

Club Logo

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# FINAL EVENT PLAN

Name of Club & Title

Date of event

- STRICTLY COMMERCIAL IN CONFIDENCE -

# Contents

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<b>1.0</b>	<b>EVENT PROFILE</b> .....
1.1	Key Timings .....
<b>2.0</b>	<b>EVENT ROLES AND RESPONSIBILITIES- KEY CONTACTS</b> .....
<b>3.0</b>	<b>STADIUM INFORMATION</b> .....
3.1	Venue Transition Schedule .....
3.2	Terms of Admission .....
3.3	Football Federation Australia Spectator Code of Behaviour.....
3.4	Minimum Security Standards.....
3.5	Operational Space Allocations .....
<b>4.0</b>	<b>PARKING AND TRANSPORT</b> .....
4.1	VIP & Operational Parking .....
4.2	Public Car Parking.....
4.3	Public Transport .....
<b>5.0</b>	<b>TICKETING</b> .....
5.1	Ticket Price Information.....
<b>6.0</b>	<b>HOSPITALITY</b> .....
6.1	Hospitality Sales and allocations .....
6.2	Designated Hospitality Areas .....
<b>7.0</b>	<b>SPONSORSHIP &amp; LICENSING</b> .....
7.1	Precinct Activities .....
7.2	Premium Distributions.....
7.3	Programme's and Merchandise.....
7.4	Signage.....
<b>8.0</b>	<b>SPORTS PRESENTATION</b> .....
8.1	Half-time Entertainment .....
<b>9.0</b>	<b>MEDIA</b> .....
9.1	Host Broadcast.....
9.2	Non Host Broadcaster Access .....
9.3	Press / Photographers / Radio .....
<b>10.0</b>	<b>RACE DAY OFFICIALS</b> .....
10.1	Stewards/Drivers Briefings .....
<b>11.0</b>	<b>DRUG CONTROL PROCESS</b> .....
12.1	Appointments & General Information.....
<b>12.0</b>	<b>APPENDICES</b> .....
	Appendix A – Manjimup Speedway Terms of Admission .....
	Appendix B - Code of Conduct.....
	Appendix C – Serious and Fatal Injury Procedure Report.....
	Appendix D - Spectator Code of Behaviour .....
	Appendix E - Venue Map.....
	Appendix F – Emergency Evacuation Procedure .....

## 1.0 EVENT PROFILE

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Races

Date

Venue

Gates Open  
Advertised Starting time  
Actual Starting Time

TV Broadcast

Venue Capacity

## 1.1 Key Timings

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Day 1

Change to suit the event

12.30pm	Unlock Venue
1.00am	Meeting with all stakeholders to discuss final arrangements
1.30pm	Gates Open
1.30pm	Officials meeting
2.00pm	Scrutineering
4.45pm	Drivers Meeting
5.00pm	First Practice
5.15pm	Second Practice
<b>5.00pm</b>	<b>Time Trials</b>
6.00pm	Support events
6.30pm	Racing – Round 1
6.45pm	Racing – Round 2
7.00pm	Racing – Round 3
7.15pm	Support events
7.45pm	Interval
8.30pm	Racing – Round 4
8.400pm	Racing – Round 5
8.50pm	Racing – Round 6
9.00pm	Support events

## Day 2

12.30pm	Unlock Venue
1.00am	Meeting with all stakeholders to discuss final arrangements
1.30pm	Gates Open
1.30pm	Officials meeting
2.00pm	Scrutineering
4.45pm	Drivers Meeting
5.00pm	First Practice
5.15pm	Second Practice
<b>5.00pm</b>	<b>Time Trials</b>
6.00pm	Support events
6.30pm	Racing – Round 7
6.45pm	Racing – Round 8
7.00pm	Racing – Round 9
7.15pm	Support events
7.30pm	Racing – Top 12 shootout
8.30pm	Racing – C Main
8.30pm	Racing – B Main
9.30pm	Racing – National Title

