



## **NATIONAL/SANCTIONED AND CLUB EVENT MANUAL**



This manual consists of an overview, event organiser, check lists and budget forms to be used as a guide when hosting Offroad Racing Events. Your North/South Island vice presidents are only a phone call away, don't hesitate to call them if you are uncertain or have any questions. If you have any information or ideas of use that could be added to this manual contact your local ORANZ Delegate.

**THIS IS A LIVE DOCUMENT SO IF YOU HAVE ANYTHING TO ADD PLEASE ADVISE THE SECRETARY**

## OVERVIEW

### VENUE :

- Always try to source a venue as close as practicable to the nearest township/city.
- Make sure there is easy access to the pits/spectator parking areas in all weather. Remember there will be some large trucks and trailer units entering the site.
- Ensure the pits/spectator parking areas are large enough to accommodate the vehicle numbers you anticipate - the more room the better.
- Avoid land that is highly fertile with a deep layer of topsoil or peat, are low lying (poor draining) or swamp land. Elevated land with a hard clay base is always best.
- Avoid steep rugged land. Both drivers and spectators want to see as many cars as possible finish the event.
- When evaluating a property it is important to consider spectator/driver safety and viewing points. A short course track in full view of the spectators that is wide with lots of passing room is ideal.
- Consider the weather. In case of heavy rain do you have an alternative venue or can you change the track, pits and or spectator parking areas to accommodate it. If dust could be a problem can you water the track? Think what if and plan for possibilities.

### TRACK :

#### Short course :

- A short course track should be somewhere between 800 meters and 1.1 km. There should be a straight of around 200 meters long and enough technical areas to keep the racing close and exciting but at the same time wide enough to enable easy passing. A track at least 4 cars wide is a good start.
- Jumps are an important part of any short course track. Short sharp ramps to a jump are dangerous - ensure your jumps have a long gentle ramp and a safe landing area. If you're not sure, ask.
- Consider how the racing will flow i.e. pit entry and exit and the dummy grid area. It is important that cars can grid up in an area away from the racing and be ready to go straight to the start line without interfering with cars leaving the track.
- Spectator safety is paramount. Tape off areas where there is a high risk of cars leaving the track and keep spectators as far back as is practicable from the race track.

### Long Course/Enduro :

- Consider all of the relevant points above when organising an Enduro
- A farm Enduro track should be no less than 4km. A track of 15-25km is ideal for a forest Enduro of up to 250km.
- There is a lot to consider when marking out an Enduro track. The number one thing to remember is that most drivers won't know where they are going so it will be easy to get lost or go the wrong way. Always get someone (that has no idea where they are going) to drive the track when you have finished marking it out. If they hesitate or find themselves looking for markers, it's not clear enough, so correct it.
- Tape off all possible wrong routes i.e. in a forest; tape off all roads that branch off the road you are racing on – no exceptions. Anywhere that it is possible for a car to overshoot a corner and take out marking tape, place a second tape far enough down the road that it won't be taken out as well. Make sure there is no chance of someone going the wrong way.
- Make sure all track markings are easily seen and give the driver ample time to respond at high speed: Check the rule book for track marking signs.
- Make sure in the tight and technical areas of an Enduro that there is plenty of room for the larger trucks to pass in one go. Three meters wide is the minimum at 90 degrees to the track not on an angle. Remember it's a race track not an obstacle course. Avoid single lane roads and tracks where possible
- Consider where safety crews can enter the track in the event of an accident and where the marshal points should be.
- Have plenty of copies of a full track map detailing all access roads, marshal points etc, on hand. Supply them to all marshals, fire crew, ambulance, recovery crews, police etc.
- Make sure there is radio contact between all marshal points.
- Safety is critical. Do you have enough marshals, recovery vehicles, lap scorers.

