



6 June 2008

Circular: 2008-04

Distribution: Affiliated Clubs; Private Promoters; Regional Co ordinators; Stewards, Commissioners; Board Members; Life Members; MNZ Staff & MNZ Website,

### **MNZ Licence Renewals:**

As you are all aware MNZ Licences expire on the 30<sup>th</sup> June 2008. This season we have not sent out temporary licences as we are embarking on a new on-line service.

The week beginning 9<sup>th</sup> June all competitors will be sent a letter which includes a unique user name and password. The online service will be available to start using from the week beginning 16<sup>th</sup> June 2008.

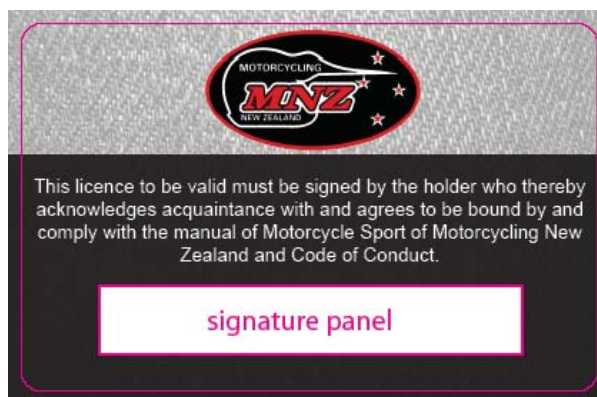
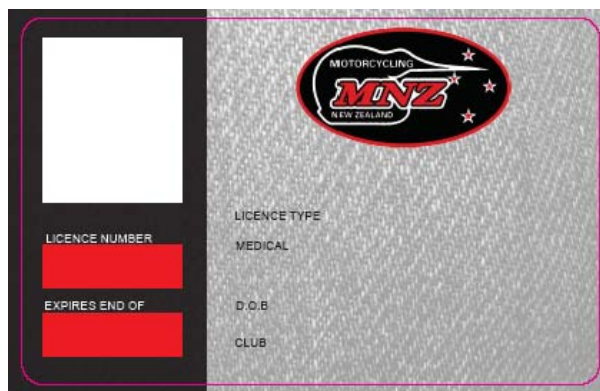
Please encourage your competitors to use this service, it allows for a quicker turn around of their licence being processed and returned to them.

For a competitor who renews on line, it will be despatched out of the office within 3 working days of the submission.

For a competitor who renews by posting their licence to MNZ, they must allow 14 working days for processing.

There are some differences this year using the on-line system to the past, a competitor must advise the Club that they are a financial member of, **then at every meeting they must present their Current Club Membership Card, along with their Licence and Log Book.**

The licence that is being issued this year has also changed to a plastic "credit card" type licence, example below.



The format of the log book has also changed, it contains the same information as in the past; however the front has changed to allow for the placement of the MNZ Licence and Club Membership card, as per the example below:



We are confident that all licences submitted for processing will be despatched in the given time frames, and it will not effect any competitions.

However, competitors must ensure they apply for their licence using the time frames given, if they apply on a Thursday they should not expect to have their licence by the Saturday.

Of course with any new systems there are always doubts that they may not work, however we are very confident that there will be no problems with the system.

Should there be any anticipated problems leading up to the first weekend of July, we will contact every club holding a permitted event directly and the Steward of these events to give them an update. This will be via phone call from a MNZ Staff member.

V Simm  
Operations Manager