags/banners (dry before packing if wet). Forward to next hosted event as instructed.
- Note: Special Trophies: Race Control to be aware of any special additional trophies and the requirements for working them out prior to prize giving.
 - NZ Sprint (Rule P1.19) & NZ SuperKart (P4.16) – Manufacturers' trophies. Use KartSport Template as provided and ask Technical staff to support the collection of data. Email copy of final results to KartSport within 5 working days of completion of event.
 - NI Sprint – Cadet fastest qualifier. Jon Wright Trophy to be presented by Jan O'Neill at prize giving. Invite to make presentation.
 - NI Sprint - Taniwha Shield (Rule P6.19).
 - NZ SuperKart - Pommie Trophy (Rule P4.17).
 - NZ Schools – Jan McLaren will normally be at the Prizegiving to present the Bruce McLaren KartSport Award (Rule P2.16) to the 2 recipients.

Key Tasks to be undertaken post the Competition Day and before next Committee Meeting:

- Within 24 hours ensure post-event publicity/release/photographs/video actioned (ref hosting contract).
- Ensure volunteer/Officials Expense Claims are processed promptly.
- Ensure club rooms, kitchen and toilets are cleaned ready for the next event. Normally takes a post event working bee.
- Ensure bulk rubbish is removed
- Prepare a brief event report for the Club Committee including any track building maintenance required before the next event and/or the track is open for testing.
- Prepare comprehensive report for KartSport New Zealand detailing the good, the bad and suggestions for future improvement by the next host Club (ref hosting contract).
- Ensure entry fees (National Sprint Championships only) and levies are paid to KartSport New Zealand and follow up return of the Performance Bond.
- Provide sponsors with event report/thanks (in conjunction with KartSport New Zealand).

6. PRIZEGIVING



2019 NZ Schools Championships – Wellington

The prizegiving is the final memory competitors leave the event with. A well run prizegiving can help an event finish on a high, even if the weather or individual results have been below expectation.

For Hosted Championship Events

Recommend that this is the responsibility of a special sub-committee. Normally, and especially for off-site venues, set up needs to occur well before competition concludes. As Convenor you will have a lot of track related issues still ongoing.

The venue needs to be adequate to cater for the size of the event/entries. Consideration should be given to price of tickets, food availability, numbers for meals and numbers for families only wishing to attend to collect a prize/trophy. Also, security in the car park for competitors travelling home with their trailers/gear after completion of prize giving.

Set up podium with backdrop (sponsors and/or KartSport podium backdrop) and table with trophies.

Often Clubs set up a large screen to display photos taken during the event.

If no one within the club feels they want to MC the prizegiving, then perhaps there is someone outside the committee/club who could be approached. Often the event commentator will be available to MC the prizegiving.

Notes:

- If a class is subject to Appeal, results are to remain provisional. Photos of the class with trophies and speeches are able to proceed but trophies and prizes are to then be held by the Host Club or returned to KartSport New Zealand if a hosted event.
- If a perpetual trophy is won by an overseas driver retain the trophy after prizegiving and return to KartSport New Zealand.

Painless Experience – To ensure the prize giving is enjoyable a couple of tips to help. Ask that people do not clap as each name is called out, only at the completion of the whole group. Perhaps only have speeches to 3rd, but to 6th come forward.

Programme:

- MC welcomes and sets out how the prize giving will be run including catering instructions if required.
- Introduces Club person (president or Convenor) to thank event sponsors, Race Officials, Technical, Tower & Club personnel by name for volunteering and helping the event to proceed.
- If available calls for event sponsor(s) to help hand out trophies.
- If available for class presentations, calls for class sponsors to come forward to help hand out trophies.
- As the Classes are called forward, a podium Group photo of recipients is taken.
- Chief Steward of the Event or KartSport New Zealand representative to officially announce next year's event venue and officially close the event.



2018 National Schools Championships – Hawkes Bay

Appendix A KartSport New Zealand Hosting Contract

This Contract Master is updated from time to time. Your actual contract may also include additional clauses/requirements specific to your event.



KartSport New Zealand

Event Hosting Contract

Version July 2021

EVENT:

HOST CLUB:

CONVENOR:

1 Introduction

This contract is designed to clearly communicate the relationship between, and responsibilities of, both KartSport New Zealand and the Host Club regarding the above event. Host Clubs need to clearly understand that the ownership of this event rests with KartSport New Zealand and that the event is being hosted on behalf of KartSport New Zealand (and its Licenced members). For clarification of any points please contact the KartSport New Zealand Competitions Manager. See the Event Convenors Code and Rule R3 for further requirements.

2 Contract Timetable

Events are normally allocated at least 12 months prior to the event. KartSport New Zealand will forward an event hosting contract to the Club successful in bidding for an event within 20 days of the Executive decision. The Host Club must return a signed copy of the contract no later than the date stated in the letter accompanying this contract. Failure to return the signed contract, together with the performance bond, in time may mean the event is forfeited.

3 Performance Bond

A performance bond of \$2000 (\$3000 for NZ Sprint Championships) must accompany the signed contract. This bond will be held by KartSport New Zealand in an interest-bearing account until the event has been run and all amounts owing to KartSport New Zealand have been settled. Part or all of this bond may be retained by KartSport New Zealand should the Host Club be in breach of its obligations under this contract and/or KartSport New Zealand rules including failure to meet stipulated event and or track compliance by the times stipulated.

Any such situation would be subject to a KartSport New Zealand Inquiry.

KartSport New Zealand Bank Account is Westpac 03-0207-0283706-00

4 Event Name

These examples are the only options:

XYZ "YEAR" KartSport New Zealand North Island Sprint Championships

or YEAR KartSport New Zealand North Island Sprint Championships presented by XYZ

5 Announcements including Social Media

All significant event announcements regarding the event must have the prior approval of KartSport New Zealand Media Manager. These include announcements regarding:

- the classes to run
- postponement of the event
- cancellation of the event
- event sponsor/naming rights

6 Event Logo

KartSport New Zealand has event logos for all of its National Championship events. The appropriate logo will be supplied by KartSport New Zealand in electronic form on receipt of a signed contract. This logo must be used prominently, unaltered, on all:

- Printed and electronic publicity for the event, advertisements, posters, banners, trophies including keepsies etc.
- Entry Forms and or online "Sporty" registration where applicable/possible
- Apparel produced for the event.

Posters, banners, programme covers must be approved by KartSport New Zealand Media Manager **prior** to printing and **no later than 60 days before** the commencement of the event.

7 Apparel

The size and layout of logos on apparel must be approved by KartSport New Zealand **prior** to production and **no later than 60 days before** the commencement of the event.

8 Event and Class Sponsorship

Host Clubs must keep KartSport New Zealand informed regarding event naming rights sponsor negotiations. KartSport New Zealand may be able to assist with proposals/negotiations with potential major sponsors, especially those previously associated with the event concerned. KartSport New Zealand has a number of national sponsorship contracts in place. These contracts include agreement not to enter into any national sponsorship arrangements which conflict with KartSport sponsors' interests and to also ensure that affiliated Clubs do not enter into sponsorship arrangements which conflict with these sponsors' interests. Therefore, event sponsor(s) and class sponsors require the prior written approval of KartSport New Zealand. In some cases, the national sponsors may also wish to sponsor events and/or classes. Contact with these national sponsors must be via KartSport New Zealand. KartSport Promotional Partners & Supplier Link: <https://www.kartsport.org.nz/ABOUT-1/Partners/Partners-2>

9 Signage

7.1 Karts

Signage on karts is detailed under Rule G4. Before committing kart signage as per Rule G4 Host Clubs must first seek the approval of Kartsport New Zealand. The Competitions Manager must approve any additional signage as an event Supplementary Rule.

