



**MOTORCYCLING NSW LIMITED
POLICY AND PROCEDURES MANUAL**

~ SECTION 08 ~

**RUNNING A MEETING
(GENERAL GUIDELINES)**

RUNNING A MEETING

ORGANISATION OF MNSW - PERMITTED RACE MEETINGS

All race meetings conducted in New South Wales under NSW State legislation must be conducted on an approved and licensed race track and have adequate Public Liability Insurance in place as prescribed by NSW Sport and Recreation.

Either a Member Club or a Private Promoter who has been issued with written approval from MNSW prior to the meeting may promote an MNSW-permitted event. Permits will not be issued to any club, promoter, organisation or individual not approved by the Association's members and therefore not affiliated to the Association.

There are a number of different types of meetings which may be promoted and these are set out below:

A. International

International meetings need FIM approval and an application must be made to Motorcycling Australia at least 12 weeks prior to the meetings. The meetings are held under the Sporting Code of the FIM and its many appendices that cover the various categories of motorcycle sport. There is also a Disciplinary and Arbitration Code and a Medical Code. The FIM has a system of track licensing, vehicle homologation, officials' accreditation and driver and passenger licensing that is complex but well organised, so contact Motorcycling Australia if you have any queries.

B. National / Open

National, often called "Open" events ("Open" events can actually include International events as well as National events) are for all holders of current MA National Competition Licences and are held "in accordance with the General Competition Rules of MA"

C. Interclub

Interclub events comprise from 2 to 6 clubs maximum (this includes the promoting club) and are open to bona fide members of the participating clubs. National and One Event licences are valid for these meetings.

Interclub events need to provide proof from the invited clubs that they have agreed to participate, therefore, with any application for a permit for an Interclub event you must show evidence of having issued an invitation to the other clubs and their acceptance to attend.

D. Club

Club (correctly "Closed to Club") meetings are for the members of the promoting club only. National and One Event licences are valid for these meetings.

E. Recreational

Recreational Permits are for the members of the promoting club only for non-racing non-competition activities. National, Recreational and One Event licence Recreational Licences are valid for these meetings.

Various rules apply to the above events and these are summarised in the Table at the end of these guidelines.

F. Coaching

Only available to affiliated clubs and coaches. A limit of six students per level one coach per permit applies, or 15 students for a level two coach (an additional 10 students may be added if a level one coach is assisting the level 2).

G. Camping

For times where camping is offered as part of the event. Must be applied for separately and may be subject to terms and conditions applied by the RCB

H. Working Bee

Must be applied for by the club, does not cover any person who is deriving a financial advantage such as being paid for a service or being given dispensation for doing work. I.e. – gets a free ride if working at the working bee. These people should provide their own public liability insurance BEFORE they are employed by the club to perform a service or undertaking.

Permit Applications and Supplementary Regulations

Permit applications received outside the following time frame may not be considered and will be returned to the applicant.

When to apply?

For **International Events/MA Series Events/Australian Championship Events**, the Permit Application and draft Supplementary Regulations must be submitted to Motorcycling Australia **no later than 3 months** prior to the date of the meeting.

For **National (Open) events and Interclub events comprising from 2 to 6 clubs where prize money is payable**, the Application for Approval to Conduct a Meeting and the draft Supplementary Regulations are required to be submitted to MNSW **no later than eight (8) weeks** prior to the date of the meeting.

PLEASE SUBMIT THE DRAFT SUPPLEMENTARY REGULATIONS BY E-MAIL.

For **Interclub, from 2 to 6 clubs where there is no prize money offered, Club (Closed to Club) and ALL non-competition events, i.e. practice days, club – recreational days, demonstrations, schools, static displays, working bees, camping, coaching, press days, etc** the Application for Approval to Conduct a Meeting must be submitted to MNSW **no later than two (2) weeks** prior to the date of the meeting.

Where to apply:

Applications for approval to conduct a meeting (Permit Application to Conduct a Meeting form) for all events (except International, MA Series or Australian Championship events) must be received in the Motorcycling NSW office within the above time frames and be complete with full payment. Permit applications should be emailed to permits@motorcycling.com.au.