### MARKETING :

- History shows that local print media, websites, Facebook and roadside signage are the cheapest and most effective forms of advertising. TV and radio are expensive and often don't get the desired result unless you have a huge budget.
- The ORANZ marketing manager is paid by ORANZ to do print media for all National events so make use of him. If yours is not a National event then give him a call, he is here to assist in any way he can and his fees are more than reasonable. He cannot promote an event he

knows nothing about so make sure you contact him well in advance (at least 8 weeks) to discuss a marketing plan. He will require as much information about the event as possible and it is important you stay in contact with him in the rundown to race day so he is constantly aware of updates, entries and issues of interest that he can make use of.

- Remember the better YOU promote YOUR event to competitors/spectators, the more you will get and the better it will be. Don't just expect people to turn up.
- Sponsors love numbers. Look after your sponsors, make them happy, don't just expect them to give you money, make sure you give back to them and always honour a sponsorship agreement.
- Have info available for all spectators i.e. an event program with a competitor list, sponsors, contacts, future events, ORANZ flyers etc.
- Have a PA system to inform everyone of what is happening, and keep pumping the sponsor's details.

#### PRIZE GIVING :

- Select a venue that reflects the importance of the event. Prize giving at the track maybe ok for a club day but for a national round a sports club, events venue, or hotel with a function room and food available is minimum.
- If the day after racing is a normal work day, ensure the prize giving is held as close as practicable to the track and as soon after racing as possible. This will ensure racers from out of town can attend and still have time to travel home.
- Avoid being liable for paying for food. If the venue requires specific numbers then get people to pay as an optional part of their entry.
- Make sure the venue has plenty of safe parking for those that will take their race trailers etc.
- Remember your sponsors, thank them, make a fuss, keep them happy and involved.

HOSTING A NATIONAL EVENT IS A PRIVILEGE. IT'S A GREAT OPPORTUNITY TO SHOW CASE OUR SPORT AND GENERATE FINANCES FOR YOUR CLUB SO MAKE THE MOST OF THE OPPORTUNITY YOU HAVE BEEN GIVEN.

EVENT ORGANISER :

<b><u>EVENT</u></b>				
	Person Responsible	Status	Contact Name/Number	Done
<b><u>Event Organiser</u></b>				
<b><u>Budget</u></b>				
Establish Preliminary / Planning Budget				
Complete Final Budget				
Confirm Actual vs Estimated Budget				
<b><u>Event Logistics (Date, Availability, Costs)</u></b>				
Confirm race venue				
Confirm prize giving venue				
Confirm Marshalls (and Fee)				
Confirm First Aid / EMT (and Fee)				
Confirm Fire Brigade (and Fee)				
Confirm Radio Announcer (and Fee)				
Confirm Radio / Comms / PA Systems (and Fee)				
Confirm Onsite Caterers & Coffee (and Costs)				
Confirm Portaloos (and Costs)				
Confirm Barriers (and Costs)				
Confirm venue and track marking equipment (track marking tape, paint, arrows, caution signs. Pegs, signage, road cones, barriers, orange safety mesh, sledge hammer, spades, hammers, staplers, cable ties,etc)				

	Person Responsible	Status	Contact Name/Number	Done
<b><u>Race Venue</u></b>				
Confirm Date to land owner				
Complete Recce				
Organise Working Bee				
Organise Track Setup				
Confirm Race Track Route				
Confirm Kiwi truck Track Route				
Confirm sprint/qualifying track				
Confirm spectator parking location				
Confirm Pit Location (incl Entry & Exit)				
Confirm dummy grid location				
Confirm Fuel Bay Location				
Confirm Fire Truck Location				
Confirm first aid EMT/St Johns Location				
Confirm Catering / Coffee Location				
Confirm PA & Announcer Location				
Confirm Lap Scorer Location				
Confirm Spectator Control (Safety)				
<b><u>Scrutineering</u></b>				
Confirm Scrutineering Location				
Confirm Scrutineers				

