

# N . Z . F . R . S

## NZ BANKED TRACK RESPONSIBILITIES

### OBJECTIVES:

To provide effective guidelines for those responsible for the staging of New Zealand Banked Track Championships.

### 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 One-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.
- Advise the successful club and notify all concerned of the venue and dates for the championships.
- Set Championships Entry fees, closing date for entries and distribute entry forms to Clubs.
- Appoint Championship Manager
- Ensure medals are purchased and supplied to the Championship Manager or Trophy Steward.
- Liaise with the appropriate Sports Committee in relation to the competition programme, prepare the final version and send to the printers and National Office for distribution and posting on the website.
- Request a list from the host club of VIP's and arrange invitations for Opening Ceremony and Closing Function.
- In conjunction with the Championship Manager prepare a Health and Safety Event Plan, noting the sports specific and venue requirements. Reference should be made to the digital floor plan.
- In conjunction with the Championship Manager, submit a budget to the Board for ratification.
- Conduct a Team Managers meeting in conjunction with the Sports Committee. Agenda to include
  - Roll Call
  - Scratchings/errors and alterations to the programme
  - Draws [where applicable]
  - Championship rules, Championship and local information
  - Opening Ceremony programme, requirements of Team Managers
  - General Business
  - Any questions

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### CHAMPIONSHIP MANAGER

- Be the liaison between the Board and the Host Club for the organisation of the championships.
- 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.
- In conjunction with the Board Treasurer, submit quotes to assist in the preparation of the Budget.
- Organise requirements as per the Task List
- Place appropriate Protest Notice on the notice board
- Arrange Protest Committee if necessary
- Ensure sponsors funding agencies advertising material is displayed.
- In conjunction with the Board, organise requirements for the Health & Safety Event Plan and arrange to have copies displayed and available at the venue.
- Attend to the opening and closing of the venue where applicable.
- 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

### HOST CLUB

- Ensure the venue is booked following confirmation from the Board
- Provide the facilities and setting up for the running of the New Zealand Banked Track Championships.
- Establish an Organising Committee including a Liaison to communicate with the Championship Manager.
- Organising committee members are required to be NZFRS members.
- Use best endeavours to obtain sponsorship, advertising, etc. Arrange advertising signs and general other duties deemed necessary by the Championship Manager
- Refer to the Task List and make arrangements accordingly
- Arrange the following in conjunction with the Championship Manager:
  - Survey of track
  - Ensure the safety of the track
- Provide name and address list of civic dignitaries, special club members and organising committee to the Board Secretary to send out invitations to the Opening Ceremony.

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### SPEED SPORTS COMMITTEE

- Format the programme liaising with the Board. 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
- Attend the Team Managers meeting and provide expertise
- 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 & laptop
- Provide suitable lap counter
- Liaise with the Event Manager to ensure the smooth running of the Championships
- Ensure that the following are available before commencement of the Championships:
  - Speed Officials Roster
  - Opening Ceremony Format

Approved	10 May 2014
Last Amended	May 2022
Next review	May 2025