## 2.0 EVENT ROLES AND RESPONSIBILITIES – KEY CONTACTS

Functional Area	Name	Contact Number
<b>Home Club Event Staff</b>		
Event Coordinator		
Events Manager		
Ticketing and Membership Manager		
Drivers Representative		
Chief Steward		
<b>Race Day Operations – key contacts</b>		
Accreditation	NASR	
Broadcast and Media Operations		
Catering		
Corporate Hospitality		
Half Time Activations		
Race Officials		
Parking & Venue Access		
Precinct Operations		
Signage		
FOP activations		
Supporter Group briefings		
Volunteers		
<b>Other Race Day Contacts</b>		
Venue Manager		
Venue Coordinator		
Police Commander		
Venue Security		
Fox Sports / Sky TV		

### **3.0 VENUE INFORMATION**

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#### **3.1 Venue Transition Schedule**

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There are no race related activities taking place within ..... Speedway during the week leading into race day.

Permission for access to venue on prior to the day of the Event must be requested through

Venue Manager		
Events Manager		

#### **3.2 Terms of Admission**

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This is a General Admission Event – only Free Passes for this Event will be honoured.

#### **3.3 Spectator Code of Behaviour**

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Listed in Appendix D

#### **3.4 Minimum Safety Standards**

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The minimum safety standards as listed in ASRR Rules and Regulations Manual 2009/10 must be adhered to at all times for the operation of this race meeting.

### **4.0 PARKING AND TRANSPORT**

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#### **4.1 Operational Parking**

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Parking for transporters and race vehicles will be within the confines of the pits.

#### **4.2 Public Car Parking**

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Car Parking at venue – SES to control parking for Patrons.

#### **4.3 Public Transport**

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TBC

## 5.0 TICKETING

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This event is a General Admission Event

### 5.1 Ticket Price Information

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	General Admission
Adult	
Child (13-16)	
Concession*	
Family**	

Ticket Prices are inclusive of GST & Booking Fee.

#### \* Concession Definitions (Pensioner, Student, Child)

Pensioner - Aged, TPI (valid ID cards) including seniors cards

Student - Full time tertiary and secondary school students (valid ID required)

Child – UNDER 13-16 years inclusive

#### \*\* Family Definition

2 Adults and 2 Child (refer to Child definition above)

## 6.0 HOSPITALITY

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### 6.1 Hospitality Sales

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By invitation only c/o

### 6.2 Designated Hospitality Areas

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GUEST	FUNCTION SPACE	GUESTS NOs	CATERING RESPONSIBILITY
Club (VIP/Sponsors)	Marquee	50	

## 7.0 SPONSORSHIP & LICENSING

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### 7.1 Precinct Activities

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Merchandising Stalls to be located between

### 7.2 Premium Distributions

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To be advised one week before Event.

### 7.3 Programmes

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..... Speedway will be responsible for the distribution of a race day programmes available from all gates.

### 7.4 Signage

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There are no conflicting sponsor signs.

## **8.0 SPORTS PRESENTATION**

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Will be coordinated by ..... for the purpose of this event.

### **8.1 Half-time Entertainment**

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## **9.0 MEDIA**

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### **9.1 Host Broadcast**

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### **9.2 Non Host Broadcaster Access**

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### **9.3 Press / Photographers / Radio**

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## **10.0 RACE DAY OFFICIALS**

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Late Models:  
Chief Steward  
Other Stewards  
Infield Steward

### **10.1 Stewards/Drivers Briefings**

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The drivers' briefing times will be conducted pre-race at the venue on race day.

#### **Stewards**

Meeting Time:  
Meeting Point:  
Contact:

#### **Drivers**

Meeting Time:  
Meeting Point:  
Staff Contact:

## **11.0 DRUG CONTROL PROCESS**

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NASR have the right to test at this fixture.

All Drug Control enquires should be directed to .....in the first instance.

## **12.0 APPENDICES**

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## Appendix A - ..... Speedway Club Inc.

### TERMS OF ADMISSION

1. **General** - The following Terms of Admission apply to all ticket holders attending the event. By attending the event patrons agree to be bound by these Terms of Admission.

