

1 Financial Arrangements

1.1 National Championships only

- All monies shall collected and dispersed by the NZMPBA
- Costs incurred for the procurement of the host club requirements detailed below shall be born by the host club.
- Costs incurred by the NZMPBA for articles such as place cards, Shall be amortised on an as used basis. I.e. if the quantity purchased is greater than what is needed for that particular event then only the cards used shall be expensed to the event.
- Following the completion of the Regatta, the NZMPBA treasurer shall compile a profit and loss statement detailed revenues and expenses associated with holding the nationals.
- The Net Profit shall be split 50/50 with the host club.
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1.2 Regional Sanctioned Events

- All monies shall collected and dispersed by the Host Club
- Costs incurred for the procurement of the host club requirements detailed below shall be born by the host club.
- Profits or loss resulting from the event once all expenses are paid shall stay with the host club.
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2 RESPONSIBILITIES OF THE HOST CLUB

2.1 POND/RACE COURSE AREA: -

- Minimum size 200m x 100m
- Obtain permissions form all relevant local authorities and stakeholders
- Advise NZMPBA of any conditions of use, i.e. start/finish times, noise restrictions etc.

2.2 Designated Launching and Retrieval Area

- If a Jetty is not available the launching and retrieval areas must be separated by a 10 Metre line of Buoys spaced at every 2 metres.

2.3 Pit Areas

- There must be a designated “Hot” pit area for boats that are involved in the current event. This area shall be immediately adjacent to the launching and retrieval area and must provide a covered area (using Gazebos or such like) for up to 6 Boats.
- There must also be a designated “Cold” Pit area well separated from the “hot” pit area for all competitors to use while not racing. Covering is not required for this area, but Competitors may be allowed to use their own Gazebos or such like.
- Each Pit whether Hot or cold shall be a minimum width of 1.5 m and numbered.

2.4 BOUYS

- To be resilient to impact but not too hard on boats. To be easily visible in dull and bright conditions, preferably Fluorescent Orange in Colour.
- 15 are required to set a full oval course plus at least 3 spares.

2.5 NOISE METER

- The host club shall provide a suitable noise meter and appropriate stand in line with the NZMPBA rules.

2.6 START/FINISH LINE.

- 2 sighting buoys positioned accordingly across the centre of the front straight
- A noise test mark should be attached at 10, and or 20 meters from where the meter will be set up.

2.7 COURSES.

- All courses to be set out by host club as per NZMPBA Rule Book with 100 metre straights and 15 metre radius corners on each end.
- The regatta Director will advise what and when course changes should be made during the regatta.
- A second course shall be preset in an alternative venue in case of the primary venue becoming unraceable due to a change in weather conditions.

2.8 RESCUE DINGHYS.

- 2 Stable dinghies are to be provided including, Oars, Rowlocks, Maximum of 2 HP engine/craft and life jackets for occupants. The NZMPBA can supply 1 outboard.
- The Host Club shall also be responsible for arranging a roster to ensure the Rescue boat be manned for all races. Note that the Rescue craft roster may consist of non-host club members.

2.9 COMPETITORS AREA (Hot & Cold Pits).

- To be roped off from the public.
- Warning signs that beyond the rope is a competitor only area.
- Additional Areas where public safety could be impacted must also be cordoned off.

2.10 STURDY ELEVATED DRIVERS POSITION.

- This is compulsory. (Either natural or consider scaffolding or large trailer)
- This should be long enough to accommodate up to 10 drivers shoulder to shoulder, and be wheelchair access friendly.
- There should be 6 spaces numbered 1 to 6 for the sprint racing pit number allocations.

2.11 CARAVAN, TENT OR BUILDING

- With table and chairs for race officials
- Scrutineering Area
- Table for Boat inspections
- Peg 9 metres from Table for Aerial down Radio Checks
- Peg 100 Metres from Table for Aerial up Radio checks

2.12 SCALE HYDRO CONCOURSE.

- A table for judging.

2.13 FIRST AID KIT & Fire Extinguisher (Co₂)

- Kept in Caravan or tent.

- TOILETS. If the race site does not have public toilets near by, portaloos to be provided.

2.14 ADVERTISING.

- Via all local mediums available and practical.

2.15 DINNER AND PRESENTATION.

- Reserve sole use of an appropriate venue and catering.
- Advise NZMPBA of Venue and pricing for publication to competitors.
- A Buffet or Set menu is preferred.

2.16 LUNCHES.

- Organize the sale of lunches. E.g. BBQ bangers 'n' bread, mobile caterers etc
- The Host Club may use Lunches for fundraising.

2.17 ACCOMMODATION.

- Provide a list of nearby motel/motor camp sites at least 6 months in advance, for publication in Propshaft

2.18 PROMOTIONAL BROCHURES.

- Consider promotional brochures for handouts at the regatta to promote your club. Consider promotional brochures for handouts at the regatta to promote your club.

2.19 STARTING SYSTEM.

- Provide an alternative back up should the NZMPBA system fail.

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3 RESPONSIBILITIES

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- To be born by:
- The NZMPBA for National Championship Events
- The Host Club for Regional Sanctioned events

3.1 ORGANISE THE RUNNING OF THE REGATTA.

- Organise entry forms, must be posted out at least 3 months prior to the event.
- Determining the entry fees with respect to local costs provided by host club.
- Receive Entries and fees
- Organise Race draws
- Nominate the Race Director
- Nominate the disputes committee and process
- Organise race officials for each race
- Organise Daily Competitor Briefing

3.2 PROVIDE MAIN TROPHYS AND PLACE CARDS

- Ensure that there are sufficient stocks of appropriate place cards are available
- Ensure that all Trophies from previous years have been returned to the Trophy Custodian before the event.
- Ensure that Winners details are engraved on each trophy

3.3 P/A SYSTEM.

- For audio countdown and addressing the public and competitors.
- Starting hooter should be incorporated on the Audio countdown tape / CD.