9.2 Track and Complex

Track and Complex signage must not conflict with KartSport New Zealand's national sponsorship commitments for the duration of the event. Conflicting signage must be either removed or suitably covered. Banners/signage supplied by our national sponsors, livestream sponsors, integrated series sponsors/promoters (e.g. ROK Cup), Sport New Zealand and KartSport New Zealand must be displayed in positions agreed with KartSport Media Manager. Host Clubs are responsible for erecting and dismantling any supplied signage.

9.3 Prizegiving

A KartSport New Zealand banner(s) must be displayed in an agreed position(s) at the prizegiving, (preferably behind the podium).

10 Hospitality Area

KartSport New Zealand will notify the Host Club **no later than 60 days** before the commencement of the event if KartSport New Zealand's national sponsors require a track side area to set up a hospitality area. This area is to be provided free of charge. Any costs involved regarding services, equipment hire, catering, etc will be the responsibility of the sponsor concerned/KartSport New Zealand.

11 Trophies & Prize Purse

Responsibilities for the Trophies and Prize Purse are laid out in Rule Q4. **Please note the requirement for the approval of keepsie trophies.** The final design of keepsie trophies must be submitted to KartSport New Zealand for approval and **no later than 60 days before** the commencement of the event.

12 Results & Reports

Note Rules J3 and R3.

- 13 Costs**
Responsibilities for costs are as per Rule T1 “Who Pays for What”. Permit Fees are not refundable.
KartSport New Zealand will invoice the Host Club regarding entry fees, (currently NZ Sprint only, note Rule R3.7), fuel levy, tyre testing levy, competitions levy and other costs including Officials’ expenses paid by KartSport New Zealand on behalf of the Host Club. All KartSport New Zealand invoices must be paid in full. Offsetting payments against Host Club invoices is not permitted.
- 14 Drivers’ Briefing & Prizegiving**
An opportunity for a KartSport New Zealand representative to speak at Drivers’ Briefing to open the event must be provided. The event prizegiving is also hosted on behalf of KartSport New Zealand. The format of the prizegiving must include an opportunity for a representative from KartSport New Zealand to speak to close the event and, if required, national sponsor representative(s) to speak.
- 15 Promotion & Publicity**
The Club is to appoint a “Communications Officer” who will be KartSport New Zealand’s key point for supplying timely event information, competitors’ details, sponsors, and general marketing information for PR and social media. The Communications Officer will also provide race reports and results to KartSport New Zealand’s contracted PR company within 48 hours of the events culmination.
No later than 60 days prior to the event the host Club shall submit a promotion and publicity plan to KartSport New Zealand for approval. Note KartSport New Zealand has a contracted PR company who can assist, guide, advise and coordinate pre-event, event itself and post event and result media releases. KartSport New Zealand will be responsible for arranging and for the costs of an official event photographer.
- 16 Moving Images**
KartSport New Zealand retains the rights to any moving film/video/digital footage taken for commercial/broadcast/internet use. Should the Host Club propose to have the event filmed, KartSport New Zealand requires the right to be involved with the selection of the production company and have editorial input to the finished programme. For the NZ Sprint Championships and other specified events, a broadband link (cable or wireless) may be required for livestream transmission. (Contact KartSport New Zealand for specifications).
- 17 Convenor**
Only one person is to be nominated by the Host Club as the Convenor of the event. This person must not have any involvement with the running of or be a competitor at the event. Assistant Convenor(s) may be nominated as additional position(s). The Convenor must remain in constant radio contact with the Race Director (if appointed) and/or Clerk of the Course plus the Chief Steward for the duration of the event. The Convenor must have attended a KartSport New Zealand Convenor Training Seminar no longer than 48 months prior to receipt of the event hosting application and be very familiar with the Event Convenor’s Code.
- 18 Curfews**
Noise curfews (earliest starting of engines and latest shut down of engines) for each competition day must be supplied in writing to the Chief Steward no less than 10 days prior to the commencement of the event. Minimum requirement for all competition days is 9am latest engine start and 5-30pm earliest engine shut down.

19 Timing Equipment

The My-Laps timing equipment, including cabling, must be configured in accordance with My-Laps specifications. Feeds for other purposes, eg data display, must be configured according to My-Laps specifications. Results to be transmitted live via Race Monitor and/or Speedhive over the internet.

20 Practice Days

For the National Sprint Championships two practice days are required immediately prior to the first day of competition. Minimum of six hours per day. For all other Sprint Championship events a minimum of one day of eight hours. SuperKart, Dirt and National Endurance Championships as per Supplementary Rules.

21 On-Line Entry and Sporty Administration Access

- NZ Sprint Championships
- Island Sprint Championships
- NZ Schools Championships
- CIK Trophy of New Zealand
- NZ Endurance Championships

Clubs hosting the events above must have a Sporty Online Registration drafted with a link sent to the Competitions and Permits Managers for approval **no later than the final date the Permit Application and Supplementary Rules for the event are due**. This will provide Online entry for the event and must be published and live **no later than 3 working days after the event Permit has been issued**. Approval or changes to be made on the Sporty Online Registration will then be given to align with the issue of the event Permit.

Any Online registrations costs/fees are the responsibility of the host Club.

Once the Online entry is live the Host Club must provide the Permits Manager (office@kartsport.org.nz) with editing access to the following Sporty administration pages until 30 days after the conclusion of the event:

- *Documents and Media*
- *Images*
- *Online Registrations*

22 EFTPOS

Host Club must have EFTPOS available at the venue during competition days.

23 Emergency Electricity

Host Club must have on site, from the time tuning runs commence, an emergency generator and fuel sufficient to power Race Control for the duration of the event. Race Control must also have a 1-hour minimum UPS supply connected to the timing system and computer.

24 Control Tyre Distribution

At this event all restricted tyres classes will have their dry tyres distributed by KartSport New Zealand Officials. It will operate as follows:

- The delivery and secure storage of tyres will be co-ordinated by the Host Club and the contracted tyre supplier(s) based on entries at Late Closing Date. Spare sets TBC.
- Clubs will provide the KartSport New Zealand Officials and Technical Officers with a secure and weather tight area from which to distribute the tyres.
- Clubs will publish a class-by-class tyre distribution timetable which has prior KartSport New Zealand approval.
- Competitors will present a voucher in order to collect their set of tyres.
- Arrangements regarding any left-over tyres are the responsibility of the Host Club and/or the contracted tyre supplier(s).

25 Competitor Eligibility

Entry must be accepted from any competitor eligible to compete. (ref Rules P1.17, P2.14, P3.14, P4.15, P5.13, P6.17 and P7.22 respectively.)

26 Flag Marshalls

The Host Club must provide two experienced Flag Marshalls per Flag Point for the duration of the event (ref Rule R3.17).

Exception: When a KartSport approved Safety Lights system is in operation.