These Terms of Admission should be read in conjunction with the ticket conditions (appearing on each ticket) and the 'FFA Spectator Code of Behaviour'.

2. **Spectator Behaviour** - Patrons agree to comply with the 'Speedway West Spectator Code of Behaviour', a copy of which is available at [www.speedwaywest.com](http://www.speedwaywest.com).
3. **Refusal of Entry/Eviction** - Club and Venue Management reserve the right to refuse entry or evict any person:
- (a) who fails to comply with these Terms of Admission;
  - (b) deemed to be intoxicated or disorderly or under the influence of drugs;
  - (c) attempting to bring in, or found in possession of, prohibited/restricted items;
  - (d) engaging in a prohibited or restricted activity;
  - (e) failing to comply with Club, Venue Management, Security or staff requests or lawful directions;
  - (f) previously issued with a trespass or banning notice that still applies; or
  - (g) not authorised to be in the Venue, for example without a valid entry ticket or accreditation.
4. **Security Screening** - All persons and their possessions will be subject to searches before entering the Venue and may be subject to search upon exit. Persons who refuse to participate may be denied entry or asked to leave the Venue. Any person having entered the Venue and found to be in possession of a prohibited or restricted item, shall have such item confiscated and may be evicted from the Venue.
5. **Surveillance/CCTV** - For the safety and security of patrons and Volunteers, surveillance cameras may be operating in and around the Venue. All persons entering the Venue consent to having their image recorded and held for a specified period. In the event of an incident, any footage obtained may be provided to the Club, NASR, Police and used to prosecute or support the implementation of a ban on the offender, or for other law enforcement purposes.
6. **Prohibited/Restricted Items** – The following is a non-exhaustive list of items that are prohibited by law and are not permitted to enter the Venue:
- (a) illegal substances including controlled, dangerous or illicit drugs; and
  - (b) flares, fireworks, explosives and smoke bombs.

The following items are considered restricted and are not permitted to enter the Venue:

- (a) alcoholic beverages;
  - (b) glass bottles, cans and breakable containers;
  - (c) weapons and missiles of any description;
  - (d) recreational equipment such as skateboards, rollerblades and bicycles;
  - (e) animals and pets (other than Assistance Dogs);
  - (f) laser pointers;
  - (g) non-accredited photographic equipment and recording devices for commercial purposes including audio and video equipment;
  - (h) confetti or shredded paper;
  - (i) flag poles composed of materials other than plastic or wood or greater than 1.5 metres in length;
  - (j) signs, banners, flags and clothing displaying offensive, political, National, racial or unauthorised commercial material;
  - (k) eskies, coolers and iceboxes too large to be stored under a seat; and
  - (l) any item determined by Club or Venue Management that may cause injury, public nuisance or which is deemed dangerous to fellow spectators.
7. **Prohibited/Restricted Activities** - The following is a non-exhaustive list of activities that are restricted or prohibited within the Venue and participation in such activities may result in eviction:
- (a) smoking is not permitted in the Venue;
  - (b) displaying commercial or offensive signage;
  - (c) throwing objects of any description;
  - (d) the use of racist or offensive language;
  - (e) storage of equipment or standing/sitting in aisles or walkways; and
  - (f) unauthorised soliciting and customer surveying.
8. **Responsible Consumption of Alcohol** - All persons entering the Venue are advised that:
- (a) they are entering a licensed premises;
  - (b) intoxicated persons will not be permitted to enter;
  - (c) persons in possession of liquor will not be permitted to enter;
  - (d) intoxicated persons will be removed from the premises;