How to apply:

An application for approval to conduct a meeting (Permit Application to Conduct a Meeting) form should be completed in full (**including a daytime telephone contact number and name**), have the appropriate fee included, together with two copies (if posting) of the draft Supplementary Regulations when required and submitted to Motorcycling NSW Limited. This can be either faxed, mailed or emailed to permits@motorcycling.com.au.

PLEASE SUBMIT THE DRAFT SUPPLEMENTARY REGULATIONS BY E-MAIL

NB: Standard Supplementary Regulations have been established – these should be used as a basis for all National (Open) and Interclub meetings. A copy can be found in S30 Forms Section together with a copy of the application for approval to conduct a meeting form (Permit Application to Conduct a Meeting). These forms can also be found on the MNSW website.

(a) For Closed to Club Days/Club – Recreational activities i.e. One-Club Competition Meetings/All Non-Competition Events:

The abovementioned events require a completed Permit Application to Conduct a Meeting form to be forwarded to the MNSW Office together with payment of the relevant fee **no later than 2 weeks** prior to the meeting. Supplementary Regulations are not required nor does the date need to be registered with MNSW.

(b) For NSW Interclub Meetings:

Supplementary Regulations are not required for Interclub Meetings comprising from 2 up to and including 6 clubs. Level 2 Accredited Primary Officials must be engaged at these meetings conditional on no prize money of any nature being offered. (Minikhana is eligible for 7 “minikhana” club interclubs)

Interclub Meetings for 2 - 6 clubs including the hosting club where prize money is being offered requires the date to be registered with MNSW. Supplementary Regulations are required and need to be approved by the relevant Sports Committee. Level 3 Accredited Primary Officials must be engaged at these meetings.

- i. Complete an Application to Conduct a Meeting Form and attach acceptance/s of invitation/s from Club/Clubs participating.
- ii. Ensure that the date for Interclub Meetings for 2-6 clubs is registered and prepare Supplementary Regulations for the meeting if prize money is offered.
- iii. Submit completed paperwork + appropriate fee to MNSW Office **no later than two (2) weeks** prior to the date of the meeting for interclubs without prize money, and **eight (8) weeks** prior to the date of the meeting for interclubs with prize money.

(c) **For National (Open) Meetings.**

National (Open) meetings require two (2) copies of Draft Supplementary Regulations, in the form of the approved standard Supplementary Regulations, submitted with a Permit Application to Conduct a Meeting form + the prescribed fee.

For all two-day events an additional 50% of the prescribed fee is payable for the second day. Dates for National (Open) Meetings must be registered with MNSW. Included with the application must be

- i. Draft Supplementary Regulations
- ii. proposed Programme of Events
- iii. application to conduct a meeting
- iv. the prescribed application fee.

Supplementary Regulations

Supplementary Regulations must indicate the names of the Primary Officials, i.e. the Steward, Clerk of Course, and Race Secretary together with a contact number for competitors enquiries.

MNSW will advise the Club/Promoter of the Stewards appointment when the Supplementary Regulations are approved – the Stewards name will be missing from the draft as will the MA Permit Number and perhaps the MA Track Licence Number if the circuit is of a temporary nature, for example Supercross/Stadium Motocross etc.

Content of Supplementary Regulations

Refer to copy of Standard Supplementary Regulations; Entry Form; Indemnity Form; Guardianship Form (Section S30 Forms).

Public Liability Cover

MNSW's affiliated clubs and property owners have public liability cover for all MNSW- approved and authorised motorcycle-related activities for both competition and non-competition. Private Promoters are covered for the period an MA Permit has been issued.

MNSW takes out a yearly policy to provide this cover and recovers the costs primarily by charging rider levies on approved competitions.

What is the position on Approval and Insurance for Non-Competitive Activities?

If a club conducts a non-competitive activity, i.e. any kind of event which is not one of the forms of competition set out in the GCR's, it may still be covered for Public Liability even though the event is not the subject of a Competition Permit, provided the club applies for and is granted an approval to conduct a non-competition meeting.

The provisions of the National Capital Benefits Scheme for riders/competitors/officials are extended to non-competitive events.

