

3.1 Every event shall be directed and carried out by certain officials whose duties are either supervisory or executive. Each event must have Steward(s) and CoC(s) of the required levels and with the correct discipline endorsement.

3.1.1 *Each event must have Steward(s) and CoC(s) of the required levels and with the correct discipline endorsement.*

3.1.2 *Steward(s) are not permitted to participate in a race as competitors at the event where they are listed on the permit.*

3.1.3 *CoC(s) are not permitted to participate in a race as competitors at the event where they are listed on the permit unless:*

- i) *It is a club event only requiring a Grade 2 Official***
- ii) *There is another Grade 2 or higher CoC present***
- iii) *That the other Grade 2 or higher CoC is listed on the permit for that event***
- iv) *The other CoC fulfils those duties while the other CoC competes***
- v) *If the permitted event is running two tracks concurrently all CoC roles must be fulfilled at all times***

3.1a MNZ shall appoint representatives (hereinafter called Stewards) who shall have supreme control over the conduct of any motorcycle meeting and shall have the duty of enforcing the rules, bylaws and regulations of MNZ that apply at the meeting.

3.1b Junior Officials (under the age of 16). 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.

All Junior Officials must be supervised by an Adult Official.

3.1c **Officials Minimum Age**
Clerk of the Course, Steward, Riders Representative and Technical Officials – minimum age 20yrs.

3.2 **Officials:** Stewards and Clerk of the Course will be required to attend a formal training course at least every two years. This may be extended to three years on individual application to the Officials Commissioner should exceptional circumstances exist.

Official's progression details are available on the Officials page of the MNZ web site or from the MNZ office upon request.

3.2a MNZ may appoint Series Officials, including a Race Director and Technical Steward, to control Island and New Zealand Championships with multi round structures. Host clubs will appoint Event or Round Officials of appropriate grade to officiate that round and/or club Officials for training and assessment.

Single round Championship Officials may be appointed by MNZ.

3.2b Officials of not less than the required level must attend every event where a MNZ permit has been issued to supervise and to see that all safety requirements of riders, spectators and officials are met and that the course meets the requirements as set out for the type of event being run.

3.2c At major Road Races (see rule 2.32) there shall be two Stewards in attendance, one being a minimum of Grade 3 and the other a minimum of Grade 2. The Stewards may be assigned as Track Steward and Pit Steward, and take responsibility for each such area. Such a meeting shall not be controlled by only one Steward. In addition Road Races on closed public roads and at National and New Zealand Championship events there shall be two Stewards in attendance, one being a minimum of Grade 4 and the other a minimum of Grade 3. The Stewards may be assigned as Track Steward and Pit Steward, and take responsibility for each such area.

3.2d At non-championship Miniature Road Race (F4/F5/Buckets) events on private circuits there shall be a minimum of one Club Grade (Grade 2) Steward and one Club Grade (Grade 2) Clerk of the Course in attendance.

3.2e Miniature Road Races although conducted on smaller circuits are to comply with the same rules of conduct that cover Road Racing. Where Miniature Road Races are held other than on a Closed Road circuit MNZ shall advise what grade of Steward may officiate.

3.2f The Steward of the Meeting shall have no executive duty in connection therewith on the day, but shall be in supreme supervisory control over the meeting in accordance with the regulations, and exercise all powers set out in the MNZ

Constitution.

3.2g Stewards required by MNZ to officiate at meetings outside their area are to be paid expenses by the area organising clubs at Public Service rates.

3.2h For selected major events MNZ may appoint the Steward of the meeting and other officials from outside the area of the meeting.

3.2i A Stewards report must be completed by the Steward of the event and forwarded to the office of MNZ within seven days of the event being held.
The MNZ Office will make available on request a copy of the Stewards report and Medical report to the Club that ran the event and/or the Regional Official of the Region.

3.2j A Clerk of the Course report must be completed by the Clerk of the Course of the event and forwarded to the Office of MNZ within seven days of the event being held. The MNZ Office will make available on request a copy of the Clerk of the Course report to the Club that ran the event, and/or the Regional Official of the Region.