- (e) it is an offence for minors to purchase and consume liquor;
  - (f) it is an offence to purchase liquor for (or supply liquor to) minors;
  - (g) persons supplying liquor to minors will be reported to the Police; and
  - (h) penalties and fines may apply under the relevant State's Liquor legislation.
9. **Liability** - Viewing of speedway and associated activities can be dangerous and may result in injury. Patrons viewing such activities do so at their own risk. Patrons bring personal items into the Venue at their own risk and assume all risk of any damage or loss (including property damage, personal injury, economic and consequential loss) however it arises at the Venue. The Club and the Venue will not be held responsible for any damage to, loss or theft of a patron's personal property.
10. **Pass-Outs** - Are issued at the discretion of the Venue. Should pass-outs be granted, patrons wishing to re-enter the Venue must present both the pass-out and a valid ticket to regain entry. Persons will be subject to searches upon Venue re-entry.
11. **Photographs and Broadcasts** - Photographs taken within the Venue may be used only for private non-commercial purposes. Making or distributing of broadcasts, commentary, news reports or statistics (by any means including by mobile phone or other wireless device) is prohibited.
12. **Image Release** - Patrons grant NASR and Clubs the non-exclusive right to use their image and likeness in any form or medium, as part of any broadcast or recording of the match and for any other commercial purposes (including in advertising and promotional materials).
13. **General Conditions** – The following general conditions apply:
- (a) smoking is not permitted at the Venue; \*\*\*\*\*
  - (b) unauthorised persons are prohibited from entering the Pits and infield arena. Prosecutions may be pursued for unauthorised access to either the Venue or playing arena;
  - (c) patrons are responsible for their own conduct whilst in the Venue and must pay for the cost of repair of any damage caused to the Venue as a result of their conduct; and
14. **Breach of Terms of Admission**- If Patrons breach these Terms of Admission they may be:
- (a) denied access to or evicted from the Venue;
  - (b) banned from attending future events, Venue Management or the Club's discretion;
  - (c) asked for identification by NASR, Venue Management, the Club, security staff or police officers.

Information collected from Patrons who breach the Terms of Admission may be forwarded onto the Club, NASR, Venue Management, and or Police. This information may be used to prosecute or support the implementation of a ban on the offender, or for other law enforcement purposes, and Patrons consent to such use. All information collected will be handled in accordance with the Privacy Act.

## Motor Sport Safety Notice

### **Motor Racing Is Dangerous**

#### **Spectators Please Note**

Spectators are reminded that motor racing is dangerous and accidents can happen. All care is taken to protect the public but spectators are warned there is a possibility of an accident causing injury, death or property damage.

By entering any circuit the spectator acknowledges that there is a degree of danger and the promoter, Clubs, corporations, organisations and persons having any connection with the promoting, organising or conduct of the event shall have no liability to the spectator except where due care and skill has not been exercised.

#### **Competitors Please Note**

### **Motor racing is dangerous and accidents can happen.**

All care is taken to protect you but you are warned that there is a possibility of an accident causing injury, death or property damages.

By issue of this credential to you, you hereby acknowledge that the entry to the racing circuit has a degree of danger and the promoter, Clubs, corporations, organisations and any persons having any connection with the promoting, organising, or conduct of the event shall have no liability to you except where due care and skill has not be exercised.

## Keeping Sport Fun and Safe

### **Competitors**

- Play by the rules.
- Never argue with an Official. Approach the official during a break or after the competition.
- Be a good sport.
- Show respect to and acknowledge opponents and officials (e.g. shake hands before and after the race and say things like good luck)

- Cooperate with officials. Without them there would be no competition.
- Participate for your own enjoyment and benefit, not just to please parents
- Race fair - No verbal abuse of officials, sledging other competitors (including vilification or deliberately distracting or provoking other competitors).
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

### **Parents and Spectators**

- Remember that children participate in sport for their enjoyment, not yours.
- Encourage children always to race according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or not winning
- Show appreciation for volunteer officials and administrators.
- Respect officials' decisions and encourage children to do likewise.
- Applaud good performances and efforts from all individuals. Congratulate all participants, regardless of the outcome.
- Condemn the use of violence, verbal abuse or vilification in any form, whether it is by spectators, officials or racers.
- Support policy and practices (and lead by example) in relation to responsible use of alcohol, to child protection issues and to issues involving recreational and performance enhancing drugs.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