It is important to remember that Public Liability is only available in respect of authorised or approved activities and that such events must be run in accordance with the MA rules and regulations and MNSW By-Laws and any conditions as listed on the permit.

Applications for non-competition events should be made on the Permit Application to Conduct a Meeting form.

Meeting Paperwork Responsibilities

Yes, it must be completed - use the checklist below - but if in doubt contact the MNSW Office.

➤ **The Clerk of Course**

The Clerk of Course is responsible for the completion of the following documentation during a meeting which is to be countersigned by the Steward. The Steward may assist with these but the responsibility remains with the organiser of the meeting.

- Meeting Report
- Injury Reports

➤ **The Steward**

The Steward should forward to the MNSW Office:

- The Steward's Report on the meeting
- The Clerk of Course's Report on the meeting
- Two copies of the official results of the meeting
- Two copies of the official programme of the meeting
- Injury Reports from the meeting
- Licence Declarations with fees collected at the meeting
- Certificate of Compliance
- A copy of the Scrutineers Report (if applicable)

➤ **The Secretary of the Meeting**

The Secretary is responsible for the following:

- The organisation and management of the meeting prior to the event.
- They may publish documents and notices as required for the effective management of the meeting
- They must ensure all officials are aware of their duties and are properly equipped.
- They are responsible to the Clerk of Course and must make reports to the Clerk of Course as required throughout the duration of the meeting.
- They must provide assistance to the Steward of the meeting as required.
- They must ensure that the rider levies are sent promptly within fourteen (14) days to the MNSW Office.
- They must ensure that the results of the meeting are available to be returned to the MNSW Office with the Steward's Report wherever possible.

NB The results of all National meetings and from Interclubs offering prize money meetings should be forwarded to the MNSW Office with the Stewards Report.

If results are unavailable at the conclusion of the meeting, the report must be forwarded to the MNSW office within five (5) days of the event. The MNSW Sports Committees require all information together i.e. the results, the programme, the Stewards and Clerk of Course Reports and any other relevant paperwork.

These results are used for the grading of competitors and any delay in the return of results and programme may disadvantage competitors. Results must be complete showing all finishers placings.

Procedures to take when there is a Serious Injury

- 1) **Notify the Police immediately of an accident which results in serious or critical injuries of a person concerned in any race activity.**

AND

- 2) **Where a collision results in the death of a person the accident scene is to remain untouched and undisturbed until Police attend and authorise any interference.**
- 3) **Where a serious injury occurs to any person likely to result in death Police are to be informed immediately and the scene preserved untouched and undisturbed.**
- 4) **It is advisable that photos are taken of the accident scene before any machine or item of interest is touched if at all possible.**

GUIDELINES FOR THE ORGANISATION OF NATIONAL (OPEN) MEETINGS

- 1) Check with MNSW that the proposed date is available. Apply for the date in the appropriate manner and then ensure that the date approval has been granted by MNSW before proceeding to organise the meeting.
- 2) Ensure that MA's Track Licence and the NSW Sport & Recreation's Motor Vehicle Racing Ground Licence are current and cover all events eg motorcycles, sidecars, quads, etc to be conducted at the meeting. If the track is of a temporary nature, eg Supercross, Stadium Motocross, etc make applications to MNSW and the NSW Sport & Recreation to licence same - this can take as long as three months to finalise.
- 3) Forward the Permit Application to Conduct a Meeting to the MNSW Office **no later than two (2) months** prior to the date of the meeting, together with the appropriate fee. Prepare and submit the draft Supplementary Regulations. The Supplementary Regulations are required to be approved by the relevant Sports Committee/Administrator. Closing date for entries should be approximately two (2) weeks before the date of the meeting.
- 4) **If the draft Supplementary Regulations have been submitted**, MNSW will advise the required amendments by fax or e-mail. The appropriate amendments will need to be made and the draft document returned to the Office. A Permit Number and the Stewards name will then be advised. After final approval has been received from MNSW, copies may be printed and distributed.
- 5) Book the Ambulance/Paramedics, in writing, **at least eight (8) weeks** prior to the date of the meeting. Notify them of time changes etc when programme has been set.
- 6) Notify the Local Police Station, Local Ambulance, Fire Station and the nearest hospital of the meeting at least eight (8) weeks prior to the date of the meeting.