27 General

In addition to the clauses above, the Host Club and KartSport New Zealand agree to comply with their respective responsibilities as set down in the latest KartSport Manual and KartSport Sprint Complex Code (including amendments/updates) and any Appendices/Check Lists attached to this contract.

28 Infrastructure (Including all [KartSport Sprint Complex Rating Code](#) compliance)

The Club agrees to have the following in place by **XX-X-XX**

- Starting Gantry (See Track Code Issue #17 Appendix B & C)
- Start Lights to CIK-FIA specification (See Track Code Issue #17 Appendix A)
- Grid Markings and Lanes (See Track Code Issue #17 Item 2.15.1)
- Out Grid fencing (See Track Code Issue #17 Item 3.2)

The Club agrees to have the following (temporary or permanent) in place by **XX-X-XX:**

- Video Control Room (See Track Code Issue #17 Item 3.11)
- Clerk of Course Room (See Track Code Issue #17 Item 3.9)
- Stewards Room (See Track Code Issue #17 Item 3.8.9)

For Host Club:

Signed by: Date:

Name:

Position:

For KartSport New Zealand

Signed by: Date:

Name:

Position:

Appendix B Sample Series Round Hosting Contract Template

This sample Series Round Hosting Contract is provided as an example. Your actual contract will also include additional clauses/requirements and/or deletions specific to your event.

Series Round Event Hosting Contract Template

At the 202x KartSport New Zealand National Conference it was determined that the following Clubs shall hold rounds of the xyz Series in 202x at the following tracks and dates:-

- Kartsport xxx Round A to be held at xxx Raceway on xx date(s)
- Kartsport xxx Round B to be held at xxx Raceway on xx date(s)
- Kartsport xxx Round C to be held at xxx Raceway on xx date(s)
- Kartsport xxx Round D to be held at xxx Raceway on xx date(s)
- Kartsport xxx Round D to be held at xxx Raceway on xx date(s)

This contract is between the Series Organiser/Promotor <name> of the xyz Series and Kartsport xxx (the Club) and in conjunction with the Series Supplementary Rules for the xyz Series, this contract outlines the responsibilities of each party.

The Club agrees to host Round x of the xyz Series at xxx Raceway on xx date(s).

The Club and <organiser/promoter name> also agree on the following terms:

1. The Club shall provide a Convenor <name> for the event. The Convenor shall not be a competitor, nor be a parent/legal guardian of a competitor for the event.
2. The Club, at its sole cost, shall contact and obtain consent of the race event management team required for the track rating and status of the event (as determined by KartSport New Zealand) including the Starter, Pit Marshal, all Race Officials (to be Race Director, Stewards, Clerk of Course and Assistant Clerk of Course) and where determined by KartSport New Zealand Machine Examiners, Technical Officers, Judges of Fact, Race Secretary, Lap Scorers and all other personnel necessary for the event.
3. The Club shall include amongst the race control personnel for the round, the Series Race Secretary, <name>.
4. The Club shall, at its sole cost, prepare the draft Entry Form, Information Sheet, Supplementary Rules and Timetable and submit this with the permit application and acceptance of all personnel to KartSport New Zealand within the time frame required together with the required permit application fee. The Club will also pay all competition/fuel/tyre levies to KartSport New Zealand.
5. The Club shall, at its sole cost, arrange for first aid personnel including an Ambulance to be present at the track for the day(s) of official practice and competition.
6. The Club shall, at its sole cost, arrange for security personnel to be present at the track on the Saturday evening of the event.

7. The Club shall ensure that a public address system is operational for announcements to competitors for the duration of both the Saturday and Sunday of the event. The PA system shall be adequate to be clearly heard in all areas being used as pits.
8. Commentator will be contracted by the Club:Promoter (delete one). All commentator related fees/costs will be the responsibility of the Club:Promoter (delete one).
9. The track will be available for testing to competitors on the day prior (state day) to the event for a minimum of 5 hours. Competitors shall sign the Club indemnity prior to testing and pay a practice fee of \$bb per competitor to the Club. All classes will be rotated and given equal testing time to the best of the club's ability.
10. The Club will be responsible for ensuring that flag points are manned for the duration of the event and during official practice.
11. Drivers Briefing and announcements. The Club shall provide opportunity for both prize draws and for a representative of the Series Organiser/Promotor to speak at drivers briefing. The Club shall endeavour to acknowledge series sponsors, class sponsors and prize sponsors whenever possible in announcements and commentary as directed by the Series Organiser/Promotor.
12. Trophies and Prizes. The Series Organiser/Promotor will be responsible for all trophies & series prizes to competitors. The Club shall be free to provide spot prizes in addition to the series prizes with approval from the Series Organiser/Promotor. The Club is free to conduct raffles for prizes should it choose to do so. <change or add as required>
13. Shop and Bar. The Club shall open the shop in the Clubrooms on the Saturday and Sunday of the event. The Club shall open the bar in the Clubrooms and provide a BBQ or similar following the conclusion of testing/racing on the Saturday evening and at the conclusion of racing on the Sunday. <change or add as required>
14. Entry Fees, Disbursements, Fixed Fee
 - I. The Club and the Series Organiser/Promotor agree the entry fee payable by competitors per class entry will include competition, fuel & tyre levies, pit site, security for Saturday night and Ambulance with First Aid (to KartSport New Zealand minimum requirements) for the event. <or other such requirements>
 - II. The entry fee per round is set at :
 - <State details>
 - III. <Other details of any payments, fixed fee, performance bonds, deposits, etc as required.>
15. Promoter provided signage/flags can be erected in positions as agreed by the Club and approved by the Race Director.
16. Round entries. Full details of entries for each Round must be provided by the Series Race Secretary no later than 10 days prior to the event so that engine/chassis seals can be prepared and dispatched by the Competitions Manager and Race Control can prepare for the event.
16. Series Points. The Series Race Secretary will be responsible for the posting of series points (ref Rules R1.15 and R3.8).

17. Other Details
<state any other details such as minimum classes or entries etc>.

Acceptance and agreement of Contract
On behalf of xyz Series Organiser/Promoter

Signature

Name

Date

Acceptance and agreement of Contract
On behalf of KartSport xxx

Signature

Name

Date

Appendix C - Permit Application Form (soon to be on-line)

APPLICATION FOR A PERMIT TO CONDUCT A KART RACING EVENT



Application to be forwarded to the Permit Manager with the required fee (or preferably confirmation the fee has been paid electronically to KartSport New Zealand Westpac 030207-0283706-00). Application MUST include a copy of the draft Entry Form, Information Sheet, Supplementary Rules, Timetable and signed list of Officials indicating their availability for the event. Applications MUST comply with all KartSport New Zealand Regulations, Codes, Rules and Specifications. For further information and Permit Fees see the relevant section(s) of the current KartSport Manual.

