



Schedule O – Officials

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Appendix One – Schedule O Officials

Contents Last Updated: 1 October 2020

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Note: Text changes from the previous issue of this Schedule are **highlighted** such. Text changes for grammatical and/or formatting reasons are not highlighted.

1. General:

1.1 Interpretations: In this Schedule the following abbreviations apply:

“**CotC**” means a licensed Clerk of the Course, and
“**CRO**” means a licensed Competitor Relations Officer, and
“**SCR**” means a licensed Scrutineer, and
“**TO**” means a MotorSport NZ appointed Technical Officer.

1.2 Duties:

- (1) Plurality of duties is permitted as allowed for in the National Sporting Code.
- (2) At Events other than International or National Permit status events forming part of a MotorSport NZ Championship or Sanctioned Series or events held on a Temporary Venue (i.e. Street Race), upon successful completion of appropriate duties, the following Officials may take part in the competitions:
 - (a) The Secretary
 - (b) Scrutineers
 - (c) Pit paddock marshals
 - (d) Clerk of the Course (restricted to ClubSport events only).

Notes:

1. The Clerk of the Course may compete in ClubSport Basic status events provided an alternative, suitably experienced person is available to control the event during the competition of the Clerk of the Course and a clear handover of responsibilities is made.
2. The Clerk of the Course may compete in ClubSport Advanced status events, with the exception of MotorSport NZ Championship or Sanctioned Series events, Street Sprints, Rallysprints or Grass track racing events, provided a Clerk of the Course Bronze licence holder is available to control the event during the competition of the Clerk of the Course, and a clear hand over of responsibilities is made.

1.3 Expenses: Out of pocket expenses that Officials appointed by MotorSport NZ are entitled to claim are detailed in Appendix One Schedule B.

1.4 Junior Officials (under the age of 16) Policy:

Minimum Ages:

- for officials working in event administration – 12 years;
- for officials working in a non-competition area – 14 years;
- for officials working as a timekeeper – 14 years; and
- for officials working alongside the competition surface – 14 years.

Note: *A Junior Official must be supervised by an Adult Official.*

2. Designated Officials Of A Meeting Or Event:

2.1 The Officials required at any International or National Race Permit Meeting or Event, which includes Rounds of either, a MotorSport NZ Championship or Sanctioned Series or any Rally Event (excluding Rallysprints), or any Event that is held on a Temporary Venue (ie. Street Race), shall include (where applicable to the Event) the following who shall hold the appropriate licences, which are listed:

(1)	OFFICIAL	LICENCE
(a)	the Stewards of the Meeting;	Steward (<i>refer note 1</i>)
(b)	the Event Director;	CotC Gold or Steward
(c)	the Race Director;	CotC Gold
(d)	the Assistant Event Director;	CotC Gold or Steward
(e)	the Clerk of the Course;	CotC Gold
(e)(i)	Clubmans Rally;	CotC Silver
(f)	the Assistant Clerks of the Course;	(<i>refer note 2</i>)
(g)	the Competitor Relations Officer;	C.R.O. (<i>refer note 3</i>)
(h)	the Series Scrutineer;	SCR
(i)	the Chief Scrutineer;	T.O. or SCR.
(j)	the Technical Officers;	T.O.
(k)	the Secretary of the Meeting;	N/A
(l)	the Accident Investigator;	N/A
(m)	the Timekeepers;	N/A
(n)	the Road or Track Observers or Marshals;	N/A
(o)	the Driving Standards Observers;	N/A
(p)	the Flag Marshals;	N/A
(q)	the Judges;	N/A
(r)	the Handicappers;	N/A
(s)	the Medical Officer(s);	N/A
(t)	the Starters;	N/A
(u)	the Track Marshals for Fire and Safety;	N/A
(v)	the Crowd Control Officials;	N/A
(w)	the Pit and Paddock Marshals;	N/A

Notes:

1. A Safety Officer may be appointed for the first day of a three(3) day Race Meeting if required, provided no competition is held on that day.
2. If the Assistant Clerk of the Course is required to conduct hearings then they must hold as a minimum a CotC Silver

licence.