3.2k Stewards must be visible by wearing an MNZ marked 'Steward' vest (Hi-Vis Yellow). This vest may not have club, sponsor or event branding.
The Clerk of Course must be visible by wearing a MNZ marked 'Clerk of Course' vest (Hi-Vis Orange). This vest may have other branding.
Green vests may be worn by MNZ series Race Directors & Riders Representatives.
All other Officials should wear the 'Hi-Vis Orange' colour but none may be marked to give the impression they are the Steward or Clerk of the Course.

3.3 MNZ may appoint Officials of the correct grade for Major, Island and New Zealand Championships and street road race events. The grade of event and the required grade of Officials shall be advised on the event permit.

3.4 **Clerk of the Course:**
The Chief Executive Official at a competition, under whose control come the following officials: Secretary of Meeting, Starter, Judges, Timekeepers, Handicapper, Machine Examiners, Marshals, Lap Scorers, Observers.

3.4a The Clerk of the Course shall be responsible to the Steward of the Meeting for the good management and conduct of a competition in accordance with these Rules, the Supplementary Regulations and the official programme and for the direction and control of all executive officials necessary for that purpose.

3.5 **Technical Steward:** The Technical Steward may at any time attend any meeting in the capacity of the Technical Steward. The Technical Steward must on arrival at an event introduce themselves to the Meeting Steward and Clerk of Course. They must also sign in on any official documentation.

3.6 **Coordinator:** The Coordinator is a Commission appointee. He/she is to liaise with Clubs running New Zealand Championship rounds. He/she is responsible for presenting supplementary regulations, point's progress and results to the MNZ office. He/She may attend protests in an advisory capacity only.

3.7 **Secretary of Meeting:** The Secretary of the Meeting shall be particularly responsible for the organisation of the meeting insofar as the supply of all necessary documents, badges, etc., are concerned as well as for the transaction of all official correspondence relating to the meeting.

3.8 **Duties of Judge:** It shall be the duty of the Judge to declare the order in which the competing machines pass the finishing line. If the Judge considers he/she has made a mistake he/she may alter his/her decision after consultation with the Steward of the Meeting and the Clerk of the Course.

3.9 **Duties of the Starter:** It shall be the duty of the Starter to start each race when so instructed by the Clerk of the Course: from then until the start of the race the competitors are under the sole control of the Starter. In the case of a false start the Starter may order a re-start.

3.10 **Timekeeper:** The principal duty of the Timekeeper is to record and report such times as are required by the conditions of the competition as instructed by the Clerk of the Course and to prepare and sign such records as may be required in the case of an attempt at records or a certified test.

3.11 **Handicapper and Starters:** Shall be approved by the Steward and at no meeting shall a handicapper or starter be allowed to compete in any event under the jurisdiction of MNZ where they are officially engaged. The Handicappers shall on demand from MNZ immediately forward to the MNZ office, particulars of the handicaps and results of their meeting and these results shall be available to any approved handicapper at any time on application to MNZ.

3.12 **Machine Examiner:** It shall be the duty of the Machine examiner to satisfy themselves prior to a machine taking part in an event that the competing machine conforms to these Regulations and is in proper condition to race.
He/she may check machine(s) involved in an accident or fall if considered appropriate before such machine(s) is permitted to start in another race.

3.13 **The Club/Promoter** shall provide a sufficient number of Flag and Track Marshals who must be briefed prior to the start of the first practice.

Flag Marshals: Are marshals appointed to give signals laid down in these rules. Flag Marshals shall occupy posts along the course assigned to them by the Clerk of the Course.

As soon as the meeting commences all Marshals under the orders of the Clerk of the Course to whom he/she shall immediately report by any means at their disposal (telephone, signal, courier, etc.) all incidents and accidents which occur on the section of the course for which he/she is responsible.

FREE ADMISSION OF OFFICIALS OF MNZ:

3.14 Any Board or Life Member, Grade 3 or 4 MNZ Official, Commissioner, on production of his/her warrant, is entitled to free gate admission for themselves and their family to any event run by a MNZ affiliated Club.

3.14a Any Grade 2 or above MNZ Official, on production of his/her warrant, is entitled to free gate admission to any event run by a MNZ affiliated Club.