



JOB DESCRIPTIONS

COMPLETE GUIDE FOR ALL

STEWARDS / OFFICIALS

WA SPEEDWAY COMMISSION INC

2 Thorogood Street
BURSWOOD WA 6100

Phone: 08 9361 9666
Fax: 08 9361 9066
Email: admin@speedwaywest.com
Website: www.speedwaywest.com

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**INTRODUCTORY VERSION
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WA SPEEDWAY COMMISSION INC

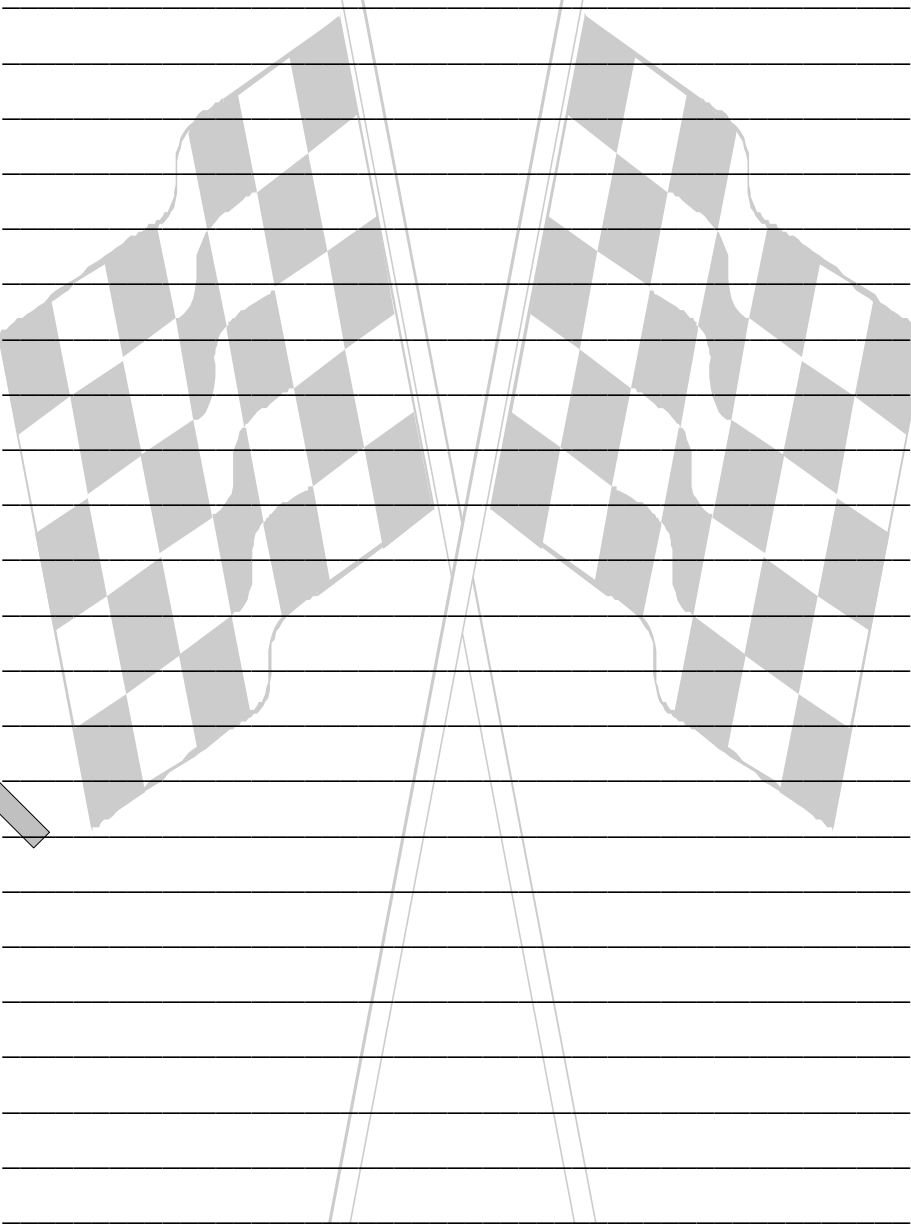
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NOTES:



A series of horizontal lines for taking notes, with two checkered racing flags on poles in the background.

