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APPLYING TO HOST NZRCA SANTIONED MEETINGS

The following process is to be used by all clubs wishing to apply to host any of the following NZRCA Sanctioned meetings:

- National events (includes National titles, North & South Island events)
 - Major Events (e.g Waikato Champs, Regional events etc.
 - Club Events
1. Log in to the NZRCA website www.nzrca.co.nz
 2. Click on "Race Dates" tab and enter Event Name, the start date of the proposed event and click "Add Race Date"
 3. Click on "Add Info & Event Registration" under the new race date
 4. Click on "Advance Event"
 5. In the first drop down box, select "National Event" or "Major Event" and this will create an automatic response to the NZRCA executive when submitted for event application to be reviewed and approved / declined.
 6. For Nationals Events, the NZRCA will not approve any application unless specific details are provided relating to the Race Director and Time Keeper roles.
 7. Complete all "required" fields and click "SAVE". Your event will automatically be sent to the NZRCA executive for review.
 8. you can tick the box at the top of the page "Ready to public the Advanced Event Info Pack on nzrca.co.nz" either at time of applying for the event or after the event is approved. By ticking this box, all event information will automatically become live on the NZRCA website once approved.

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- National Event applications will be voted on at the NZRCA AGM. Any Nationals events not filled at the AGM can be applied for an approved by the NZRCA Executive throughout the year. NZRCA Executive will review all applications on a quarterly basis.
 - Major Event applications will be reviewed by the NZRCA Executive within 7 days of application.
 - Club Events require no review from the NZRCA Executive

If you have any issues or concerns with any of the above, please contact an executive member of the NZRCA to discuss and get clarification.