

New Zealand Senior Motocross Championship

Requirements & Responsibilities to host the Championship

This document has been developed to assist your Club in its decision-making process regarding the hosting of a Championship event. Please note that they are provided as guidance and are subject to change as planning progresses or further information becomes available.

The Championship:

The New Zealand Senior Motocross Championship, is held over one day. Motorcycling New Zealand takes responsibility for the overall delivery and management of the event, the host club will be responsible for providing the track, prepared to the required standards, and the on-the-day logistics as well as promotion in your local area.

Allocating the Championship:

Once a Championship is allocated to a Club, a formal agreement will be put in place and the event date confirmed. Until this process is complete, no public announcement regarding the allocation will be made.

Partnership Values & Expectations:

In being allocated a Championship event, we value collaboration and teamwork. We encourage open, frank, honest and constructive communication between all parties to ensure the success of the event.

Confidentiality is essential. Any sensitive matters relating to the event should remain between the organisation and the Club.

We also expect Clubs to actively support Motorcycling New Zealand in its broader activities, ensure all events are properly permitted, and attend the Conference & Annual General Meeting, as well as any other meetings, including online meetings, that may be held. These commitments help maintain the integrity and smooth operation of the Championship program.

How we support the Club as a Championship Host:

To ensure your Club is set up for success, we provide guidance, resources, and operational support throughout the planning and delivery of the Championship event. This includes:

- Coordinating promotion and marketing of the event at a national level (media releases, website and social channels)
- Providing all necessary event regulations, guidelines, and compliance documentation
- Supplying the Grade 4 Clerk of Course, Steward, and Technical Steward
- Supplying assistant Steward and Clerk of Course
- Supplying the series timing service and race operations oversight
- Providing the medical team for the event
- Providing the event commentator
- Organising the design and delivery of the event programme (online)
- Organising and supplying both round and series trophies



- Managing and securing series sponsors, while communicating sponsorship obligations clearly to avoid conflicts with local agreements
- Providing liability coverage, including statutory and public liability insurance
- Offering planning advice and technical guidance to support safety, compliance, and smooth event delivery
- Supporting consistent delivery from year to year, while implementing improvements over time

Host Club Responsibilities:

As the host venue, the Club is responsible for the successful delivery of on-the-ground logistics and venue operations. This includes:

- Ensuring the track and facilities meet the required track guidelines and safety standards
- Responsible for traffic management plans, and all consents required as per the District Plans of their local council, and regulatory bodies.
- Applying and paying for the event permit to host the Championship round
- Providing information, as requested, to support the development of the online event programme
- Managing all local event logistics, including ticketing, volunteer coordination, and onsite operations
- Preparing and maintaining the venue, including paddock/parking, signage, and spectator areas
- Providing an area for hospitality (if requested)
- Promoting the event locally in collaboration with the national promotion campaign
- Supporting sponsor visibility at the venue, consistent with national series sponsor agreements
- Facilitating access for officials, medical, commentator, and timing teams
- Agreeing to participate in coordination meetings, held online, which will include representatives from
 - Motocross Commission
 - The host Club
 - Club nominated officials
 - Series Event Manager
 - Starter of event
- Ensuring compliance with directives from appointed event officials and the Motocross Commissioner

Venue Operations:

To ensure the event runs safely and smoothly, the Club is responsible for providing a venue that meets the standards required for a Championship event. The venue must have adequate facilities for competitors, officials, media, and spectators, inclusive of, but not limited to:



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- Ensure the venue is prepared and meets all track standards.
- Ensure there is no access to the inner track unless it can be accessed by an underpass or overbridge.
- Provide a mechanic area adjacent to the track.
- Provide a timing facility.
- Provide a room or viewing access for the commentators.
- Provide a medical room.
- Provide a minimum of two side-by-sides (with drivers) dedicated for medical use only.
- Provide a technical area away from competitors and the public.
- Provide bathroom/toilet facilities (minimum of 1 toilet per 50 people).
- Provide food and beverages (non-alcoholic) available for purchase.
- Provide signage, including directional and warning signs at all venue entranceways.
- Provide a private area for officials to deal with matters that may arise during the course of the event.
- Ensure machinery is on hand for the duration of the event, with a qualified, experienced operator to undertake track maintenance and/or grooming as requested by the Officials.
- Ensure appropriate watering facilities are available during the event to water the track when required.
- Provide two-way radios with headsets for officials.

Meeting these requirements ensures a professional, safe, and well-organised Championship event in line with the organisation's standards.

Track Signage & Sponsor Rights

To ensure consistent series branding and sponsor visibility, the Organisation reserves the right to install and display series and national sponsor signage at the following key locations:

- One side of the start straight
- The hole shot corner
- The finish line

The Host Club will coordinate with the Commission to provide access and support for the installation and removal of these signs. This does not affect other local signage or sponsorship opportunities that the Club may secure.

Series Sponsor Pit Space

Depending on the requirements of the series sponsor, the Host Club agrees to provide, **free of charge**, one prominent pit space for the display and activation of the series sponsor at the event. The exact location of this space will be agreed between Motorcycling New Zealand and the Host Club prior to the event.

Team Pit Areas

Team pit areas must be reserved in advance to ensure safe and organised placement within the venue. The Host Club may charge a fee for the use of these team pit areas. The fee charged will be



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consistent across all rounds of the series and agreed between Motorcycling New Zealand and the Host Clubs. Motorcycling New Zealand will provide guidance on allocation to ensure compliance with safety, access, and operational requirements.

Personnel:

The following personnel and officials are required to ensure the event is delivered safely, efficiently, and to Championship standards:

- Starter
- Flag Marshals Coordinator
- Flag Marshals & flags at all stations (each station must include a medic flag)
- Marshals dedicated to spectator monitoring
- Parking and traffic management personnel
- Security personnel (if deemed necessary) for those camping on-site overnight
- Volunteers to assist with event set-up and pack-down, including erection and removal of sponsor signage, promotional flags, bunting, etc.
- Volunteers to assist with preparing and managing the podium/prize giving area

These personnel ensure that all operational, safety, technical, and spectator management requirements are effectively met throughout the event.

Classes:

Final classes will be confirmed at a later stage and are subject to final ratification. The Championship classes as outlined in the MoMS will be included.

Financial Structure

The Championship event operates on a shared revenue model. Income will be distributed as follows:

Retained by Motorcycling New Zealand:

- Rider entry fees
- Series sponsorship revenue
- Any national-level grants or funding secured

Retained by the Host Club:

- Gate/ticket sales
- Camping fees (where applicable)
- Local class sponsors
- Local track or venue sponsorship agreements
- Lease fees or % share of profits from food and beverage services
- Any community grants or local funding obtained by the Club



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Profit Share Structure

Following the completion of the final Championship round and confirmation of the total Championship profit:

- If the Championship generates a profit of \$15,000 to \$29,000, each Host Club will receive \$2,500 per round hosted, provided all event delivery requirements in the hosting agreement have been met and post-event briefings have been completed.
- If the Championship generates a profit of \$30,000 or more, each Host Club will receive \$5,000 per round hosted, subject to the same conditions.



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