CLUBS & DIVISIONS SAFETY OFFICER'S REPORT

Name : _____ Club / Association : _____

Details To Be Completed By Safety Officer

Track (Club Name) _____

Chief Steward (name) _____ Date of Event ____/____/20__

Track Condition _____ Safety Fence Condition _____

First Aid / Medical Standards (in place) YES / NO Fire Safety Standards (in place) YES / NO

Insurance Policy (has been sighted) YES / NO Race Cars (have been scrutineered) YES / NO

Service Vehicles (scrutineered) YES / NO Service Vehicles (safety in place throughout meeting) YES / NO

Lifting Equipment YES / NO Access to water in pit area (e.g. buckets) YES / NO

PIT AREA / INFIELD Location of Crane Driver _____

Position of Crane _____ Comments: _____

Seat Belt Cutters YES / NO Bolt Cutters YES / NO

Porta Power YES / NO _____

Spectator Safety Environment _____ Comments: _____

Medical Staff YES / NO Comments: _____

Advise of Division Peculiarities Fire Personnel YES / NO Comments: _____

Examples: Fuel Tap Position, Different Fuels Used, How to Remove Steering Wheel.

For information on the First Aid and Fire Safety standards see the WASC First Aid / Medical Standards Book and WASC Fire Safety Standards Book (copies available from the WASC office).

Reference Guide – For Tracks

Description of Item	Formula 500	Sedans	Speedcars	Sprintcars
Track Condition	✓	✓	✓	✓
Safety Fence Condition	✓	✓	✓	✓
First Aid / Medical Standards	✓	✓	✓	✓
Fire Safety Standards	✓	✓	✓	✓
Insurance Policy	✓	✓	✓	✓
Race Cars	Scrutineered ✓	✓	✓	✓
Service Vehicles	Scrutineered ✓	✓	✓	✓
Service Vehicles	Safety Standards throughout Meeting ✓	✓	✓	✓
Lifting Equipment	Crane (25cwt x 10')	x	x	✓
Access to Water in Pit Area	Tow Truck	✓	✓	✓
Cutting Equipment	Seat Belt Cutters	✓	✓	✓
Porta Power	Bolt Cutters	✓	✓	✓

INTRODUCTION

The Stewards Control Board has created this manual, to assist in the better understanding of the job description for each officiating position, with the intent to guide those who have just commenced Stewarding and to assist those who are more experienced to efficiently and consistently perform their duties.

This manual will also be used as a guideline in conjunction with the Officiating Manual to assist the Stewards Control Board in the creation and implementation of Accreditation Courses for all Stewards.



Phase in Process

Phase 1 - The Safety & Regulations Advisory Committee to suggest and make changes before recommending the manual to the Board of Commissioners.

Phase 2 - The Board of Commissioners and Special Interest Advocates to accept the manual.

Phase 3 - The Manual to be posted to all Clubs / Divisions for distribution to all of their Stewards / Officials, with a 21 day reply period for any comments / suggestions. *Feed Back Sheet Attached.*

Phase 4 - Feed Back Sheets to be processed and discussed by the Stewards Control Board, with the relevant changes being made. The First Version to be distributed and incorporated into the Accreditation Courses.

STEWARDS CONTROL BOARD MEMBERS: Mr Kim Beard
 Mr Allan Blake Mr Reno Boin (Chairman) Mr David Charles
 Mr Mark Franks Mr Peter Griffiths Mr Tom Lynch
 Mrs Jo McCann Mr Rod Pettit
 Mr Garry Tomlinson

1. Chief Steward

Primary Role:

- To be held responsible for the implementation of the Rules and will order and facilitate all signals for the running of the meeting.
- Chief Steward is in control of all Officials.
- Shall be in control of all competitors, their vehicles, pit crews from the time they enter the complex until the time they leave the complex.
- To have sole authority to fine, exclude, suspend or disqualify any person.
- To reprimand any official who is not doing their duties.

Secondary Role:

- To authorise any required alteration in the official programme.
- To receive signals from other race day officials.
- The only official empowered to stop a race.
- To issue infringement notices.
- To advice the judge on any alterations to the provisional placing's as a result of exclusions or disqualification.
- To complete a Stewards Report of the meeting.
- To sign the lap sheets when the 'All Clear' is given.
- To give a competitors briefing before the race meeting starts.
- To be available during scrutineering and shall remain on duty until any protest or appeals have been resolved.

DISPUTES COMMITTEE – RECORD & MINUTES OF HEARING

Disputes Committee Members _____ (Elected Chairman)
 _____ (Members Names)

Has the Committee got a current copy of the WASC Common Rule Book? YES / NO (please circle)

Has the lodgement fee for Appeal been paid? YES / NO (please circle)
 Amount \$ _____ .00

Time of issue of Appeal Form _____ AM / PM

Time completed form received _____ AM / PM

Note: Dismiss Appeal if proper documentation or lodgement has not been followed.