### **Officials**

- Remember that young people participating for pleasure and winning is only a part of the fun.
- Keep up to date with officials practices and qualifications and the principles of physical growth and development
- Promote a culturally tolerant environment.
- Help young people understand that racing by the rules is their responsibility.
- Encourage young people to participate in administration officiating etc.
- Operate within the rules and spirit of your sport.
- Apply rules and regulations.
- Compliment and encourage all participants - you are a role model and a source of a young persons confidence building.
- Be consistent, objective and courteous when making decisions.
- Condemn unsporting behaviour and promote respect for all opponents.
- Keep up to date with the latest trends in officiating and the principles of growth and development of young people.
- Place the safety and welfare of the participants above all else.
- Be familiar with and know your role in relevant sport safety policies and practices.
- Implement policy and practices (and lead by example) in relation to responsible use of alcohol, to child protection issues and to issues involving recreational and performance enhancing drugs.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all competitors.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

### **Administrator**

- Make your Club environment more user friendly by providing equal opportunities for all to participate.
- Create pathways for young people to participate in sport not just as a player, e.g. as officials, administrator, etc.
- Provide quality supervision and instruction for competitors and ensure volunteers are adequately trained.
- Direct Officials to highlight appropriate behaviour and skill development.
- Ensure that everyone emphasises fair play, not winning at all costs.
- Give a code of behaviour sheet to spectators, officials, parents, coaches, players and the media and encourage them to follow it.
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Implement policy and practice (and lead by example) in relation to responsible use of alcohol and in relation to recreational and performance enhancing drugs.
- Adopt and implement relevant sport safety policies and practices.
- Promote a culturally tolerant environment.

- Listen to your Members and involve them in decisions, leadership and planning and evaluation related to the Club.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background and religion.

### **Media**

- Provide coverage of young people's competitive and non-competitive sport as well as reporting adult sport.
- Be aware of the differences between adult sport, professional sport and modified sports programs for young people.
- Don't overly focus on isolated incidents of inappropriate sporting behaviour.
- Focus upon a young competitors fair play and honest effort.
- Do not place unfair expectations on young people. They are not miniature professionals.
- Describe and report on barriers to young people participating in organised sport.
- Focus on the abilities and not the disabilities of young people.
- Avoid reinforcing stereotypical views on the involvement of boys and girls in particular sports.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural back ground or religion.

## Keeping sport fun and safe

### **What is a fun and safe sports Club?**

- **A COMMUNITY** - where juniors can feel connected to friends and family
- **A FUN PLACE** - where the emphasis is on enjoyment, involvement and being physically active (rather than winning);
- **A SAFE PHYSICAL ENVIRONMENT** - the right equipment, first aid and safe buildings and playing areas.
- **A SAFE SOCIAL ENVIRONMENT** - where a Club has policies and practices in relation to alcohol use, drugs, child protection and harassment.
- **A SAFE CULTURAL ENVIRONMENT** - where a Club that has policies and practices that are inclusive, tolerant and welcoming for all juniors (including young people with disabilities, who are indigenous and/or who are from the culturally and linguistically diverse backgrounds).

### **Codes of behaviour are for:**

- **Players • Parents and Spectators • Coaches and Teachers**
- **Administrators • Officials • the Media**

### **The core principles of codes of behaviour are:**

- **Sport should be fun. • Sport should be safe. • Sport should be fair.**
- **Junior sport should 'belong' to juniors.**

## **A fun safe sports Club promotes and enforces appropriate codes of behaviour**

## Appendix B –.....Speedway Club Inc.

### Code of Conduct

#### Officials

- Be impartial, consistent and objective at all times.
- Understand the purpose of the rules of competition.
- Be co-operative and understanding in the interpretation and application of rules or any penalties.
- Make a personal commitment to keep informed of sound officiating principles and rule up dates.
- Seek continual self improvement through study, performance appraisal and regular updating of competencies.
- Ensure behavior is consistent with the principles of good sporting behavior. Actions speak louder than words.
- Condemn unsporting behavior and promote respect for all competitors.
- Place the safety and welfare of the participants above all else.
- Ensure the "spirit" of competition is maintained.
- Value the individual in sport.
- Avoid the use of derogatory language on gender or race.
- Refrain from any form of sexual harassment towards officials and competitors.
- Encourage understanding of; and access to knowledge, of all areas of officiating.

