



2009 COMPETITION REPORT (STEWARD/REFEREE)

IMPORTANT: This report must be filled out completely with all forms attached and returned to the relevant controlling body within 5 days of the meeting.

Event Title:		
Date:	Permit No:	MA
Venue:		
Organiser:		

Please tick the appropriate boxes:

<input type="checkbox"/> SENIOR	<input type="checkbox"/> JUNIOR	<input type="checkbox"/> INTERNATIONAL	<input type="checkbox"/> NATIONAL	<input type="checkbox"/> INTERZONE	<input type="checkbox"/> INTERCLUB	<input type="checkbox"/> CLOSED
<input type="checkbox"/> Road Race	<input type="checkbox"/> MX	<input type="checkbox"/> SX	<input type="checkbox"/> Track	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of Steward/s or Referee/s:		
Telephone Number:	Licence Number:

Please find attached:

Programme and/or Competitors List Protests Injury Reports Incident Reports

Officials List Charges Determination Forms

Prior to event, did Steward receive the following:

Competitors List Passes Programme All necessary info

If not, when where they received:

Officials:	Name	Licence No.	Level
• Race Director			
• Clerk of Course			
• Race Secretary			
• Chief Machine Examiner			
• Chief Marshall			
• Chief Timekeeper			
• Starter/Judge			

****Number of Competitors:**

Time that Steward Arrived at venue:	am/pm
Officials Briefing held at:	am/pm
Riders Briefing held at:	am/pm
Practice started at:	am/pm
Racing Started at:	am/pm
Racing finished at:	am/pm
Time that the Steward left the venue:	am/pm

OFFICE USE ONLY	
MA Distribution	Signed Off
Events Officer	
Sports Manager	
Commissions Manager	
Risk and Compliance	
Chief Executive Officer	

SECTION A	Yes	No	Good	Fair	Poor
Standard of machine safety examination?					
Competitor's licences checked?					
Competitor's protective clothing and helmets checked?					
Were rider's indemnity forms signed?					
Machine noise levels checked and within specified limits?					
Correct disclaimers on tickets/passes?					
Public Warning signs displayed in accordance with GCR's?					
Programme available?					
Standard of programme? (Note if no Permit No or MA logo)					
Were officials briefed? Were all officials in attendance?					
What was the standard of the briefing?)					
Rider's briefing held?					
What was the standard of the briefing?					
Comments on unsatisfactory answers. If insufficient space, attach additional sheet/s.					

SECTION B	Yes	No	Good	Fair	Poor
Steward/s inspected track prior to commencement of meeting?					
Condition of safety fence?					
Condition of track prior to commencement of practice?					
Condition of track prior to commencement of competition?					
Weather conditions at the commencement of the meeting?					
Suitability of artificial lighting (if meeting held at night)?					
Control of dust from track surface during the meeting?					
Standard of performance of the officials of the meeting?					
Sufficient officials available at the start and throughout meeting?					
Starting lights/starting gate operated satisfactorily?					
Sufficient flag officials/track signalling devices?					
Were correct flags used?					
Spectators admitted?					
Spectators adequate distance from track?					

Signed: _____ (Steward) Date: _____

SECTION B. Comments on unsatisfactory answers or other comments. If insufficient space, attach additional sheet/s.

SECTION C	Yes	No	Good	Fair	Poor
What was the standard of the meeting in your opinion?	If 'poor', attach report				
What was the level of co-operation from Clerk of Course (C of C)?					
Was communication equipment used? / Standard of communications?					
What type of communication was used					
Did programme run to schedule?			If 'No', please give reasons in Comments section or attach report		
Were you requested to alter Supp Regs or timetable?			If 'Yes', please give reasons in Comments section or attach report.		
Was it necessary to make any demands of the C of C?					
Did you observe any breaches of the GCR's or Supp Regs?					
Was any practice session or race stopped with red flag ?					
Doctor in attendance?			If Doctor/Civil Ambulance not in attendance, describe medical facilities and personnel in comments.		
Civil Ambulance in attendance?					
Were any machines rejected for machine/noise examination?			How many?	Attach report/s.	
Were there any Official Protests lodged with you?			How many?		
Were any Official Protests lodged but not accepted?			How many?		
Were any official charges laid?			How many?		
Were any Licence Declarations completed?			How many?		
Were there any accidents?			How many?		
Were there any injuries?			How many?		

Comments on unsatisfactory answers or other comments. If insufficient space, attach additional sheet/s.

This report is confirmed by the signatures of the Steward/s.		
Date:	Date:	Date:

TO ASSIST IN THE DEVELOPMENT OF FUTURE EVENTS PLEASE COMPLETE THE FOLLOWING IN AS MUCH DETAIL AS POSSIBLE

(Please attached additional pages if required)

Strengths:
Areas for Improvement:
Recommendations:
Feedback on Promoter:

Signed: _____ **(Steward)** **Date:** _____

FINANCIAL INFORMATION

NAME	ADDRESS	FINE DESCRIPTION	FINE AMOUNT	PAID YES / NO	CHEQUE/ CASH

Please complete details of all fines, protest fees and licence declaration fees in the above. This must include fines which have not been paid on the day and require invoicing. If fine is not paid, please indicate reason.

This form must accompany the Stewards Report of each event.

Signed: _____ (Steward) Date: _____