Please 'X' or otherwise highlight the appropriate Circuit					PAID FEE
<input type="checkbox"/> PERMANENT SPRINT CIRCUIT	<input type="checkbox"/> PERMANENT MSNZ CIRCUIT	<input type="checkbox"/> PERMANENT DIRT CIRCUIT	<input type="checkbox"/> TEMPORARY CIRCUIT STREET/CAR PARK/DIRT		
Please 'X' or otherwise highlight the appropriate Event Classification					
<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E	

Host Club _____

Postal Address: _____

Convenors Name: _____ Home Phone: 09 00000000

Mobile Phone: _____ Email: xxxxx@yyyyyy

Name of Event: _____

Date/s of Event: _____

Venue: _____

CONVENORS MUST RESPECT THE REQUIREMENTS OF RULE R3.1 (including not crewing for anyone who is racing)

These Officials have indicated their availability as confirmed on the attached form:

NOTE: The National Steward will appoint the Chief Steward, the Clerk of Course and/or Race Director from the list provided.
The National Technical Officer will appoint the Chief Technical Officer from the list provided.

Clerks of the Course/Stewards	Machine Examiners	Technical Officers
Lap Scorers/Timekeepers	Pit Marshall/s	Chequered Flag

The Chief Steward and the Clerk of the Course will determine on the day who will be the other Steward to make up the Stewards Panel and who will be the Assistant Clerks of the Course. The names and positions will be posted on the Official Notice Board. The National Competitions Manager reserves the right to appoint further KartSport New Zealand Officials.

START TIMES	Day 1	Day 2	Day 3
Engine Sealing			
Scrutineering			
Drivers Briefing			
Tuning Run/s			
Competition			

Signatures are not required where the form is email forwarded via Convenor, Club President or Race Secretary

Signature of Event Convenor: _____ Date: _____

Club President or Race Secretary's Name: _____ Signature: _____

1 August 2020

**APPLICATION FOR A PERMIT TO
CONDUCT A KART RACING EVENT
EVENT OFFICIALS**



This form must be completed by all Race Stewards/Clerks of the Course, Machine Examiners and other listed officials involved with a Permitted event and returned with the Permit Application. A Permit may not be issued unless this completed form is attached.

Event: _____ Date: _____

Host Club: _____

POSITION	NAME	PHONE	SIGNATURE
<i>Race Officials</i>			
<i>Technical Officers</i>			
<i>Technical Assistants (Scanning/Nose Cones)</i>			
<i>Machine Examiners</i>			
<i>Pit Marshall</i>			
<i>Chequered Flag</i>			
<i>Timing System Operator</i>			
<i>Lap Scorers</i>			
<i>Finish Line Judge of Fact</i>			
<i>Race Secretary</i>			
<i>First Aid</i>		Ambulance	YES / NO
<i>Competitor Relations Officer</i>			

** NZ Sprint, NZ SuperKart, Island Sprints, NZ Dirt, CIK Trophy & National Schools – If Club requests a CRO for these meetings, please also refer to "Who Pays For What Guidelines". Signatures are required where email acceptance is not provided.*

1 August 2020

Appendix D - Sample Manufacturers Trophy Spreadsheet

Contact the Competitions Manager for an Excel Master File with all brands included.

Ref Rule P1.19.

	Manufacturers Cup				NZ Sprint 2021									
	Aluminos	IPK	Kosmic	GP	Arrow	Parolin	Tony Kart	Drago	Haase	CRG	Compkart			
Cadet Rok		3	3	10		6	4						26	
Vortex Rok DVS	7		10		2	3	4						26	
DD2	6	14	4							2			26	
Rotax Junior	15	6	2					3					26	
Vortex Rok DVS Junior	19		4	3									26	
Rotax Light	6	6	4		10								26	
Rotax Heavy		10			12		3				1		26	
Vortex Mini Rok		4		13		6			3				26	
Total	53	43	27	26	24	15	11	3	3	2	1		208	

Appendix E Sample Event Sub-Committee Meeting Check List

Thanks to KartSport Manawatu (2015 National Sprint Championships)

	Organised By	Action and booked	Confirmed Notes	Contact Person and Phone Number
next meeting 17th 6.15pm				
Accommodation	Kartsport			
Assistants for Tech	JP will ask racketeers	Clubsport 120 ... Jp finding out how many days they are needed		
Bar Staff	Henri	Phil looking after the bar	Done	
Bar Trailer Booking	Phil	Looking into best prices for drinks (meeting on Wednesday 4th)	Booked Fri/sat/sun	
BBQ	Henri	Lyn email for 4 volunteers ea day .Frid, Sat and Sunday breakfasts	Done	Greg, Sue and Ilene
Free BBQ	Mike	Need Volunteers		
Compressor	JP	Super Cheap/ Jp waiting to hear	Done	
Confirmation Entries	Lynn and Leanne	Phil to ask Leanne	Done	
Empty Rubbish	Mike	Helpers on the day, Mike to put on his job list to organise daily.		
Entry Forms	Mike/JP/Lyn			
Entries on the day	Leanne/Lyn	Thursday 2nd 4 - 5.30pm	Tick	
Fire Extinguishers	Mike	Check Dates	Done	
Flag Marshalls	Lyn	Mike delegate Scouts 2 shifts 8.30 - 12 - 4pm ish...Lyn asked scouts and are keen		Lions are the back up
Floats	Wendy	Henri to check with Wendy (emailed Wendy)	Tick	
Fridge Trailer	JP	Ace Electrical ...NO Jp hiring one nown\$240	Done	
Gate Passes		NO		
Gate Person- Front gate		No		
Generators	Owen/ Andrew	Andrew to ask Shane Higgins... going with Andrews, Henri, and Daryls generators	Done	Need a couple
Hire Equipment				
Maintenance/ Repairs	Daryl Henri to ask	Ute with 4by2, nail gun, saw etc	done	
Lawns - Mowing	Daryl Henri to ask	Make sure we are on top of it	done	
Levi Sherwood	Mike/ Ashley	Racecourse Mike to speak to Ashley		
Live Streaming/internet	Owen	Robert needs Scaffolding towers, Owen to organise KSNZ to pay, VDSL conection underway		
Opening Ceremony	Phil/Owen	Phil to ask daughter Ashley to sing Anthem and Owen to ask Grant Smith to say a few words	done	
Newspaper Adds	Owen/ Fiona/Vicky	Under control	Tick	
Parking	Henri	Talk to neighbour	Done ok \$400	

Permit	Jp / Mike			
Pit Area/ Kartports	Mike / Andrew	Working on it		
Porta Loos	Daryl Henri to ask	Daryl booked 4 of	Done	
Pit Gate	Mike	Bruce Drysdale practice runs Mike to ask him	Tick	
Prizegiving 3	Mike	To ask Colin to make tickets for the meal		
Prizegiving 2	Owen	Giving Sponsors tickets and asking if they would hand out prize to their sponsored classes		
Prizegiving 1	Mike	Mike Wilson speaker confirmed. Mike ask Hutton about DVD pictures	venue booked	\$30 adults \$15 kids
Security Guard		? Do we need one at the prizegiving ... Mike asking caterers if they have one		
Programmes	Jp	Being done by Type Matters		Typeface
Race Commentator	Mike	Mike Wilson	booked	
Commentators perch	Henri	flat deck truck with pallets and cage Henri do week before		
Race Control	Mike	Henri to send wine to Janette	done	Susie/ Janette Smyth
Radio Adds	Owen	Onto it	done	
Recovery Vehicles	Owen	Owen to ask Nonwoods for 2 vehicles	done	
Recovery Trailers	Henri	Henri to ask O'Leary's for an extra trailer	Done ok booked	
Marques	Chris Rooney/ Andrew	Andrew organising to go on our and KSNZ websites. People to contact Rooney directly		
Photography	Owen	see that Vicky send photos to Standard		
Radios	Mike	Borrow from Wellington	Peter Cartwright bringing	
Scales (spare)	Mike		done	
Rubbish Bags			done	
Scales		Scales organised.	Tick	
Scrutineers		Colin Dave	done	
Security Guard	Ricky	Wednesday night to Saturday night	done	
Shop and Team	Henri	Henri to organise people and food from Verdict	done	
Sound System	Jp	Speak to Fauldings		
Sponsorship/ Advertising	Owen		done	
Starter / Finisher	Owen	Scaff temp tower will be up by March club day/ Wane Fage booked	done	