- 7) A copy of the Supplementary Regulations should be sent to the Primary Officials of the meeting i.e. Clerk of the Course, Timekeepers and Scrutineers when asking them to assist with the meeting. This enables the officials to have adequate notice of the meeting and an understanding of the events to be conducted.
- 8) No later than three (3) weeks before the date of the meeting, telephone the officials you have already contacted by mail to confirm their attendance. Replace those who are unavailable. Security persons, gatekeepers and programme sellers need to be contacted.
- 9) Lodge prize money bond with MNSW no later than 4 weeks prior to the date of the meeting. Order Noise Meter and/or Light Meter from MNSW if required.
- 10) Organise radios and/or mobile phones for communication purposes no later than two (2) weeks prior to the date of the meeting.
- 11) Organise uniforms no later than two (2) weeks prior to the date of the meeting.
- 12) Order trophies when classes are established. Arrange collection at least one (1) week prior to the meeting and check immediately for errors.

GUIDE TO THE DUTIES OF THE RACE SECRETARY OF THE MEETING FOR A NATIONAL (OPEN) MEETING

- 1) Receive entries and:
 - Check all details on entry form for omissions, etc
 - Clearly mark all areas that require clarification
 - Number/re-number, where necessary
 - Classify entries, copying those in multiple classes
 - File in numerical order in folders to separate classes
- 2) Organise heats according to number of entries received and in accordance with Supplementary Regulations. If there is a need the Steward can be approached to alter the Supplementary Regulations to accommodate numbers in fields/classes/age groups.
- 3) Draft the programme checking that content is correct and artwork is current. As new sponsors are gained ensure that their artwork is to hand.
- 4) Organise the printing of the number of copies required for competitors/ officials/spectators.
- 5) Prepare Final Instructions. Distribute to competitors and officials. Pit ID is best collected at Sign-On before entering the Pit Area.
- 6) Determine required number of scrutineering stickers – 2 contrasting colours – 1 x safety/1 x approved helmet.
- 7) Prepare Scrutineering Sheets listing details required to complete entries.
- 8) Contact primary officials (personal contact as a group is preferable) no later than 1 week prior to the meeting to bring them up to date with number of entries/classes/members of their “team” etc.
- 9) Prepare Transfer Sheets (race order / schedule sheets) x 4 sets - Original/Announcer/Pit Announcer/Pit Marshall). If venue has photocopier or fax machine prepare one (1) set.

- 10) Prepare Provisional Result Sheets x 2 for each race. (1 if there is a copier).
- 11) Prepare “Sign-On” Sheets:
 - Riders/Mechanics/Team Managers – in classes
 - Officials
 - Guests
 - Media
 - Riders Briefing – in classes
- 12) Determine required number of different coloured Pit ID’s sufficient to control various areas, i.e. Pit Area, Infield, Grandstand, Corporate Box, etc and with a marker pen, prepare Riders/Mechanics/Team Managers Pit ID’s to correspond with riders names and numbers on Sign-On sheets and place in correspondingly numbered envelopes - in classes.
- 13) Sort Riders Pit ID/Sign-On sheets into groups according to the manner in which they should approach the Sign-On tables eg Pro 125cc/Pro 250cc/C Grade 250cc + 4/Strokes/C Grade 125cc/Juniors/2 Bikes - variations depend on the number of personnel assisting with Sign-On. As numbers decrease during the Sign-On period, classes can be re-grouped and personnel despatched to other areas of need such as scrutineering.
- 14) Determine number of wrist bands for officials/media/guests and place with the relevant “Sign-On” Sheets on clipboards.
- 15) Prepare meal vouchers.
- 16) Prepare gatekeeper and programme seller’s forms and arrange change for floats.
- 17) If drug/alcohol testing is to take place, ensure that equipment is available.
- 18) Order sufficient tables and chairs, sun covers, pit PA, result board, track identification tape, warning signs for circuit and any other necessary equipment no **later than one (1) week** prior to an outdoor meeting for Sign-On/Scrutineering/Lap-Scoring/Marketing/Pit Administration purposes.
- 19) Amend a master copy of the programme, adding and deleting as necessary any details that come to hand. This amended master copy will be the starting point when Sign-On has finished and again when Practice is over. If there are afternoon races, further amendments may be required prior to the evening programme.

