[INSERT PROMOTER/[INSERT MNSW LOGO &

CLUB LOGO HERE] APPROVAL STAMP HERE]

EVENT: [Insert Meeting Name]

DATE: [Insert Meeting Day]

 [Insert Meeting Date]

VENUE: [Insert Venue Name]

 [Insert Venue Location]

TRACK LICENCE NUMBER: [Insert Track Licence Number]

MA PERMIT NUMBER: [Insert MA Permit Number]

 [Insert IMN – If Applicable]

EVENT CONTACT: [Insert Contact Name]

 [Insert address for correspondence]

 [Insert Contact Number]

EVENT KEY OFFICIALS Steward [RCB Appointment]

Clerk of Course [Insert name]

 Race Secretary [Insert name]

 Scrutineer [Insert name]

**1. ANNOUNCEMENT**

The [Insert Club or Promoter here], hereafter called the Promoter will conduct [Insert Meeting Name] for [Insert type of categories] at the [Insert venue name and location], on [Insert meeting day and date].

1.1 Supplementary Rain off schedule: If the meeting has been postponed for the reason of force majeure the date will be [Insert meeting day and date]. If the rain date cannot be run in its entirety, but the meeting has reached 75% for all competitors, then a result may be declared by the steward based on the points at the time of the determination. If it has not reached 75%, then the event will be declared null and void and further decisions of status of this event are at the discretion of Motorcycling Australia.

**2. JURISDICTION**

2.1 The abovementioned meeting has been authorised by [Insert RCB] which has issued the Motorcycling Australia Permit Number [Insert Permit Number] and is open to holders of current Motorcycling Australia [Insert licence category] Licences.

2.2 The meeting will be held in accordance with the current General Competition Rules (GCRs) contained in the Manual of Motorcycle Sport, these Supplementary Regulations, and any final instructions approved by [Insert RCB]. By entering this meeting all parties agree to comply with these rules, regulations, by-laws and instructions.

**3. EVENT OFFICIALS**

The following officials will be overseeing the meeting:

Steward [Insert Name or MNSW Appointed]

Clerk of Course [Insert name] Level [Insert number]

Race Secretary [Insert name] Level [Insert number]

Scrutineer [Insert name] Level [Insert number]

[Other] [Insert names] Level [Insert number]

**4. ENTRIES**

4.1 Entries are now open via [Insert where/how] and close last mail [Insert closing day & date]. Late entries will not be accepted.

4.2 In the case of postponement or abandonment of the meeting, all or any part of the entry fee may be retained by the [Club or Promoter - whichever is applicable], if such retention is approved by [Insert RCB].

4.3 Only entries received on the official entry form that is accompanied by the correct fee will be accepted.

4.4 Entry fees will only be refunded if a rider informs [Insert Promoter/Club], in writing, 10 days before the event. A medical certificate is required if a rider withdraws less than 10 days before the event.

**5. ENTRY FEE**

5.1 [Insert entry fee for each category].

5.2 Payment by [Insert acceptable payment methods] only. Any fees for dishonoured cheques will be the responsibility of the entrant.

5.3 Cheques and Money Orders are to be made payable to the [Insert club or promoter name – whichever is applicable].

5.4 Please include a self-addressed stamped envelope for confirmation of entry, the issuing of entry passes and any final instructions.

**6. ENTRY PASSES**

[Insert details of the number of passes issued for each entry].

**7. INSURANCE**

7.1 Those who hold an MA licence current for the duration of the Event, and officials, who are signed on for the Event are covered by MA’s National Personal Accident Scheme which provides basic cover for rehabilitation expenses and death and permanent disability benefits. For more information see [Insurance - Motorcycling Australia (ma.org.au).](https://www.ma.org.au/support/insurance/)

7.2 Ambulance Insurance is compulsory for licensees.

It is strongly recommended that competitors give consideration to taking out weekly benefits insurance.

**8. MEDICAL SERVICES**

[Insert details of what type or types of medical services shall be in attendance at the meeting and at what times they will be available].

[Note to Promoters: Australian Championships require civil ambulances to be in attendance at all times ie, ambulance to transport injured to hospital]

**9. SCRUTINEERING**

9.1 Scrutineering will begin at [Insert time]

9.2 Machines entered in the competition must have successfully passed a machine examination prior to taking part in practice, qualifying or racing. An MA decal will be placed on the front number plate to indicate that it has been successfully examined.

9.3 Current competition licences and full riding gear must be presented at scrutineering. Eligibility checks can take place at any time during the meeting. Machines which suffer accident damage in practice or race sessions must be re-examined before participating again.

9.4 In addition to supervising the pulling down and checking of machines after official protests have been received by the Clerk of Course in accordance with the GCRs, the Steward can order that any machine be measured and if this occurs the Scrutineer will supervise a team member to pull down any machine that has taken part in the event. Failure to comply with this regulation will result in this matter being referred to the Clerk of Course for further action.

9.5 Machines will not be sealed for later checking after the event. All machines that are to be pulled down and scrutineered will take place at the circuit before the machine is released by the Scrutineer. A member of the rider’s team must be available at all times to carry out the strip down under the control of the Scrutineer. Failure to comply with this regulation will result in this matter being referred to the Clerk of Course for further action.

**10. CLASSES OF COMPETITION**

[Insert details of each class of competition]

**11. ENTRIES TO CONSTITUTE A CLASS**

11.1 To constitute a class for the purpose of gaining Championship status, the number of contestants entered and competing in each class shall be

 [Insert details for each class of competition] [Refer to GCRs for details of classes]

11.2 Should there be insufficient entries in any class of competition, the decision to run or cancel the class, or to combine events and re-distribute any awards and/or prizemoney, will be at the discretion of the [club or promoter - whichever is applicable], subject to [Insert RCB] approval.