#### Competitors

- Always comply with the race rules and regulations.
- Competitors are responsible for their own conduct as well as the conduct of any person associated with them, such as, pit crews, vehicle owners, sponsors.
- Most Stewards have volunteered their services for the smooth, efficient and fair conduct of the race meeting. Avoid arguing with a Steward. If you disagree with a ruling, quietly check with the official on how the decision was reached.
- Control your temper. Verbal and physical abuse of Stewards or other competitors and deliberately distracting or provoking others is not acceptable or permissible behavior.
- Treat all competitors as you would like to be treated. Do not interfere with, bully, or take advantage of any other participant.
- Avoid the use of coarse or derogatory language.
- Compete within your skills levels. Only try to extend these skills when there is no likelihood of danger to others, and personal risk is controlled.

## Parents

- Encourage children to participate, if they are interested. Do not force any child who is not willing to participate.
- Focus upon the child's efforts and performance rather than the overall outcome of the event.
- Assist the child to set realistic goals based on their ability.
- Teach children that an honest effort is as important as victory, so that the result of each meeting is accepted without undue disappointment.
- Encourage children to follow the rules and any Stewards decision.
- Never ridicule or scold a child for making a mistake during a competition. Positive comments are motivational.
- Remember children are involved in speedway for their enjoyment, not yours.
- Children learn best from example. Applaud good performance by all competitors.
- Respect a Steward's decision. If you disagree with a Steward, raise the issue through the appropriate channels. Do not question the Steward's judgment and honesty in public.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Recognise the importance and value of volunteers.
- Demonstrate appropriate social behavior by not using foul or derogatory language.

## Code of Conduct – Agreement Form

I have read and understand the Codes of Conduct that are part of the regulations of:

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Club Name

- Official  
 Competitor  
 Parent
- (Please tick the appropriate box)*

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ Club

President Name \_\_\_\_\_ Signature \_\_\_\_\_

## Appendix C – .....Speedway Club Inc.



WESTERN AUSTRALIAN SPEEDWAY COMMISSION INC  
 ABN 98 301 776 084

Unit 16B/190 Swansea Street east, Victoria Park WA 6100  
 Tel: (08) 9361 9666 Fax (08) 9361 9066  
 Email: admin@speedwaywest.com

### SERIOUS AND FATAL INJURY PROCEDURE REPORT

**THIS PROCEDURE IS TO BE FOLLOWED IN THE EVENT OF AN ACCIDENT RESULTING IN LIFE THREATENING INJURY TO ANY PERSON, OR THE LIKELY DEATH OF ANY PERSON IN ATTENDANCE AT A RACE MEETING OR ANY PERSON BEING TRANSPORTED FROM A TRACK BY AMBULANCE.**

The following information assumes the normal emergency services are in attendance and have been provided for at a race meeting and the emergency situation stabilised. The following tasks, 1 to 8, must be completed in sequence and in reasonably quick succession.

Club/Association \_\_\_\_\_

Promoter \_\_\_\_\_ Chief Steward \_\_\_\_\_

Date of Race Meeting \_\_\_\_\_ Race Event Number \_\_\_\_\_

Task	Responsibility	Completed		
		By Whom	Time	
1	Instruct a person to undertake the following tasks.	Clerk of Course		
2	Advise the police on duty at the event to attend the scene of the accident.  If there are no police in attendance, contact the local police station and request their immediate attendance.	Clerk of Course		
3	Advise the commentators, radio or TV persons, that <b>NO</b> announcement is to be made on this matter until cleared by the Clerk of Course personally.	Clerk of Course		
4	Obtain a copy of the official entry form or, in the case of an official, the sign on sheet. This is required to confirm name and address details.	Clerk of Course		
5	Discreetly find out from others (pit crew, fellow competitors or officials) if the next of kin or close friends of the victim are in attendance and escort them away to a quiet place from all activity (not to the scene of the accident).  <i>If the next of kin or immediate friend is female, it is preferable to have female company to help with consolation in what will be a stressful time. The track Chaplain, if available should be involved at this stage.</i>	Clerk of Course Chaplain		
6	Calmly introduce yourself (no matter how well you know the people) by your name and position within the club/association. Advise them that there has been an accident in which the victim was involved and it has resulted in a serious, possibly fatal injury.	Clerk of Course Chaplain		