3.4 PROGRAMME OF EVENTS.

- Outline Start and finish times for each day
- Outline Driver Registration times, Scrutineering times
- Note Start and Finish times need to be in keeping with local environmental/Council requirements.

3.5 REGATTA MOMENTOS/ TEE SHIRTS ETC.

- Shall be responsible for deciding on what shall be presented to all competitors as part of entry fee.
- Responsible for deciding on Artwork
- Purchasing of Tee Shirts and mementos.

3.6 SCRUTINEERING.

- Shall be conducted by the Race director
- A checklist of Scrutineering criteria shall be published with the entry form.
- In the event of Integrated Race Management System (IRMS) failure
- Arrange lap scoring for endurance events.
- Arrange time keeping and results for heat racing.
- Event Recording
- Master Sheets
- Heat Sheets
- Recording of race results for each heat

3.7 REPORTING

- The Host Club must provide a regatta report for Propshaft within 4 weeks of the event for Propshaft.

4 Site/Course Safety Checklist

Attribute	Requirement	Compliance Yes/ No,	Comments
Site	Adequate rubbish collection containers are available.		
Site	Vehicle movements in and around the pit area is restricted.		
Site	Safe parking has been arranged for competitors.		
Wildlife	<p>Procedures are in place for clearing the course of Waterborn fowl.</p> <ul style="list-style-type: none"> • Water borne fowl etc are to be quietly herded away from the boating area by running 1 boat or using the rescue dinghy. • Another option is to entice the fowl away by feeding in a safer area. • Should water fowl enter the racing area during a race, they are to be called as a race hazard by the race controller and if necessary the race will be stopped while the course is cleared. • It should be noted that wildlife are only semi controllable and the NZMPBA takes no responsibility for the complete safety of wildlife in any area in which its members are operating. 		
WATERWAY	Procedures are in place to prevent contamination of the waterway being used.		

WATERWAY	Competitors are briefed on waterway hazards: i.e.		
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<p>SITE HAZARDS</p>	<p>All hazards and potential hazards and potential hazards have been identified and outlined to all participants at the “Drivers Brief” meeting along with suitable suggestions for reducing or eliminating any risk. The drivers briefing will be held prior to the event commencing and all persons entered for events on that day must be present.</p>		
<p>SITE HAZARDS</p>	<p>A suitably marked (and if necessary) roped off “pit area” is to be nominated for all members to operate within. The area is signposted to exclude the general public if necessary.</p>		
<p>SITE HAZARDS</p>	<p>Competitors are reminded that SMOKING IS NOT PERMITTED in the marked off Hot or Cold Pit, Race control, Driver’s Stand areas or in the Rescue Dinghy’s..</p>		
<p>WATERWAY HAZARDS.</p>	<p>The local host club or the Event Director must identify all hazards and potential hazards. These will be outlined to all participants at the “Drivers Brief” meeting along with suitable suggestions for reducing or eliminating any risk.</p> <p>Include biological hazards such as Noxious weeds and BioToxins such as Blue green Algae etc.</p>		

	Competitors shall be advised to not physically enter the waterway being utilised for any reason.		
NOISE.	<p>Noise metre is set-up at a measured 10 metres from the race circuit.</p> <p>Noise levels are restricted to a maximum of 87 dba at 10 meters, measured 1 meter above water level and at right angles to the direction of travel of the boat.</p> <p>Where it is considered to be too dangerous to do a noise check at 10 meters, then a check at 20 meters of no more than 81 dba is permitted.</p>		
RESCUE CRAFT.	<p>Rescue craft are deemed as dinghies fitted if required with outboard motors.</p> <p>The NZMPBA strongly advises the use of life preservers (vests or similar) or other suitable floatation aids for members operating rescue craft.</p> <p>No one is to smoke while operating the rescue craft or to smoke within 5 meters of the rescue craft.</p>		
RESCUE CRAFT	<p>Life vests are available for each person in each rescue craft.</p> <ul style="list-style-type: none"> Life vests must be worn when operating rescue craft. 		
COMPETITORS EQUIPMENT.	Competitor's equipment at site is stored in a tidy fashion in the allocated pit area.		
COMPETITORS	All hazardous fluids are to be		

EQUIPMENT.	contained in appropriate fully sealed containers.		
COMPETITORS EQUIPMENT.	Portable electric equipment should be suitably assembled in an appropriate place.		
Scrutineering	<p>Scrutineering is to be carried out or overseen by suitably experienced persons and the appropriate notes made on the scrutineering form. (See copy attached)</p> <ul style="list-style-type: none"> • Scrutineering of all craft is mandatory and is to take place prior to that crafts first event for the day. • No competitor's boats are to be run on water before drivers brief or scrutineering 		
SPECTATORS.	<p>Suitable guarding/barriers are in place to ensure that all spectators / general public stay back from the waters edge a minimum of 5 metres. This can be advertised either by signs placed accordingly, suitable statements and warnings broadcast over the public address system or officials of the event making a direct approach and verbally requesting spectators to move to a safer area.</p> <ul style="list-style-type: none"> • The organiser may delay the start of an event or stop an event if spectators enter a hazardous area. • At all times all 		
Spectators	Signage is in place to remind visitors and spectators to the site are there at their own risk and the		

	NZMPBA ultimately assumes no responsibility for damage or injury to any persons or their property.		
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