3. Licence required for MotorSport NZ Championship Race and Rally Events only.

2.2 The Officials required at any other National Permit Meeting or Event, or Rallysprints, shall include (where applicable to the Event) the following who shall hold the appropriate licences, which are listed:

(1)	OFFICIAL	LICENCE
(a)	the Stewards of the Meeting;	Steward (<i>refer note 1</i>)
(b)	the Clerk of the Course;	Minimum of CotC Silver
(c)	the Secretary of the Meeting;	N/A
(d)	the Accident Investigator;	N/A
(e)	the Chief Scrutineer;	T.O. or SCR
(f)	the Timekeepers;	N/A
(g)	the Road or Track Observers or Marshals;	N/A
(h)	the Flag Marshals;	N/A
(i)	the Medical Officer(s);	N/A
(j)	the Starters;	N/A
(k)	the Track Marshals for Fire and Safety;	N/A
(l)	the Pit and Paddock Marshals;	N/A

(2) And may include:

(m)	the Assistant Clerk of the Course;	(<i>refer note 2</i>)
(n)	the Competitor Relations Officer;	(<i>refer note 4</i>)
(o)	the Judges;	N/A
(p)	the Handicappers;	N/A
(q)	the Crowd Control Officials;	N/A

Notes:

4. It is recommended that a person holding a C.R.O., Steward or CotC licence fill this position.

2.3 The Officials required at a ClubSport Advanced status Meeting or Event, except Rallysprints, shall include (where applicable to the Event) the following who shall hold the appropriate licences which are listed:

(1) Safety Officer, as required;N/A (i) Rallysprints;CotC minimum Rally Silver grade (ii) Multi-car Sprints;CotC minimum Race Silver grade

	OFFICIAL	LICENCE
(a)	the Steward(s) of the Meeting, or;	Steward
(b)	the Clerk of the Course;	CotC Bronze or CotC Silver (<i>refer note 5</i>)
(c)	the Secretary of the Meeting;	N/A
(d)	the Accident Investigator;	N/A
(e)	the Scrutineers;	N/A Scrutineer
(f)	the Timekeepers;	N/A
(g)	the Flag Marshals;	N/A
(h)	the First Aid Official(s);	N/A

Notes:

5. For any MotorSport NZ ClubSport status Championship a minimum of a CotC Silver licence is required. For all other Events a Clerk of the Course Bronze licence is required.

(2) And may include:

- (i) the Competitor Relations Officer;
- (j) the Handicappers;
- (k) the Starters;
- (l) the Track Marshalls for Fire and Safety;
- (m) the Crowd Control Officials;
- (n) the Pit and Paddock Marshalls;

(3) Additionally, Officials at any ClubSport Advanced status Meeting or Event which is a round of a Sanctioned series shall include:

- (a) the Series Coordinator;

(4) Additionally, the Articles of a Sanctioned Series may provide for appointment of the following Officials of the Series:

- (b) the Series Scrutineer;
- (c) the Series Publicity Officer;

2.4 The Officials required at ClubSport Basic Status Meeting or Event shall include (where appropriate to the Event):

(1) (b)The Clerk of the Course;(refer note 7)

OFFICIAL	LICENCE
(a) the Steward(s) of the Meeting;	(refer note 6)

Notes:

6. The Permit Issuing Steward may appoint a Steward or Safety Officer if considered appropriate.

7. It is recommended that a person holding a Steward or CotC licence fill this position.

(2) And may include:

- (c) the Competitor Relations Officer; *(refer note 8)*
- (d) the Starters;
- (e) the Crowd Control Officials;
- (f) the Pit and Paddock Marshalls;

Notes:

8. It is recommended that a person holding a CRO, Steward or CotC licence fill this position.