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- 20) Prepare a checklist of required equipment/stationery etc to be taken to the meeting:
- Completed entry forms
 - Competitors, Mechanics, Team Managers, Guests, Media, Officials Sign-On and Indemnity Sheets
 - Licence Declaration forms
 - Serious Injury Report forms
 - Change of Rider forms - if Supplementary Regulations permit changes of machines
 - Lap Score Sheets + spares
 - Transfer Sheets
 - Point Score Sheets
 - Provisional Results Sheets
 - Scrutineering Sheets/Check List
 - Scrutineering Stickers
 - Stationery for office and officials – pens, rulers, whiteout, carbon paper if no copier or fax, fold back paper clips, clipboards, markers, sticky tape, scissors, rubber bands, fax machines and paper rolls, thumb tacks, etc.
 - Copy of MA Permit/Track Licence/MVRG Licence for meeting
 - Pit ID - sorted into Sign-On classes/groups + spare ID's
 - Results of previous rounds, if a Series
 - Riders Briefing Sign-On sheets
 - Practice Sheets (for Supercross), sorted into sessions
 - Trophies
 - Programmes, sorted for competitors + officials/sales
 - Gatekeepers forms/change floats
 - Meal vouchers
 - Drug Testing supplies
 - Noise Meter/Radios/Mobile Phones
 - Amended Master Copy of Programme
 - Uniforms – including Sun Block or Caps
 - Warning signs for circuit (if temporary)
 - Flags/Last Lap Board/5/15 Second Board
 - Prize money (cash list or cheques) for competitors – if paid on day
 - Certificate of Compliance

GUIDE TO THE DUTIES OF THE RACE SECRETARY ON THE DAY OF A NATIONAL (OPEN) MEETING

- 1) Arrive early – check that facilities are in place.
- 2) Display Permit, Licences and relevant Warning Signs.
- 3) Sort equipment/paperwork into groups for Race Control/Sign-On/Scrutineering/Lap Scoring.
- 4) Greet Assistants, Officials and Gatekeepers.
- 5) Distribute uniforms/meal vouchers.
- 6) Hand over relevant equipment/paperwork to groups.
- 7) For easy communication, obtain any mobile phone numbers from officials.
- 8) Final briefing for groups, assuring of accessibility during the meeting.
- 9) Attend “Sign-On” assisting where necessary.
- 10) Collect “Sign-On” paperwork - collate into classes.
- 11) Amend master copy of programme and practice sheets using list of “No Shows” from “Sign-On” sheets. Amend programmes for Officials and distribute.
- 12) Assist the Steward, if required, during the meeting.
- 13) Be accessible to the Clerk of the Course during the meeting.
- 14) Be sympathetic to problems/assist with problem solving.
- 15) Keep an eye (generally) on performance of Officials, flow of meeting, etc.
- 16) List prize money/draw cheques from results of meeting.
- 17) Assist with set up of trophy presentation.
- 18) Supervise payout of prize money to competitors.

DUTIES WHEN A NATIONAL (OPEN) MEETING IS OVER

- 1) Receive returned equipment and paperwork from Officials.
- 2) Thank Officials as they sign off.
- 3) Ensure that the Steward has two (2) copies of the programme, the official results, and completed Injury Report forms, Licence Declarations with the fee paid thereon and the completed Certificate of Compliance. Retain copies of the Injury Reports.
- 4) Organise tidying up of work areas before leaving the premises.

