

# VENUE PLAN

MotorSport New Zealand

*Back in Motion*

## **Function of the COVID-19 Venue Plan**

The COVID-19 Venue Plan's purpose is to ensure that COVID-19 guidelines are considered by event organisers when organising any motorsport events being held under the authority of a MotorSport New Zealand organising permit.

It is imperative that the Venue Plan is read in conjunction with MotorSport New Zealand's Back in Motion guidelines, the National Sporting Code (NSC) and the regulations applicable to each Motorsport Discipline.

This checklist will provide a record of the procedures that have been adopted to be used within a specific venue. It is also required to include a venue map with details around how the venue will be broken up into the different zones to ensure compliance with Government gathering requirements.

For any venue that holds a current MotorSport New Zealand Circuit Safety Plan, this document can be appended to that current plan.

It is the responsibility of the Organising Club to work with the venue to ensure ongoing compliance with NZ Government protocols throughout the event. The overall responsibility for the adherence to the protocols submitted by the venue and/or organiser lies with the Clerk of the Course to ensure that these are being followed.

If at any stage during the event it is found that these protocols are not being followed, the Stewards have the authority as per the National Sporting Code, Part VII (77) to instruct the Clerk of the Course to cease competition until such time that the breach is rectified.

# COVID-19 VENUE PLAN

|                        |   |      |    |
|------------------------|---|------|----|
| <b>Name of Event</b>   | MGCCR / Constructors Car Club - Competitor Coaching |      |    |
| <b>Organising Club</b> | MGCCR   |      |    |
| <b>Event Venue</b>     | Circuit Chris Amon - Manfeild                       |      |    |
| <b>Event Date</b>      | 26  | -    | 09 |
|                        | -   | 2020 |    |
| <b>Permit Number</b>   | 200426  |      |    |

## EVENT CRITERIA

| AREAS OF RISK  | EVIDENCE/COMMENTS (if applicable, please use additional sheets if needed)  |
|--|--|
| <b>Venue/areas entry and exit points</b><br>Has consideration been given to entry and exit points of venues/areas of mass gathering?                                   | As per the Manfeild Alert Level 2 Response Plan, only the Rata Street entrance will be open.<br>A person will man the Rata Street entrance entering the venue (while maintaining physical distancing.)   |
| <b>Control room/Administration/HQ</b><br>Demonstrate how such space will be staffed including list of personnel and room configuration                                 | There will be no timing at this event.<br>Race control will be run from trackside, using radios as necessary.<br>The Control Room / Administration / HQ will not be staffed as it is not a competitive event.<br>The number of occupants, if any, will be limited to 10 at a time.   |
| <b>Paddock/Service Area/Refueling</b><br>Demonstrate how each 'defined' space will be managed including pit garage/service park allocations (an aerial map is helpful) | As per the Manfeild Alert Level 2 Response Plan, every second pit bay will be taped off.<br>Competitors will be instructed to maintain physical distancing, not share pit bays and bring no more than one helper with them to the event.<br>Competitors will be encourage to spread out around the pit paddock area.   |
| <b>Maximum event capacity</b><br>Demonstrate how maximum venue numbers will be managed (ie 'defined spaces')   | Prior to the event, competitors will be told they are to bring no more than one helper with them (preferably no-one else).<br>There are to be no passengers and no spectators.<br>A person will count people in and out of the venue at the Rata Street gate.  |
| <b>Physical Distancing</b><br>Demonstrate how all operational areas (indoor or outdoor) are set up to comply with social distancing guidelines                         | The documentation office will have one entrance and one exit.<br>Competitors will be advised to maintain physical distancing both inside and outside.<br>The scrutineering shed will be limited to one car and its driver at a time.<br>There will be some degree of scrutineering on cars with no log book or those where the driver displays no mechanical knowledge.<br>The "Motorsport Back in Motion" document says to "avoid in-person scrutineering" but does not say "No in-person scrutineering". |

|   |  |
|---|--|
| <p><b>Contact Tracing</b><br/>Demonstrate how Contact Tracing will be implemented for your event</p>  | <p>All competitors must enter prior to the event date, where practicable. Contact tracing sheets will be available at the gate all attendees to complete.<br/>A QR code, if available, will be at the gate for scanning.<br/>Processes will be as per the MSNZ guidelines.</p>                               |
| <p><b>Documentation and Briefings</b><br/>Demonstrate how Documentation and Briefings will take place</p>   | <p>Drivers briefing and coaching will be by way of the PA system, or a megaphone<br/>Documentation will be as brief as possible, using one entry and one exit with markings at 1-2 metre markings.<br/>Competitors will be instructed to stand back from the Secretary's desk to sign the documentation.</p> |
| <p><b>Hygiene Practices and Information</b><br/>Demonstrate that correct hygiene measures have been adopted</p>   | <p>Masks will be worn as per MSNZ guidelines.<br/>Hand sanitiser will be available .<br/>Manfeild Park has confirmed that increased cleaning and sanitation processes are in place.</p>  |
| <p><b>COVID-19 Management</b><br/>Demonstrate how a probable case of COVID-19 would be managed if a person displayed symptoms</p>                               | <p>The affected person and anyone with them would have their contact details collected (via cell phone or dictation (not paper). They would be instructed to call Healthline.<br/>They would be instructed to leave the venue, avoid contact with others and get tested as soon as possible.</p>             |
| <p><b>Marshal posts/Road Closures/General Officials</b><br/>Demonstrate how social distancing protocols are being adhered to by officials in such positions</p> | <p>There will be no more than one person at each marshall post, unless that post can accommodate two or more people while complying with physical distancing requirements.</p>   |
| <p><b>Judicial matters</b><br/>Demonstrate how such a matter will be managed on site</p>  | <p>People will be spoken to at a distance (likely in the documentation office at Manfeild) of 2 or metres.<br/>If the issue is severe enough, the person will be instructed to leave the venue.</p>  |
| <p><b>Additional information</b></p>  |  |

**I declare that, as part of the organising team, we will ensure that this event will follow the procedures that we have noted above and in the attached venue map. These will follow current NZ Government protocols.**

Name: Ron Robertson Date: 9 September 2020

Club Role: President and Clerk of Course Signature: Ron Robertson