St Johns	Andrew	Bruce with Toyota van (jp)+ Bruce Stewart for 2 days (cranney)	done
Steward Room	Andrew	Andrew Hoare to provide heating	Cranney to remind AH
Toilet Paper	Andrew	Talk to Mr. Barrett	
Timing			
Trophies	Andrew	looking into it....Andrew waiting for Huttons approval	done
Trailer Park	JP / Mike	Ashley to Mark out	
Tech Shed			
Water Tank	Mike	Ask Bones	done
Septic Tank			
Welder/ MIG	Mike	Ask Bones	done
Web / Facebook	Owen	Chase up James and Vicky	
Curtsey Van	Andrew	Asking Brendon or Brayden for van	
Kubota Beer/refreshment	mike	To delegate....Mike has 220l Chilly bin to go in back of Kubota	
Timing Screen		Easy up Owen.... Phil looking at huge screen if he can get sponsorship \$500	
Soponsors	Owen	Looking into class sponsors 10X\$1000 Owen has 7 already at \$1k ea	done
Track Rating	Mike	Call Bruce (expires 1st feb) Will be done on Sunday 8th by Brucey	done
Coreflute Backing Board	Lyn	For interviews and Prizegiving Lyn to ask Colin to make something suitable	Tick

Appendix F Sample Post Event Report to KartSport New Zealand

Thanks to KartSport Hamilton (2016 National Sprint Championships)

KARTSPORT NEW ZEALAND SPRINT CHAMPIONSHIP 2016 REVIEW REPORT PREPARED BY KARTSPORT HAMILTON

G Moore: This document provides an excellent template for Host Clubs as a great prompt and guideline that will be updated each year as Clubs look, learn and hand on the baton to the next years' hosts. This version carries on from Manawatu's excellent spreadsheet version. NOTE MUST BE READ IN CONJUNCTION WITH HOSTING CONTRACT AND CONVENORS CODE AND OBLIGATIONS.

COMMITTEE:

Graeme Davison (President), Mike Grimshaw (Convenor), Alan Sherris (Co-Convenor), Wendy Joyes (Race Secretary), Rebecca Davison (Secretary), Dawn Tinney (Treasurer), Bronwyn Beach (Head of Kitchen), Jon Beach (Vice President), Roger Tinney, Glen Joyes, Nic McIndoe, Jayne Campbell, Brent Osborne, Matt Hancock, Kurt Addy, Johnny Bassick, Aaron Woolley

We have been asked to present a report on hosting KartSport NZ National Sprint Champs 2016. We thought it would be easier to break it down:

NOTES in red added by KSNZ: (Graeme Moore). Further input from KSNZ Nat's Coordinator (Wayne Keats) and Media team (Richard Moore) to be added (Competitions Department See Separate Report)

Hamilton club took a professional well managed approach and built on the learnings Manawatu passed on and there are some very clever and sensible "Not to be missed" advice in here for any major meeting. Of course, there are also massive resources available from KartSport for conveners etc. Excellent report & guidelines nothing left to chance!

JOB	ACTION
Accommodation	Book this in advance and see about a discount if we advertise on website as recommended place to stay.
Ambulance	We used St Johns – book early. St Johns have upped their price so we are currently looking at other options and/or applying for a grant.
Bar	We had an agreement that beer/wine was brought from New World our kitchen food supplier and any left overs could be return. Rtd's etc brought from Gilmours. We had a committee member solely in charge of ordering and managing bar along with another helper to sell (this person also had a bar licence).
BBQ/Gas Bottle	Ensure plenty of spare gas bottles all filled and ready to go. Six months ago we invested in a very large BBQ with one hot plate and have not regretted it. We also had a gas infinity system installed to provide gas to the club rooms so the gas bottles were available to BBQ use. It is good to have one person in charge of BBQ including cleaning but also ordering of the food for breakfast buns and BBQ dinner to take pressure off the kitchen.

Coffee Kart	We had two coffee karts positioned. The club received no income from the coffee kart but it took pressure off the kitchen. As a result a coffee kart now comes to all our club days free of charge which our clubbies are very appreciative of. Notes: Could there be a small concession opportunity here for the Club?
Commentator	We originally had Jamie Metcalf but he was unable to come last minute. We had Mike Wilson as a back up and he was brilliant. We had him positioned up a sizzor lift to see all the track whilst racing was on with a roving mike and he was then able to come down and interview drivers as they came through tech shed. He was great and we will have him for all our big events in future. Notes: We will work more closely to integrate the magazine style between race commentary with the on track race time commentator. Logistics of time and motion to get commentator off scissor lift, do Podiums and back to do next race needs more thought too
Compressor	We had two. One for backup.
Council	We didn't receive that much support to be honest from either the Waipa District Council or Waikato District Council – mainly due to the location of the track being in the middle of both Districts. We however had sponsorship from Waipa District Council for \$1000 which Alan Sherris had to spend a lot of time applying for. Notes: KartSport to consider commissioning a “Financial Benefit” report for hitting local councils with?
Documentation	Good to have someone that has done this before – someone in the club with experience.
Fire Extinguishers	We had fire extinguishers all approved 2 months prior to event.
Flag Marshalls	We had a group from Waikato University who flag for us at big events in exchange for using the track to test a prototype car they are building as part of their studies. We had the group at the club day prior to Nationals as training. Notes: That was smart move to pre train them!
Floats	Ensure one person is handling this – having allocated floats for breakfast buns, kitchen, bar, BBQ etc. This person we had allocated for this job also collected money regularly.
Fridge Trailer	We had a Fridge Trailer for kitchen food and drink for the bar which we were able to use from New World. It was locked and located outside club house near kitchen for easy access. Having Fridge Trailer was brilliant but this however put pressure on the club electrical wise but we had a generator on site that we used.
Generators	We had the club rooms fitted with a power socket to take a generator in case of a power outage and had a generator on site in case – we ensured that it would also power the tower. The generator proved handy with trailer fridges to run on as this put too much pressure on the club rooms.
Kitchen	We were lucky to have Bronwyn who has been running our kitchen for some time. She prides herself in having a wide variety of food available including lots of healthy options. We always receive great comments – she did an outstanding job yet again. Bronwyn had 6 people helping her and we paid them \$100 per day. Majority of food was made inhouse which saves a lot of money. We had a business relationship with New World, that all food and beer and wine would be purchased through them