Interview any persons to assist in making a decision.

Name of Interviewed _____

(Ensure that once a person is called to give evidence then that person remains in the room during the hearing and is able to be cross-examined by all parties).

Call the Chief Steward to give evidence _____ (Name)

Call the Technical Officer to give evidence _____ (Name)

Decision _____

(After making the decision the Disputes Committee will make sure that it is in the form of a motion).

Moved By _____ Seconded By _____

Signature _____ Signature _____

That the Appeal be WON / LOST (please circle) **MOTION CARRIED**

Notify the decision of the Disputes Committee to all parties involved.

Is there any further Appeal being Considered YES / NO (please circle)

Printed Name _____ Signed _____

Date ____ / ____ / ____

Hand in the form and the lodgement fee to the Official in charge of the meeting.

11. Disputes Committee cont...

Important Notes:

- To notify the decision of the Disputes Committee to all parties in the following order:
 - * The Appellant
 - * All other parties involved
 - * The Chief Steward and/or Technical Officer
 - * The Pit Marshal
 - * The Public Announcer
 - * The Competitors Representative
- To advise any aggrieved person of their further rights of appeal.
- To hand the minutes of the hearing and any lodgment fees to the official in charge of the meeting and advise that official of any future appeal being considered by any party.

See next page for a copy of the Disputes Committee - Record and Minutes of Hearing Form.

12. Safety Officer

Primary Role:

- To complete the Safety Officer's Report.
- To report to the Chief Steward after completing the Safety Officer's Report.

Secondary Role:

- To ensure that all safety items are kept up to current standards as per the WASC Guidelines.

See over for a copy of the Safety Officer's Report Form.

1. Chief Steward cont...

Secondary Role:

- To order the removal of any person who is interfering with the efficient running of the race meeting.
- Chief Steward to hold an officials briefing before the race meeting.
 - ◇ Chief steward to ensure all competing vehicles are registered with a WASC recognised body with a current logbook for the vehicle.
 - ◇ Chief Steward to ensure all competitors hold a current licence with a WASC recognised body, free of unpaid fines and outstanding penalties.
- Chief Steward to enquire into any reports and incidents.
 - ◇ Issue infringements as necessary.

Important Note:

- To be accepted as a registered Chief Steward through the WASC.
- Chief Steward is to liaise with Promotion (Club) prior to race time.

2. Assistant Steward

Primary Role:

- To assist the Chief Steward in all aspects of the running of a speedway meeting.
- Be an observer to the Chief Steward during races.

3. Corner Steward

Primary Role:

To observe competitors during a race meeting and report any breach of the rules to the Chief Steward

3. Corner Steward cont...

Secondary Role:

- For the duration of the race meeting be aware of the competitors behaviour, both on and off the racetrack.
- Carry out any function as requested by the Chief Steward.
- Report track conditions or hazards to the Chief Steward.

Important Notes:

- Report to the Chief Steward on arrival at the speedway and be aware of programme times.
- Unless directed by the Chief Steward, position yourself in a safe location always facing the on-coming traffic.
- Always refer to competitors by car number, not name or nickname (in the case of identical numbers use colour / number eg. RED).
- Carry a notebook and record all incidents including event, cars involved.

4. Flag Marshall (Start Line)

Primary Role:

With full understanding of the meaning of each flag, display the correct flag to the competitors, or an individual competitor as directed by the Chief Steward.

11. Disputes Committee

Primary Role:

- To hear all appeals lodged at the race meeting either during the meeting or immediately after the last race.
- To remain in the vicinity of the track and the public address system.
- To appoint a Chairperson to co-ordinate the hearing of an appeal.

Secondary Role:

- To remain on duty until discharged by the Chairperson, and may be reconvened by the Chairperson at a later date or time.
- To note the time of receipt of any appeal and that the lodgment times are correct, and that the correct fee has been paid.
- To dismiss any appeal if the proper documentation or proper lodgment procedure has not been followed.
- To ensure that minutes are taken of the hearing and that the decision of the committee is written in motion form.
- To make sure that each party involved in the hearing is treated in an unbiased manner, and to conduct the hearing in such a manner so that any outside interference will not be prejudicial to their decision.
- To uphold or dismiss any penalty issued by a body or Chief Steward. The disputes committee can not increase or decrease any penalty or set any new penalties, nor can it order the re-run of any race.
- To call any person to give assistance or evidence.
- To call the Chief Steward to give evidence at all appeal hearings.
- To call the Technical Officer to give evidence at all Technical Appeal hearings.
- To have control over who is in the hearing room at any time.
- To ensure that once a person is called to give evidence, then that person remains in the room during the hearing, and is able to be cross examined by all parties.
- If a Junior Competitor is involved. The junior must have an adult competitors representative (not the parent) with them in attendance at all times.