Task	Responsibility	Completed		
		By Whom	Time	
7	Locate a reliable professional photographer to report to you at the scene of the accident. Record all the photographer's details (name, address, and contact details). Photograph evidence and video footage should be obtained.	Clerk of Course		
	<b>Photographer's Name :</b>	<b>Address:</b>	<b>Phone:</b>	
8	Ensure that the Clerk of Course has carried out the above tasks (1 to 7).	Chief Steward		
9	Personally attend the accident scene. Under no circumstances should any vehicle(s) or any items (debris etc) be moved from the position in which the vehicles finished.	Clerk of Course Chief Steward		
10	Organise for the relevant Chief Scrutineer to attend the accident scene. ( <i>division and track if applicable</i> )	Clerk of Course Chief Steward		
11	If a member of the WASC Safety & Regulations Committee is available at the race meeting, take them to the scene of the accident.	Clerk of Course		
12	Note the weather and track conditions, including the ambient temperature both at the time of the accident and approximately 30 minutes prior. Note any changes of atmospheric conditions in that time.	Clerk of Course		
	<b>Weather Details : (Time of Accident)</b>			
	<b>Weather Details : (30 mins prior)</b>			
13	Meet the police and note their details (name, rank, numbers and contact details etc).	Clerk of Course		
	<b>Police Details : (Name/Rank)</b>	<b>Station Name :</b>	<b>Address :</b>	<b>Phone:</b>
14	Arrange for a replacement ambulance to attend the remainder of the race meeting.	Promoter		
15	Check with the Medical Officer attending that the victim is the same person who has been reported to you	Clerk of Course		
16	Obtain names and addresses of three eye witnesses and ask them to report to the police.	Clerk of Course Chief Steward		
	<b>Witness Details</b> 1 2 3	<b>Address :</b>	<b>Phone:</b>	
17	Carry out an on-site survey of the scene and draw a diagram noting accurate distances of objects (debris, vehicles etc) to some landmark (safety fence, pit gate etc).	Clerk of Course Chief Steward		

Task	Responsibility	Completed	
		By Whom	Time
<p><b>18</b> Meet with the photographer and arrange to take photos of the;</p> <ul style="list-style-type: none"> <li>▪ General Area</li> <li>▪ Approach to the accident scene</li> <li>▪ Any skid marks</li> <li>▪ Any damage to safety fence</li> <li>▪ Pictures of the vehicle(s) involved should be taken from at least four different angles both before and after the vehicle(s) have been moved.</li> </ul> <p>If any major structural damage/problems are obvious (collapsed roll bar etc) detailed close up photos should be taken at the scene of the accident.</p> <p>The photographs should be taken with a standard perspective lens (50mm) and should show as much detail as possible.</p> <p><i>Arrange for the film to be taken into your control if possible.</i></p>	Clerk of Course		
<p><b>19</b> Have the vehicle(s) taken to a restricted, secure area (not the scrutineering bay). Impound the vehicle(s) indefinitely and do not release the vehicle(s) until cleared by the Police.</p> <p>Should the police require the vehicle(s), it is in order to release it/them when the Clerk of Course and photographer have finished.</p>	Chief Scrutineer		
<p><b>20</b> Have the accident area cleared in preparation for the next event and hand control back to the Chief Steward.</p>	Clerk of Course		
<p><b>21</b> Check safety of the track.</p>	Chief Steward		
<p><b>22</b> Approve track for further racing. Deem track is clear. <i>(In writing).</i></p>	Chief Steward		
<p><b>23</b> <b>Confirmation of Track Safety and further use for racing (include time):</b></p>			
<p><b>24</b> If the police require the vehicle(s) to be impounded, please ensure that the vehicle(s) are untouched by any persons in attendance at the scene.</p>	Clerk of Course		
<p><b>25</b> Have the Chief Scrutineer check the vehicle to establish any mechanical failure, which may have led to the accident.</p>	Clerk of Course		
<p><b>26</b> Ensure the Chief Scrutineer's Report is completed with all details covered and the report signed and dated.</p>	Clerk of Course		
<p><b>27</b> Ensure you have possession of the helmet.</p>	Clerk of Course		
<p><b>28</b> Ensure you have completed and signed this report.</p>	Clerk of Course		