DUTIES TO FINALISE A NATIONAL (OPEN) MEETING

- 1) Complete Rider Levy Return Forms and forward to MNSW within fourteen (14) days of the meeting with the appropriate fees.
- 2) Sort and store original paperwork. (See section 4) below for description of original paperwork.)
- 3) Original paperwork comprises the Permit Application, the Permit, the Track Licence and the NSW Sport & Recreation Licence (if the circuit was a temporary one) sign-on/off sheets, the copied MNSW levy returns, original entry forms, list of competitors, race fields, grid sheets, lapscore sheets, scrutineering check lists, result sheets, a copy of the programme, copies of the practice sheets, copies of injury reports, a copy of the Stewards Report, a copy of the Clerk of the Course Report, the Incident Reports from Race Control and the original Scrutineering Cards. **These records should be retained for at least seven (7) years.**
- 4) Prepare Media Releases/Club Newsletter report.
- 5) Pay prize money that was not paid out on day of the meeting.
- 6) Write 'Thank You' letters to Sponsors and Officials.
- 7) Deliver any uncollected trophies.
- 8) Return equipment that has been hired, including Noise and Light Meters.
- 9) Clean and store equipment.
- 10) Request return of prize money, noise and light meter bonds from MNSW.

GUIDELINES FOR THE ORGANISATION OF 2 TO 6 CLUBS **INTERCLUB MEETINGS where prize money is paid**

- 1) Check with MNSW that the proposed date is available. Apply for the date in the appropriate manner and then ensure that the date approval has been granted by MNSW.
- 2) Ensure that MA's Track Licence and the NSW Sport & Recreation Motor Vehicle Racing Ground Licence are current and cover all events eg motorcycles, sidecars, quads, etc to be conducted at the meeting. If the track is of a temporary nature eg Supercross, Stadium Motocross etc make applications to MNSW and NSW Sport & Recreation to licence same - this can take as long as three months to finalise. Ensure that appropriate track signs re Warnings (as per GCR's) are in order.
- 3) Forward the Application for Approval to Conduct a Meeting to the MNSW Office **no later than two (2) months** prior to the date of the meeting together with the appropriate fee. Prepare and submit the draft Supplementary Regulations. The Supplementary Regulations are required to be approved by the relevant Sports Committee/Administrator. Closing date for entries should be approximately two (2) weeks before the date of the meeting.
 - **If the draft Supplementary Regulations have been e-mailed to MNSW** all the required amendments will be made in the Office and the amended copy will be returned by e-mail in a form ready to download, print and distribute. All Supplementary Regulations must be marked "MNSW Approved" before distribution.
 - **When the Supplementary Regulations are printed for distribution** two (2) copies must be posted to MNSW for record purposes.
- 4) Book the Ambulance/Paramedics in writing at least eight (8) weeks prior to the date of the meeting. Notify them of time changes, etc when programme has been set.
- 5) Notify the local Police Station and the nearest hospital of the meeting at least eight (8) weeks prior to the date of the meeting.
- 6) A copy of the Supplementary Regulations should be sent to the Primary Officials of the meeting eg Steward, Clerk of the Course, Timekeepers and Scrutineers, when asking them to assist with the meeting. This enables the Officials to have adequate notice of the meeting and an understanding of the events to be conducted.
- 7) No later than three (3) weeks before the date of the meeting telephone the Officials you have already contacted by mail to confirm their attendance. Replace those who are unavailable. Security persons, gatekeepers and programme sellers need to be contacted.
- 8) Order Noise Meter, Timing equipment and/or Light Meter from MNSW if required.
- 9) Organise radios and/or mobile phones for communication purposes no later than two (2) weeks prior to the date of the meeting.
- 10) Organise uniforms no later than two (2) weeks prior to the date of the meeting.
- 11) Order trophies when classes are established. Arrange collection at least one (1) week prior to the meeting and check immediately for errors.
- 12) If Drug/Alcohol Testing is to be carried out at the meeting, organise the necessary personnel and equipment.

IMPORTANT POINTS TO NOTE:

PERMIT APPLICATIONS FOR COMPETITION, NON COMPETITION AND INTERCLUB EVENTS WHERE PRIZE MONEY IS NOT OFFERED (2 TO 6 CLUBS) MUST BE RECEIVED 2 WEEKS PRIOR TO MEETING BEING RUN. PAYMENT MUST ACCOMPANY THE PERMIT APPLICATION.

