

N . Z . F . R . S

NZ BANKED TRACK RESPONSIBILITIES

PURPOSE:

To ensure that those involved in the running of a New Zealand Banked Track championship are aware of their responsibilities.

PROCEDURES and RESPONSIBILITIES:

BOARD/ NATIONAL OFFICE

- Contact Clubs who have 200m Banked Tracks inviting expressions of interest to host these championships in conjunction with the rotation. This is currently on a Two year South Island, One year North Island rotation
- Upon receipt of confirmation of interest, refer to the Sports Committee for a recommendation to the Board.
- President to notify all concerned of the venue and dates for the championships.
- Set Championships Entry fees, etc.
- Set closing date for entries
- Distribute entry forms to Clubs.
- Appoint Event Manager
- Ensure medals are purchased and supplied to the Event Manager

EVENT MANAGER

- Obtain copies of confirmation, correspondence or contract of hire of venue. Ensure deposits and payments are met.
- Ensure the circuit has been surveyed and all necessary permits obtained if required. Copies of the documents need to be sent to the National office and made available to the Event Manager.
- Prepare and submit a budget to the Board for ratification.
- Ensure all accounts are passed on to National Treasurer for payment.
- Liaise with host club and/or sports committee, publicity officer on suitable pre-NZ Championships Press Releases.
- Attend to the opening and closing of the venue.
- Organise an engraver for the event
- Ensure a Dais is available with correct signage,
- Ensure an Announcer is appointed
- Ensure sound system is available
- Ensure tables and chairs and other equipment are available
- Book St Johns or appropriate Organisation with recognised First Aid skills
- Place appropriate Protest Notice on the notice board
- Arrange Protest Committee if necessary
- Arrange the following :
 - National Anthems
 - Presentation Fanfare
 - Opening Ceremony Music
- Ensure sponsors funding agencies advertising material is displayed.

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- Make contact with the Host Club and ensure they are aware of their responsibilities regarding reading the Skaters Oath.
- Make contact with the Sports Committee and ensure they are aware of their responsibilities regarding reading the Officials Oath
- Ensure there is a Presentations Roster drawn up and those involved are aware of their times allocated
- Ensure the location of the track has been advised to all Clubs
- Forward invitation to the Local Mayor and other dignitaries for attendance and opening the championships
- Arrange the printing of the programme
- Upload the programme onto NZFRS website

HOST CLUB :

- Provide the facilities and setting up for the running of the New Zealand Banked Track Championships
- Liaise with Event Manager on all matters
- Try to obtain sponsorship, advertising, etc. Arrange advertising signs and general other duties deemed necessary by the Event Manager
- Ensure adequate rubbish bins are available and arrange daily clearance.
- Arrange the following in conjunction with the Event Manager:
 - Venue
 - Survey of track
 - Approval of circuit by Speed Committee
 - Ensure the safety of the track
 - Ensure toilets and changing facilities are available
 - Officials and open ceremony refreshments
 - Officials tent/power/etc. if required
 - Sound system
 - Presentation dias
- Provide tables and chairs to meet requirements of speed officials.
- Provide a notice board for results
- Supply names of Dignitaries to Event Manager to enable invitations for the opening Ceremony to be sent.

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SPEED SPORTS COMMITTEE

- Format the programme liaising with the Event Manager. Provide completed document by the requested date for printing.
- Provide Event Manager with particulars of any meetings required to be held at the Championships
- Provide all personnel required to run the championships, e.g Speed Officials, Chief Referee, Race secretary
- Provide Electronic Timing Equipment (E.T.E). equipment.
Speed Box – ensuring that contents have been replenished and checked ready for use.
Provide Photo finish camera & lap top
Provide suitable lap counter
- Liaise with the Event Manager to ensure the smooth running of the Championships

APPROVED

10 May 2014