	and over Easter when we ran out of things they would open the supermarket up for us which was fantastic.
Livestream	<p>We strongly recommend a test run for this prior to Nationals. Setting up put pressure on a couple of committee members who were already busy enough. Also the livestream interfered with the sound system Mike had prepared which we feel made the club look unprofessional and upsetting due to all the hard work we put in to make our sound system stand out. The livestream situated between the tower and the tech shed and Mike Wilson did not work.</p> <p>We think the Livestream in itself is a very powerful tool and many watched the racing. The sponsors also appreciated exposure.</p> <p>Notes: We need to manage coms and cross overs better to take into account unexpected issues like trucks parking between microwave feeds on race weekend and disrupting transmission AND integrate “Mike’s” better into track and Live-stream commentary</p>
Maintenance	<p>The club put in a huge amount of work prior to Nationals from water blasting grounds, painting inside club rooms, refitting ladies toilet block, new carpet and paint in stewards room, new safety bags and fencing, new gas system put in etc. A lot of hard work was put in but as a committee feel the track and facilities are looking great and we are all set to host another big event at any time.</p>
Marketing	<p>This is a cost to the club but something we might factor in more next time. We had some ads on one radio station but perhaps another couple would be good. Advertising in Waikato Times could be another option. Advertising in school newsletters is another option we will also focus on next time. Notes: KartSport are investing in increased marketing to assist in these areas and already have some partners lined up to “Pre-Load” the interest we need to coordinate</p>
Marquees	<p>Ensure you nail this down early and stress this to competitors as we had marquees booked for those who indicated they wanted a marquee and those that changed their mind were unable to get one due to them being booked out at other events around Waikato Easter weekend. Some made their own marquee arrangements which makes it more difficult on set up day and club could not make any money. In future for set up we advise that clubs make sure that marquees have to be organized through the club. Notes: Clubs it is your space. You set the terms and monetize it so you can use the funding to then make those pits look awesome with flags signage etc Don’t just give prime spaces away for peppercorn rentals make teams work for prime spots, pay for them and make them look awesome!</p>
Merchandise	<p>We decided to design a hoodie/t-shirt for Nationals. A form was sent out for pre-ordering and payment received when picking up. This was a huge success and profitable for the club (we were lucky we didn’t have to pay for the design). We think people didn’t know what to expect so some didn’t place an order and regretted not putting an order in. It does take a lot of work and is nearly a full-time position for someone but it is worth the effort and pretty proud when we see the merchandise worn throughout NZ. Notes: Ensure any branding involving KartSport and or the event is signed off well in advance with KartSport</p>
Opening Ceremony	<p>We think this worked well, kept it simple. Great to have a local driver read driver’s oath. We didn’t have someone from the Council at opening ceremony as they weren’t interested. Notes: They rarely are!</p>
Parking	<p>We were lucky to have the use of the Mystery Creek driveway and top paddock. It would have been good to have more signage.</p>

Photography	KartSport NZ had a person and we also had Emily Wright who took photos on behalf of the club and for individuals should they wish. Going forward it would be good to have one allocated person taking photos and have flyers/posters for competitors to order/purchase photos from. Notes: Reviewing investing in a full time social media person at the event
Pit Area	We had two people in charge of marking and organizing pit sites. One of them was also there every morning directing people to their pit sites and assisting them with any queries. We felt it was important to have someone from the club welcoming.
Power	We contacted WEL Energy to change pole fuse before Nationals and also had an electrician double check things when installing plug for generator.
Prizegiving	<p>We booked this early. Check and re-check – we booked and thought we had checked everything off but when we made an appointment a week before Nationals just to confirm table widths for our table runners we found out that the hotel had changed hands the week before and they only had basic information as most of it was either lost or taken with previous owners. Notes Check even things you presume e.g. eftpos machine at bar (apparently the previous owners took all the eftpos machines too). We decided to have a band with the goal to give people something to do rather than get into trouble – we think in general it was successful. Notes: This needs discussion A stunning function should be an option not just a put your feet up and get It may be better to close the official function at a reasonable hour before the adrenalin kicks in and head somewhere “independent” afterwards that gives those who want to “carry on” an option that is then nothing to do with the Club or KartSport. Or hire Security?</p> <p>Someone needs to go there early with plenty of time to set up. Prize giving is hard to organize and people who haven’t indicated they want to come to prize giving dinner on their entry form decide last minute they want to come and they want dinner – this puts pressure on the club as we can’t have lots of spare dinner tickets because if they don’t get sold it is a huge cost to the club. We think that for big events that have a prize giving, clubs need to stick together and have a rule that you have to order prize giving meal tickets on the entry form and that there will be no late orders for meal tickets. Notes: Or Charge double for late entry and allow separate seating?</p> <p>We brought the backing board with all sponsors logos sign written on – this was also auctioned off at the end of prizegiving and went for \$1000. :Brilliant Notes The club made no money from prizegiving but a good way for the committee to relax and celebrate.</p>
Programs	We decided to have these printed at last minute to allow for competitors changing class, given wrong kart numbers etc. Last couple of weeks’ lots of little changes were needed to be done.
Race Tower	Wendy Joyes was in charge and tested club day prior to Nationals. She also chose to work alongside Karen Tyrrell and Jo Adlam who both have a huge amount of experience at this level.
Radios	Most stewards now have their own. This is a great idea and saves the club money. We had our own supply along with KartSport BOP set in case.

Recovery/Trailers	We had one recovery bike with long trailer which worked fine. Good to have someone running this, provide safety equipment and have bike serviced just beforehand.
Rubbish	In future we would have a written agreement that Waste Management would come during Easter weekend to empty skips. We had two skips that could have been emptied over the weekend or perhaps have 3 or 4 skips if they unable to empty over long weekend. We also asked Waste Management to move skips to an area away from main entrance but apparently you need to have a health and safety plan to move skips – good thing to keep in mind. NOTE: No big deal but may be put bins further away from main entrance/thoroughfare just for appearance's sake
Scales	We had these calibrated prior to Nationals.
Security	Overnight security also helped cleaning up rubbish and empty rubbish bins which was one less thing the committee has to think of.
Septic Tank	We had this cleaned a month before Nationals to ensure there would be no issues.
Simulator	We have had a simulator in the past but we chose not to at Nationals as this is very loud in the club rooms and we already have a lot of people coming in and out of club rooms for food etc. The person who runs the simulators is talking about perhaps getting himself a marquee and have one set up.
Sound System	Mike Crawford helped us hugely over the 6 months prior to Nationals ensuring all our speakers were working effectively, club rooms and tower communicating well etc. Mike spent several hours making sure everything worked really well and we also had a dummy Nationals at our club day prior to Nationals. Everything was working really well and no issues at all until Livestream came. NOTE: See previous thoughts on better prep for unexpected issues and integrating services. Livestream lets the world see our event and has already facilitated at least one major sponsor who sees it as the catalyst to invest again even though next event is in Southland well away from their target market.
Sponsorship	This is where the club made some money. This needs to start as soon as possible to ensure main sponsor has the most exposure when marketing the event. We had a dedicated person solely for this job. He presented a proposal to prospective sponsors. We had a naming right sponsor and class sponsors. What got many over the line to sponsor was having a corporate area for them and their staff/clients. We targeted businesses for sponsorship and left kart shops alone and asked for spot prizes instead. We had as much sponsors advertising boards as we could get but it would have been good to organize this a little earlier and have more placed around the track. We also asked sponsors to come for dinner and the opportunity to hand out trophies to the class they sponsored. We made money from this event but also built some great relationships going forward to possible future events. NOTE: Share this proposal template on ClubShare so all Clubs can "Wiki" it over time so as to become a massively valuable asset and tool for all Clubs. Thanks again to Manawatu for initial work and HLZ enhancements
Sponsorship Area	This appealed to sponsors. We made sure it was a corporate only area and we had 2 people hosting the area to make sure. Make clear signs that this area is for corporate only – saw a few dads trying to sneak in there.