	Person Responsible	Status	Contact Name/Number	Done
Confirm Registrar Persons/paperwork				
Confirm Scrutineering Equipment (Jack / Plywood / Desk/ Srutineering forms/Entry forms/ money float etc				
<b><u>Sponsorship</u></b>				
Prepare Sponsorship Proposal				
Present Sponsorship Proposals to Sponsors				
Invoices to Sponsors				
Arrange Sponsors Logos to Website / FB etc				
Arrange Race Venue Sponsorship Signage				
<b><u>Marketing / Advertising</u></b>				
Confirm Road Side Signage				
Confirm Website & FB Presence				
Liaise with Mark Baker to Complete Articles (for issue)				
Forward Articles to all Clubs				
Check all "Free to Air" Advertising Options				
Articles into Community Newspapers – Mark baker				
<b><u>Competitor Entry</u></b>				
Create Entry Form				
Post Entry Forms (Post / Webpage / FB)				
Receive Entries and Collate				
Create Passes for Drivers & Pit Crew				
Arrange Trophies & Engraving.				

	Person Responsible	Status	Contact Name/Number	Done
<b><u>Event Programme</u></b>				
Create Event Programme				
Print Event Programme				
Confirm Programme Distribution				
<b><u>Track Setup Day</u></b>				
Confirm Track Setup Co-ordinator				
Confirm Track Setup Volunteers				
Confirm Track Setup Equipment Delivered to Track				
Confirm Person to put out Venue Direction Signage				
<b><u>Race Day Personnel</u></b>				
Confirm Clerk of the Course				
Confirm Timing Persons sprint/qualifying				
Confirm Timing Gear (Stopwatches / Stop-go Signs etc				
Confirm Marshall Co-ordinator				
Confirm Pit Setup Co-ordinator				
Confirm Tail End Charlie				
Confirm Track Cleanup Co-ordinator (incl Assess Restitution)				
Confirm Entry Gate Personnel, Money float				
Confirm spectator/pit parking marshal				
<b><u>Race Day Equipment</u></b>				
Confirm fire extinguishers and track marking equipment				





**EVENT BUDGET :**

**EVENT**

Please note this Event Budget is also available as an MS Excel Spreadsheet

**Date** All Figures include GST

Income	NAME	No	Rate	Budget	Actual	Actual last year
Competitors Entry Fees						
Kiwitruck Entry Fees						
<b>SPONSORS</b>						
Main Event Sponsor		Sum				
Class 1		Sum				
Class 2		Sum				
Class 3		Sum				
Class 4		Sum				
Class 5		Sum				
Class 6		Sum				
Class 7		Sum				
Class 8		Sum				
Class 9		Sum				
Class 10		Sum				
Class C		Sum				
Class Kiwitruck		Sum				
Class R/UTV		Sum				
Track sponsors Eg corner,jump						
Catering						
Spectator Gate Entry						
				\$ -		\$

Expenditure		No	Rate	Budget	Actual	Actual
ORANZ Competitor Fees	ORANZ	0	\$ 55.00			
ORANZ Kiwitruck Fees	ORANZ	0	\$ 20.00			
Land owner fees						
Prize giving venue						
Track Formation						
Track Restitution						
Forest Tree Damage						
Gate Keepers						
Trophies (1,2 & 3 - OA & Class)						
First aid EMT/St Johns						
Entry Forms (Print/Mail)						
Event Programme						
Toilets						
Fire Brigade						
Event Signage Roadside						
Event Signage Venue						
Track marking tape						
Pegs						
Barriers, cones,tyres						
Arrows and cautions						
Paint,clouts/staples						
Commentator						
PA System Hire						
Media	Veritas					
Marshalls						
Tents/Marques						
				\$ -	\$	\$

Profit / Loss Report					
	Income		\$ -	\$	\$ -
	Less Expenditure		\$ -	\$	\$ -
	<b>Total Profit / Loss</b>		<b>\$ -</b>	<b>\$</b>	<b>\$ -</b>