9. Chief Machine Examiner cont...

Secondary Role:

- Be able to access and record any damage minor or major and follow up on repairs where necessary.
- Issue clear and detailed instructions to car owners for the correction of any defects that may be found.
- Keep up to date with all specification changes that take effect from time to time.

10. Lap Scorer

Primary Role:

- Record the position of every competitor as they cross the start/finish line, regardless of being lapped or not. Lapped cars will be defined by the scorers.
- Not permit anyone to alter the lap sheets except the Chief Steward, who must then sign the alteration.

Secondary Role:

- At a race stoppage, provide a list of cars as of the last recorded lap, or part thereof, to the officials concerned.
- Pass the lap sheets to the Chief Steward at the completion of each event.

Important Note:

- The lap sheets are to be made available to the State or National Body when requested.

4. Flag Marshall (Start Line) cont...

Secondary Role:

- Observe and report to the Chief Steward any incidents or actions that may require a flag.
- On instruction from the Chief Steward convey information to a competitor as required.

5. Start Line Official (Also Witches Hat)

Primary Role:

- At restarts place the witches hat approximately two thirds across the racetrack from the infield (unless track conditions prevent such placement, refer Chief Steward). *Note: when going on the racetrack always be aware of vehicle movements, and face on-coming traffic.*

Secondary Role:

- Observe the restart, reporting any competitor whose car touches the witches hat or passes between the witches hat and the infield.
- Assist the Flag Marshall by acting as a spotter for displaying any penalty flags (noise, enquiry, passing etc) and communicate with the Chief Steward.

6. Pit Marshal

Primary Role:

- To oversee and control a safe organised pit area for the duration of the race meeting.

Secondary Role:

- Liase with Chief Steward to assist with disciplinary matters.
- Allocate special areas of the pits for Fire Crews, Ambulance, Competitors Representative, wash down etc..
- Liase with competitors for contact with the Chief steward or for other special requested (engine starts etc..).

6. Pit Marshall cont...

Secondary Role:

- Complete any reports as required by relevant bodies.
- To organise Dummy Grids.

Important Note:

- Oversee that the Pit Gate Attendee only allows fully insured and correctly attired persons into the pit area.

7. Pit Gate Official (Entry / Exit)

Primary Role:

- On instruction from the Pit Marshall or Chief Steward only, open or Close the pit gate as required.
- Ensure safety locking device is engaged when gate is closed.
- Ensure NO PERSON is standing behind the pit gate when racing is in progress.
- Report any breach of the rules to the Pit Marshall and/or the Chief Steward

8. Competitors Representative

Primary Role:

- Any person in attendance at a race meeting is eligible. Except those persons who are participating in that division on that day / night or have an interest in any of the persons and/or vehicles concerned.

8. Competitors Representative cont...

Primary Role:

- Competitors to elect their representative.
- Being available to competitors throughout the meeting to help with queries or concerns relating to the race meeting.

Secondary Role:

- General knowledge of the rule book is necessary.
- Being the first point of contact between the competitor(s) with the Chief Steward.
- Attend the competitors briefing.
- Liaise between the officials on all matters that have an effect on the competitor(s).
- To be able to advise competitors on the best method of dealing with a protest and completing an appeal form.
- To have a current approved personal accident insurance policy.

9. Chief Machine Examiner

Primary Role:

- To be thorough and efficient in all vehicle examinations and to ensure that their assistant machine examiners are kept updated, informed and follow the below job descriptions points.
- Fully conversant with all classes of vehicle they are to examine.
- Extremely careful in the checking of all safety aspects of any racing machine.
- Keep a watchful eye on all competitors racing apparel (driving suits, gloves, shoes, helmet and balaclava) for signs of damage or wear and tear.
- Always keep safety as the uppermost importance for all drivers, crews, officials and spectators.

Secondary Role:

- Keep up to date with all other specifications other than safety, so as to keep all competitors honest.
- Be able to keep clear and accurate records of any problems that may be found.