Stewards	We feel as a club stewards needs to be looked after by KartSport NZ as they organize stewards initially for permit. After stewards are noted on permit it was required by the host club to confirm they are coming closer to event etc. We feel that stewards should be confirmed with KartSport NZ and KartSport NZ should look after the stewards at the event including prizegiving tickets etc. The stewards allocated to the event were great and the club enjoyed the relationship we had with the officials over the weekend. NOTE: Under review. KS have upped the income for host Club to assist profitability for Club. Free invite to prizegiving for Officials should be mandatory
Tech Shed	Ensure you have paint, paint brushes, tyre marking pastels etc all ready to go. We also have printer set up in tech shed – make sure lots of paper and spare toners ready to go.
Timing Screen/ Race Monitor	Check that all running fine the club day beforehand. NOTE Integrate into Livestream
Toilets	We had cleaners that came in every night over Nationals to clean club rooms including toilets. Order lots of toilet paper and hand towels and store enough in the toilets to last a day. The race timetable/schedule also took pressure off the toilets. We installed a new ladies toilet block prior to Nationals. We did not require portaloos and the two toilet blocks were sufficient.
Trophies	As a club we suggest that KartSport NZ handle this as KartSport NZ have to approve and they also pay for the trophies. This takes a lot of time for a host club to provide/organize for something that does not benefit the club. We also suggest that 6 trophies be presented for each class regardless of number of entries or have no late entries – we had to order another one-off trophy due to a late entry and that class therefore had more numbers which required an extra trophy. NOTE: Reviewed and will stay as status quo. Again, income to host club has been increased AND it is seen as an opportunity for Club to put their unique stamp on the event which Hamilton did. Do note however in terms of maintaining brand and recognition values all such trophies must be approved by KSNZ in a timely manner
Tyre Pooling	We used the corporate tent for this as it was not required until the next day. It would be great for the club to run tyre pooling enabling the club to make some money. NOTE: Allowance in new tyre contract
Water Tank	We organized a refill prior to Nationals and arranged a water tank to call in everyday to top up to ensure we did not run out of water. Since Nationals we have installed a 2 nd water tank to take pressure off.
Web/Facebook	Good to have one person in charge of this and place regular updates especially Facebook i.e. weekly. NOTE: social media has massive untapped potential and KSNZ will be investing and coordinating increased promotional partnerships with trade and Club to capitalize on its motorsport leading 100,000 plus monthly marketing reach. Localized demographic targeting will be part of the investment.
Welder/Mig	Ensure this has been maintained and ready to go with all supplies needed. One of our committee members is also a Welder by trade so competitors were aware he was available if needed.

On reflection:

What we did well:

Generally, we feel very proud of our efforts hosting Nationals for 2016. What we did well was:

- Work together as a tight group, brought committee closer as a group
- Club facilities looking sharp
- Hospitable to our competitors and helped them as much as we could and working on developing reputation of being a great club to be a part of
- Sponsorship and looking after those sponsors and building great relationships for the future
- Pit areas and welcoming
- Having Option B plans e.g. power
- Trial Nationals run at club day prior to Nationals to ensure everything ran smoothly
- Merchandise and Programs
- Kitchen/food
- Thinking a little outside of square with merchandise, trophies, more expensive meal (which we received great comments about)

Things that we can work on:

- Having sponsors set up earlier so signs/marketing can start earlier than we did. **NOTE: Sponsors need help. Cost in the signage and do it yourselves as part of the package. Massive on track opportunities using cheap netting signage would have dramatically improved ROI for sponsors**
- Market event to general public better with advertising in school newsletters, radio, Waikato Times
- We put a bit of pressure on ourselves with ladies toilets and painting and finishing this on time e.g. lino and carpet laid week before Nationals.
- Getting approval for merchandise and trophies from KartSport NZ. **NOTE: this should be no issue at all, just follow the rules as per the contract and ensure it is processed in a timely manner to avoid last minute surprises and panic.**
- Having someone greet and talk to walk ins
- **NOTE: Grand entrance and impressive thoroughfare coupled with mandatory signage and mandatory "Open Front" marquees is essential if we are to up the ante and ROI for sponsors AND competitors. Just a little effort with signage flags sponsor messages AND insisting on open well marketed marquees will transform what can look like a refugee village to something that rewards and recognizes what we are at this level which is an immensely professional sport and organization**

Ways in which KartSport NZ could help:

- KartSport NZ could look after trophies as the club receives very little benefit other than having our name on it. Since KartSport NZ approves trophies and pays for them it makes sense that KartSport NZ could look at organizing these also. It would just take a little pressure off the host club. **NOTE: See note above**
- Look into Yamaha Heavy final and look to ways to rectify so to not happen again. There was a lot of confusion with very little said to clarify to spectators from officials. Also, the ladies in the tower were a little upset that they were blamed for a decision they did not make. They do a huge and often unrecognized job and they no doubt look forward to coming down from the tower at the end of the day to socialize and all they did was receive a lot of criticism. **NOTE: Actioned**
- For big events have cameras set up at corners. **NOTE: Budget issue – Filming costs close to \$20,000 as is. Complex Judicial camera project about to be tested at KS HLZ**
- The officials to be looked after by KartSport NZ as they are employed by KartSport NZ. **NOTE: XXXX**
- Livestream needs to be set up prior to event. **NOTE: Agree must be and be totally integrated into local sound/microphone system**

- Personally, as President I feel I could have done with a bit more support, yes, I should have read our regs better but I think that having a phone call or email requesting things that KartSport NZ need to sign off on but had not received 2 months out would have been helpful. Perhaps a checklist/meeting 2 months before event starts. I think I would have appreciated this due to not been in karting very long in the scheme of things and also never been involved in hosting a National event before. **NOTE: Not 100% sure about this given the contract clearly sets out responsibilities. KS Instigated Face 2 Face meetings from the get go including a liaison person the Competitions manager, President and Admin/Dev manager where all matters were discussed in as much detail as humanly possible a number of times. But points always taken and will ensure upcoming Clubs understand the responsibilities all parties have. The face to face with Southland may be harder to achieve. They have a strong team so will get onto maybe handling via Skype**

NOTE: Ensure the working group formed to manage the project are “Doers” Delegate crystal clear portfolios with accurate outcomes and deadlines for EVERY step of the way

With regard to walk in traffic from general public this was hard to gauge but the viewing areas were full of people and many were not recognized as competitors and their families. Also, many of our brochures about getting started in karting were taken. We have also been asked by a few people to have a go in a kart since Nationals. **NOTE: Instigate a Have A Go program in conjunction with Trade. Program is all templated and hugely successful in a number of areas nationally.**

The club did make money and this was mainly due to the sponsorship received. The club has now set a precedent as to the amount of sponsorship money received but it can be done with the right person in charge of this job and the right marketing proposal. It definitely is worth all the effort. **NOTE: See earlier note regarding sharing proposal so it can become crowd (Club) sourced with new ideas!**

Overall, we feel this was a hugely successful race meet and we have received great comments all round. The things we and KartSport NZ could work on together we feel is very minimal and generally we feel everything went pretty smoothly and look at the experience well and with great pride.