**12. STARTS AND FINISHES**

[Insert details of start and finish procedure as per GCRs]

**13. FLAGS AND SIGNALS**

[Insert details of Flags and Signals procedure as per GCRs]

**14. RACE FORMAT**

[Insert details of the race format for each class of competition. Include details for heats, Semi-finals, finals & or rounds of competition – whichever is applicable].

[Insert points scoring as per GCRs]

**15. EVENT SCHEDULE**

[Insert details of timetable for meeting – including time that gates open, scrutineering times, when riders briefing shall occur, practice time, time racing commences and racing schedule and/or order of events].

For the purposes of drug and alcohol testing, the commencement of the meeting will be deemed to be [insert time – usually same as start of scrutineering] with the completion of the meeting for the participant being when the participant has vacated the venue.

**16. AWARDS AND PRIZEMONEY**

[Insert details of awards and/or prizemoney for each class of competition].

**17. PAYG**

PAYG Withholding affects the payment of prizemoney. If you do not provide an ABN or declare the sport is a hobby, the Promoter must withhold 46.5% of prizemoney over $50.00 which is otherwise payable to you. Please tick one of the boxes on the entry form and if appropriate provide your ABN to ensure the full amount of prize money is paid to you.

**18. PRESENTATIONS**

[Location and time they shall be conducted (If applicable)]

**19. MACHINES AND RIDERS**

19.1 All machines entered must comply with the current GCRs for [Insert Discipline] competition.

19.2 Multiple entry of the one machine in the same class of competition is not permitted.

19.3 [Insert details of any other restrictions such as whether change of machine is allowed during competition etc.]

**20. RIDING NUMBERS**

Wherever possible, competitors will be allocated their registered riding number or their preferred riding number. All others will be allocated numbers at the [Club’s or Promoter’s - whichever is applicable] discretion.

All number plates on all machines MUST comply with the GCRs and must not contain any decals or advertising other than the required MA decal.

**21. GRID POSITIONS**

[Insert details on how grid positions shall be determined or allocated – refer to GCRs for details]

**22. RIDERS’ BRIEFING**

A riders’ briefing will be held prior to the commencement of racing, which ALL competitors MUST attend. Details will be included in the final instructions.

**23. CIRCUIT DESCRIPTION**

[Insert details of the circuit – including its type of construction, length and the direction of racing]

**24. TRACK INSPECTION**

All competitors will be given the opportunity to walk and inspect the track prior to any on track participation. This inspection must be done on foot and competitors are reminded that service vehicles may be in operation on the circuit at this time.

24.1 Track Dissatisfaction

Competitors who are not satisfied with any aspects of the track can present these concerns to the Clerk of Course if those concerns cannot be resolved, the competitor will be invited to withdraw from the meeting.

**25. FACILITIES**

[Type of facilities that are available at the venue (If applicable)]

**26. NOISE**

[Insert details of any noise restrictions that apply to the meeting at the venue].

Noise testing may take place at any time at the discretion of the Chief Scrutineer or the Clerk of Course. Refer to [discipline chapter] for details.

**27. TYRES**

[Identify any restrictions on the use of various types of tyres (If applicable)]

**28. ANTI-DOPING POLICY**

28.1 All competitors, crew, parents / guardians and officials are advised that drug testing may take place in accordance with MA’s Anti-Doping Policy, under the authority of Sport Integrity Australia.

28.2 If any doubts exist over banned substances it is recommended competitors contact the Drugs in Sport Hotline, ph: 1800 020 506. When drug testing takes place, the payment of prizemoney may be

delayed at [Insert RCB] discretion until the results of the tests are known.

**29. DRUG AND ALCOHOL TESTING**

All competitors and officials are advised that random drug and alcohol testing may take place during the competition. Refer to MA website for details on the Safety Policy – Drug and Alcohol testing.

**30. CODES OF BEHAVIOUR**

All competitors, officials and parents are reminded of MA’s zero tolerance of poor behaviour, either on

or off track. The codification of the behaviours expected of MA members and all who attend or

participate in motorcycling is contained within MA’s policies, including its Member Welfare Policy and its Social Media Policy, which can be found at Policies - [Motorcycling Australia (ma.org.au)](https://www.ma.org.au/policies/).

**31. FIRE EXTINGUISHERS**

All riders must have a minimum 2kg, dry powder A:B (E) class, working fire extinguisher in their pit area.

**32. ELECTRONIC COMMUNICATIONS AND SOCIAL MEDIA**

All competitors, officials and parents are bound by of MA’s Social Media Policy, found at [www.ma.org.au](http://www.ma.org.au), which sets out a framework for acceptable online behavior where communications involve fellow MA members, volunteers, officials, coaches, sponsors, partners, staff and any other connected persons, penalties may apply for breaches of the policy.

**33. ADMISSION CHARGES**

[Cost of entry to the venue per person i.e.: Adult, Child, Pensioner etc. - If applicable]

**34. ENVIRONMENTAL RESPONSIBILITY**

All teams and riders are responsible for the removal of all items including rubbish from their pit area as they vacate the premises. Penalties may apply as per GCR’s – Manual of Motorcycle Sport.

Used tyres cannot be left on site. Any rider found to have left tyres in the pit area will be fined for the cost of their disposal.

**34. DISCIPLINE SPECIFIC INFORMATION**

[Any discipline specific issues that are applicable]