



WA SPEEDWAY COMMISSION INC

2 Thorogood Street
BURSWOOD WA 6100

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

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OFFICIATING

MANUAL

INTRODUCTORY VERSION
DISTRIBUTED JUNE 2002

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COMPETITORS BRIEFING SHEET

Division _____ Date ____ / ____ / ____

Chief Steward _____ Assistant Steward _____

Clerk of Course _____ Pit Marshall _____

Infield Officials _____

Flag Marshall's _____

Scrutineers _____

Location of All Marshall's _____

Competitors Representative _____

Appeals Receiving Officer _____

Supplementary Regulations _____

Announcement of Eligibility and Clearance of all vehicles _____

Location of Log Book and Licence Officer _____

System of Communication by Officials _____

System of Communication of Competitors During Meeting _____

Fire Crews and Equipment _____

Ambulance and Medical Staff _____

Defined Infield Area _____

Race Starts _____ Re Starts _____

Yellow Flag / Light _____ Track Condition _____

Protest and Appeal Procedure _____

Confirmation of Disputes Committee _____

General Comments _____

Completed By _____ Date ____ / ____ / ____

Signature _____

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INTRODUCTION

The Stewards Control Board has created this manual 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.

Throughout this manual reference to the position of Steward means and includes all stewards / officials, unless specifically stated by title.

It is designed to provide clarification of the Common Rules Book for all four-wheel Divisions and some direction on the application and interpretation of those rules and the State or National Rule Books already in existence.

The information outlined in this manual is intended as a guide only.

Phase In:

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 and Divisions for distribution to all of their Stewards and 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.

ACKNOWLEDGEMENTS

Western Australian Speedway Commission gratefully acknowledge Motorcycling Australia Western Australia who kindly allowed the MA Steward's Manual to be used as a guide for this manual.

STEWARDS CONTROL BOARD MEMBERS:
*Mr Peter Griffiths (Chairman) Mr Martin Laughton
Mrs J McCann Mr Trevor Newman*

22. Chief Steward's Responsibilities & Checklist cont...

Checklist:

- Fire Safety Crews in attendance.
- Officials' briefing held.
- Officials licenced and accredited.
- Sufficient fire extinguishers in place and in working order.
- Competitors' briefing held.
- Scrutineering procedure followed.
- Competitors' licence and log book checked.
- Noise metering, *if applicable.*

1. WASC Stewarding Accreditation Scheme

One of the recognised keys to the future of Speedway is the development and training of stewards. Effective officiating calls for specialist skills which have been learnt and developed.

The WASC Stewarding Accreditation Scheme aims to:

- a. Increase confidence and competence in officiating ability.
- b. Involve quality controlled learning in all seminars and training courses.
- c. Improve communication skills.
- d. Promote progressive improvement in officiating knowledge and expertise.
- e. Promote a credible education and training process to attract new stewards and retain existing ones.
- f. Ensure uniform approach to officiating.
- g. Ensure that training courses are made available state-wide for all levels of stewards.
- h. Create an unbiased attitude to stewarding with the creation of the Stewards Control Board,
 - (i) where stewards can be aligned and have the assistance of other stewards from around the state.

Grade One	Chief Steward	Level One Events & Blue Ribbon Events
Grade Two	Chief steward	Level Two to Four Events (Club Meets)
Grade Three	Stewards / Officials	Level Two to Four Events (Club Meets)
Grade Four	Stewards / Officials	Entry level Steward (Club Meets Only)

21. Code of Conduct cont...

Parents:

- 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.

22. Chief Steward's Responsibilities & Checklist

Responsibilities:

- a) Enforcing all WASC Common Rules.
- b) Conducting and adjudicating any protest hearings.
- c) Determining appropriate penalties.
- d) Close liaison with all other Officials .

Checklist:

- Common Rules Book, Note Pad and Pen.
- Steward's Equipment Folder.
- Inspection of the track and venue prior to the meeting.
- Public Warning signs prominently displayed and correct disclaimers printed on passes / tickets.
- Sufficient officials in attendance to conduct the race meeting.
- First Aid / Ambulance personnel in attendance.

21. Code of Conduct cont...

Officials:

- 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.

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.

2. Legal Responsibilities

- * Any Person acting as an Steward has a legal responsibility to provide the utmost care for competitors and any other person at a race meeting / event.
- * Every Steward has a legally owed duty to use common sense and act in a responsible manner.
- * **Will the law involve itself in sport?**

Many people are surprised that the law will become involved in sport.

A number of sports have experienced litigation as a result of negligence of Stewards.