On behalf of KartSport Hamilton we thank KartSport NZ the opportunity to host Nationals 2016 and we look forward to working again with you in the future. **NOTE: Likewise, was great to give KartSport Hamilton their opportunity to start their journey back to greatness**

Graeme Davison
KartSport Hamilton President

Appendix G Sample Event Budget

Thanks to KartSport Southland (National Sprint Championships 2017)

Category	Item	Budget Quantity	GST Exc Rate	GST Inc Rate	Budget Cost Inc GST	Actuals Inc GST
Advertising/Signage	Street Bill Boards/Banners	1	500.00		575.00	
	Flyers and Posters	1	500.00		575.00	
	Podium Backboards x 2 - Indoor and Outdoor	1	500.00		575.00	
	Pits and Roadside	1	200.00		230.00	
Documentation	Event Programs	1	500.00		575.00	
	Certificates	1	150.00		172.50	
	Misc track signage	1	150.00		172.50	
Administration	Merchant Account Setup Fee - On Line	1		200	200.00	
	Deposit to KartSport New Zealand	1		3000	3000.00	
First Aid	Practice Days - First Aider - Wed/Thur	2		100	200.00	
	Competition Days - Paramedic and Ambulance	1	2782.50		3199.88	
Pre-Event Preparations	Re-gravel Driveway	1	2000		2300.00	
	Re-juvenate Toilets	1	2000		2300.00	
	Power to Weigh Shed - Mains Cable	1	1000		1150.00	
	Contingency	1	2000		2300.00	
	Marking Pit Spaces	1	100		115.00	
	Additional Mowing	1	300		345.00	
	Repaint Track Markings - Kerbs, edgelines/etc	1	500		575.00	
	Engineering work - Sump lids, Fencing tool					
Race Control	Extend PA or hire in System - New pits system	1	1000		1150.00	
	Control Tower - Multifunction Printer/Scanner	1		400	400.00	
	Flag Marshals - 12 people/day - Pmt to SSCC	3	500		1725.00	
	Personnel Vests, etc	1	200		230.00	
	Remote timing monitor in Pits - 40" TV, router, etc	1	1000		1150.00	
	RT's for Race Officials comms					
Plant/Equipment	Hire Generator - Extra power for canteen	1	250		287.50	
	Hire Pumps - Wet Weather Contingency	1	300		345.00	
	Fuel - Kart Recovery Bike, Generators, Tractor, etc.	1	200		230.00	
Event Commentary/Live Stream	Scissor lift commentary position - Fri - Sunday	1	855		983.25	
	Video platform					
	Video Presentation Office - Van/Porta Com	1	200		230.00	
	Internet access - Cellphone booster or similar	1	1500		1725.00	
Competitor	Extra PA Amplifier for Public Commentary	1	600		690.00	
	Goodie bag - Caps 50% share with Sievwright	120		20	2400.00	
	Marquee Pit Sites - 10x10 - 6 Competitors	2		1610	3220.00	
	Table and 2 Chairs	48		15	720.00	
Event Personnel	Breakfasts/lunches - 3 Days (\$25/person/day)	25		75	1875.00	
	Travel	1		1000	1000.00	
	Accommodation	1		750	750.00	
	Expenses	1		300	300.00	
Services	PortaLoo - Hire and daily emptying	1	1500		1725.00	
	Sceptic Tank Emptying	1	250		287.50	
	Skip Bin Emptying	1	250		287.50	
	Overnight Security - First Security	1	1152		1324.80	
	toilet rolls paper towels, etc					
Trophies	All Classes - 1st to 6th	10	500		5750.00	
	Driver of the Day - Or similar	2	75		172.50	
Prize Giving	Venue Hire - Ascot	1	580		667.00	
	Video projector hire	1	100			
	Venue decorations	1	200		230.00	
	Meals - Club Personel/Guests	20		30	600.00	
Sub Total - Club Costs					\$ 49,015	0.00
Competitor Estimate - (2005 Actual 221, 2011 Actual 171)		120				
Competitors	Entry Fees to KartSport - \$160	120		160	19200	
Competitors	Fuel Test Levies to KartSport - \$11	120		11	1320	
Competitors	Tyre Test Levies to KartSport - \$11	120		11	1320	
Sub Total - Payments to KSNZ					\$ 21,840	0.00
Event Total Costs					\$ 70,855	0.00

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Category	Item	Budget Number	GST Exc Rate	GST Inc Rate	Budget Income Exc GST	Budget Income Inc GST	Actual Income Inc GST
Sponsors	Event/Naming Sponsor	1	1000		1000.00	1150.00	
	Class Sponsors - 10 Classes	10	20		200.00	230.00	
	Associate sponsors	10	10		100.00	115.00	
Support Funding	Community Funder 1	1	1000		1000.00	1000.00	
	Community Funder 2	1	1000		1000.00	1000.00	
	Community Funder 3	1	1000		1000.00	1000.00	
Competitor - Reserved Pit Sites	Marquee Sites - Inc table/chairs	16		330	4591.30	5280.00	
	Standard Pit Sites - 6 x 6m	50		46	2000.00	2300.00	
	Standard Pit Sites - 6 x 4m	20		36	626.09	720.00	
Competitor - Practice Days	Practice Fees - \$10/Competitor/day	200		10	1739.13	2000.00	
Prize Giving	Entry Ticket - Adult \$5pp - Children free	200		5	869.57	1000.00	
Competitor - Event Entry Fee	Entry Fees - KSNZ component			160			
	Entry Fees - Club component			40			
	First Aid and Security Fees			20			
	Fuel Test Levies			11			
	Tyre Test Levies			11			
	Entry Fee Total	120		242	25252.17	29040.00	
		0					
Sub Total - Club Income					\$ 39,378	\$ 44,835	\$ -
KSNZ Contributions	Contribution to Trophies	10	200		2000	2300	
	Event Deposit - Refunded	1		3000	2609	3000	
Sub Total - Income from KSNZ					\$ 4,609	\$ 5,300	\$ -
Event Total Income					\$ 43,987	\$ 50,135	\$ -
Event Total Costs					\$ 61,613	\$ 70,855	\$ -
Event Outcome - Surplus/(Deficit)					-\$ 17,626	-\$ 20,720	\$ -

18/08/2021

Appendix H Livestream Set Up

Each facility requires an individual set up. Primary issue is to ensure camera positions/gantries are in a safe position, preferably behind track fence. Any positions inside the racing confines require the prior approval of the National Track and Safety Inspector and on the day approval of the Chief Steward. Key is to plan well ahead with both KartSport New Zealand and the livestream contractor. Some contractors have their own broadcast vans, others require a room.

Cameras should ideally be placed so that static and/or the start and finish of pan shots have sponsor banners in the background.

Drone usage is subject to KartSport New Zealand and Civil Aviation rules and requires the prior written approval of the Competitions Manager.



Livestream Camera positions Hawkes Bay 2020 Goldstar



Post-race interview area (fixed camera) – Manawatu 2015 National Sprint Championships