



MOTORCYCLING NEW ZEALAND Inc. CHAMPIONSHIP PROTOCOL INTRODUCTION

The purpose of the Motorcycling New Zealand Championship Protocol is to ensure that Clubs are aware of their requirements before applying for a New Zealand, North Island or South Island Championship event, to show the Commissioner of their sport that they are proficient in organising a Motorcycling New Zealand Championship event, these events are the pinnacle of our sport in New Zealand.

Consideration will not be given to Clubs to be allocated a Championship, if they are not holding their Club events under MNZ permits.

This document is to outline the minimum requirements of a Club who' desire it is to host a Motorcycling New Zealand Championship event.

Clubs are required to submit the following information:

- Event Outline
- Event Plan
- Event Budget
- Event Promotional Plan
- Event Media Plan

Templates are attached to this documentation to assist Clubs, also below we have outlined the type of information that should be in your plans.

Event Outline:

Prepare a "What, When and Where" plan which will show the Commissioner that the Club has thought through all of the requirements.

The Event Outline must align to the series requirements (if a series) as set by the Commissioner. The Commissioner may set in place the Championship classes, the support classes, a pre event time table, the event time table and Prize Giving requirements.

Event Plan:

Everything detail about the events should be placed in an event plan, often event plans are set up in flow charts on a excel spread sheet, or you could start the planning at a meeting with a big sheet of paper.

List out all of the tasks around the event, created a by when & by whom list, ensure that some one takes responsibility for each of the tasks.

Include in your event plan, a list of all of the Officials, list of all Operational People included a list of personnel to put up sponsors banners and flags. Include a list of all the equipment required from brooms through to sponsors flags and signs.

Include catering for officials, and sponsors hospitality as well as everything required for the prize giving.

Event Budget:

The budget should show all proposed expenses and should mirror the event plan, include all expenses around advertising and promotion.

Should the MNZ Sponsorship & Standing Committee be requested to assist with the event, they need to know, how much is required, what it is required for and when it is required by.

Event Promotional Plan:

Create a time line, you will find if you use an excel spreadsheet the functionality within the spreadsheet will become very helpful. Work in conjunction with the Commissioner. Appoint a Media Officer within your Club to liaise with the MNZ Media Manager and your local press.

It is important that you “dress” your event with your sponsors banners and flags, this can also go a long way towards transforming a venue. To retain your sponsors you need to give them value for money.