The WA Speedway Commission requires one comprehensive report on all accidents of this nature. Each report must be completed and include all seven pages. These reports must be delivered to the WASC Office within two working days after the incident.

Please also attach copies of the following:

- Supplementary Regulations
- Nomination Form
- Entry Form / Officials Sign of List
- Lap Sheets / Results
- Officials Programme
- Competitors Licence
- Log Book for vehicle(s)

Name of Clerk of Course: \_\_\_\_\_

(Please print)

Signature of Clerk of Course: \_\_\_\_\_

Date and Time: \_\_\_\_\_ at \_\_\_\_\_ AM / PM

*Please note these documents can be photocopied at your own need or new copies obtained from the WASC Office.*





**SERIOUS OR FATAL INJURY PROCEDURE REPORT**

***Sketch of the Accident Scene***

## SPECTATOR CODE OF BEHAVIOUR

Spectators attending a an Event or otherwise involved in any activity staged or sanctioned by NASR or an affiliate Member Federation, District Association or Club must:

1. Respect the decisions of Match Officials and teach children to do the same.
2. Never ridicule or scold a child for making a mistake.
3. Respect the rights, dignity and worth of every person regardless of their gender, ability, race, colour, religion, language, politics, national or ethnic origin.
4. Never use violence in any form towards another person including fellow spectators, Players or Match/Team Officials (including Coaches).
5. Not engage in acts of discrimination, harassment or abuse towards any person, including:
  - a. the use of obscene or offensive language and/or gestures;
  - b. the incitement of hatred or violence.
6. Comply with all Terms of Admission including provisions relating to security screening, intoxication, and items that are prohibited by law or restricted by policy from being brought into the Venue.
7. Not display, or attempt to display, the following items within the Venue:
  - a. National, political or racial flags or emblems except for the recognised National flags of the competing teams;
  - b. offensive or inappropriate banners in either English or a foreign language.
8. Never throw missiles, projectiles or objects of any description at Players, Match Officials or fellow spectators.
9. Not enter or attempt to enter the field of play or playing arena without lawful authority.
10. Refrain from any disorderly conduct or conduct that may injure the reputation and goodwill of NASR and the code of Motor Racing generally.

Any person who does not comply with this Spectator Code of Behaviour or who otherwise causes a disturbance may be evicted from the Venue and may be banned from attending future events..

## Appendix E – Venue Map

## Appendix F

### Emergency Evacuation Procedure

1. The Chief State Emergency Services (SES) is to take control and shall be assisted by the Volunteer Fire Brigade Officers and St John Ambulance Officers.
2. An announcement will be made over the PA System advising Patrons of the area to assemble
3. In the event of a power failure, the announcement shall be made by loud hailer.
4. If it is deemed unsafe to leave the Venue, the assembly point shall be in the middle of the Infield.
5. Patrons, Officials and Participants will be required to leave all vehicles in their positions until it is deemed safe to evacuate by vehicle.
6. If it is safe for the Venue to be evacuated, there will be three exits (as shown below)
  - The Main Gate (Vehicles and walking)
  - The exit to the side of the Canteen (Vehicles and walking)
  - The exit behind the overflow parking (walking only)
7. Patrons will be instructed by Officials to exit in an orderly fashion through the closest exit point.
8. All relevant personnel to remain on site until it is determined the threat has ended.
9. A debrief is to be held with relevant authorities at a time to be determined within 4 days of the occurrence.