PERMIT APPLICATIONS FOR NATIONAL OPENS AND INTERCLUB EVENTS WHERE PRIZE MONEY IS OFFERED (2 TO 6 CLUBS) MUST BE RECEIVED 8 WEEKS PRIOR TO MEETING BEING RUN. PAYMENT AND DRAFT SUPPLEMENTARY REGULATIONS MUST ACCOMPANY THE PERMIT APPLICATION.

IF THE PERMIT APPLICATION IS FAXED OR E-MAILED, CREDIT CARD DETAILS MUST BE INCLUDED OTHERWISE NO ACTION WILL BE TAKEN UNTIL PAYMENT IS MADE.

IF THE PERMIT APPLICATION IS MAILED, PAYMENT MUST ACCOMPANY THE APPLICATION EITHER BY CHEQUE, MONEY ORDER OR CREDIT CARD DETAILS, OTHERWISE NO ACTION WILL BE TAKEN UNTIL PAYMENT IS MADE.

RIDER LEVIES (WHICH ARE COLLECTED AT THE RACE MEETINGS) MUST BE FORWARDED TO MOTORCYCLING NSW LIMITED WITHIN TWO (2) WEEKS OF THE EVENT BEING RUN. IF THE LEVIES ARE NOT RECEIVED WITHIN THIS TIME, NO FURTHER PERMITS WILL BE ISSUED.

SUMMARY OF PERMITTING REQUIREMENTS

	NATIONAL OPEN	2-6 WAY INTERCLUB <i>With prizemoney</i>	2 - 6 WAY INTERCLUB <i>Without prizemoney</i>	CLOSED TO CLUB
<i>May be run by Private Promoter</i>	YES	NO	NO	NO
<i>Date Registration Approval</i>	YES	YES	NO	NO
<i>Permit applied for before meetings</i>	8 Weeks	8 Weeks	2 Weeks	2 Weeks
<i>State Championships</i>	12 Weeks	N/A	N/A	N/A
<i>Permit Fees Current at 01.01.14</i>	CLUB - \$530.00 PROMOTER - \$650.00	\$530.00	\$220.00	\$165.00 (Minikhana and Trials \$90.00)
<i>Prices quoted are for a single day event. Multiple day events may attract additional charges. FOR ALL OTHER PERMIT FEES, ADDITIONAL CHARGES AND OFFICIALS REQUIREMENTS PLEASE REFER TO CURRENT FEE STRUCTURE OR CONTACT MOTORCYCLING NSW.</i>				
<i>Prize money can be paid</i>	YES	YES	NO	NO
<i>Entries can be made on the day</i>	NO	NO	YES	YES
<i>One Event Licence Valid</i>	NO	YES	YES	YES
<i>Senior One Event National Licence</i>	YES	<i>Available to participants either over 35 years of age competing in a Masters / Veterans class or within a Historic / Classic class of competition at a National Open Meeting</i>		
<i>Results & Programme to MNSW</i>	YES	YES	NO	NO
<i>Riders list to MNSW</i>	YES	YES	YES	YES
<i>Programme Required</i>	YES	YES	NO	NO
<i>Ambulance required</i>	SEE MNSW BY-LAWS	SEE MNSW BY-LAWS	SEE MNSW BY-LAWS	SEE MNSW BY-LAWS
<i>Supplementary Regulations</i>	YES	YES	NO	NO
<i>First Aid Required</i>	SEE MNSW BY-LAWS	REFER TO GCR's	REFER TO GCR's	REFER TO GCR's
<i>Certificate of Compliance required</i>	YES	YES	YES	YES
<i>Steward required</i>	YES - Level 3 SCB Appointed	YES - Level 3 SCB Appointed	YES - Level 2 Club Appointed	YES - Level 2 Club Appointed
<i>Clerk of the Course required</i>	YES – LEVEL 3	YES - LEVEL 3	YES – LEVEL 2	YES – LEVEL 1
<i>Race Secretary required</i>	YES – LEVEL 3	YES – LEVEL 3	YES – LEVEL 2	YES – LEVEL 1
<i>Scrutineer required</i>	YES – LEVEL 3	YES – LEVEL 3	YES – LEVEL 2	YES – LEVEL 1