Negligence refers to failure to perform a legally owed duty, with that failure resulting in actual damage as a result of a breach of the duty of care.

Duty of Care refers to what a Steward of the same standard and experience should have reasonably foreseen. That is, a Stewards actions will be judged on what the reasonable person would have done in the same situation.

A breach of the **standard of care** may occur as a result of an omission, error or action. The standard of care will be judged not by what the steward knows, but by what they should have known. Stewards must therefore endeavor to keep updated on new developments and rule changes, and adhere to set procedures.

3. The Purpose of Stewards

The purpose of WASC is, together with the clubs / divisions, to promote and conduct speedway in Western Australia and to ensure that the sport is organised and governed in an orderly and prosperous manner.

This can be achieved only by operating a system of checks and inspections and it is the function of the Chief Steward to be called upon to fulfill this role. That is, to oversee the organisation of the race meeting to ensure the proper interests of all parties; for the benefit of competitors, promoters, spectators, sponsors, stewards and WASC, is adhered to.

For changes or amendments to be made to the Common Racing Rules Book, prompt and accurate reports must be made available to the Commission. For a Common Racing Rule to be amended it must first be observed in practical application, and prove to have some necessary purpose. The suitability of the Common Rules Book can best be based upon reports of its use and effectiveness in service.

Stewarding is an important function in the conduct of speedway, if properly carried out, it results in raising the standard of the race meeting and the promotion of the event to the spectators and sponsors.

21. Code of Conduct

This section has been developed to provide competitors, officials, parents with a guide to appropriate behavior at all race meetings. The following points are based on those established by the Australian Sports Commission.

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.

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 updates.
- 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.

20. Checklists cont...

Pit Area: Check to ensure that requirements are being followed, especially as to access control.

Competition: Keep on an eye on the general conduct of the meeting. Ensuring that all events are running smoothly, and if not the correct procedures are being followed.

Steward's Action: Keep a record of all decisions, fines etc. for inclusion in your report. Issue receipts for all monies received, whether fines or otherwise.

General Notes: Any constructive ideas and criticism should be in note form. You should note your times of arrival and departure, times of anything notable, accidents etc. and details of the weather.

Keeping in Touch: Should you have occasion to leave the control area at a race meeting, let your fellow Stewards know where to find you and when you will be returning.

Track Inspection: The Chief Steward should satisfy themselves that the track is safe prior to giving authorisation to commence the race meeting.

Incidents & Enquires Stewards are expected to ensure that proper inquiry is made into incidents.

4. Accreditation and Selection of Stewards

Accreditation courses and seminars for all levels of stewarding will be held on a regular basis state-wide. Further details of the dates or course outlines are available by contacting the Commission office.

Upon satisfactory completion of an accreditation course, consideration is given to appointment as a level four steward.

The Stewards Control Board takes the following into account when giving consideration to appointment as a steward:-

- * Is the allegiance of the applicant primarily to the sport as a whole, rather than to the narrow interests of a club?
- * Can the applicant handle people with tact and strength without departing from the principles involved in the supervision of the sport?
- * Has the applicant sufficient experience / qualifications in and knowledge of the sport and an understanding of the racing rules?
- * Does the applicant possess those positive attitudes which are essential for speedway to continue to grow?

5. Grading of Stewards

A State-wide grading system of stewards has been established by the Stewards Control Board.

There are the four levels of grading as listed on page four of this manual. The chart below lists the minimum required Stewards and Officials that can attend each event as per the event permit grading system:-

Level One Event	Grade One	Chief Steward
	Grade Three	Stewards
Level Two Event	Grade Two	Chief Steward
	Grade Three	Stewards
Level Three Event	Grade Two	Chief Steward
	Grade Four	Stewards
Level Four Event	Grade Two	Chief Steward
	Grade Four	Stewards

5. Grading of Stewards cont...

Grade One - Chief Steward

This is the highest level of stewarding and covers all event levels, including Blue Ribbon Events. The applicant must also qualify as a Lap Scorer to obtain this accreditation level.

Grade Two - Chief Steward

This level of stewarding covers up to Level Two Events at a Club Meeting standard, this does not include Blue Ribbon Events. The applicant must also qualify as a Lap Scorer to obtain this accreditation level.

Grade Three - Steward / Official

This level of stewarding covers up to Level Two Events at a Club Meeting standard, this does not include Blue Ribbon Events. The applicant should be able to be placed in any position of official or steward at a race meeting, other than that of the Chief Steward. The applicant must also show understanding in Lap Scoring qualifications.

Grade Four - Stewards / Officials

This is the **Entry Level** Stewards position. This steward is only allowed to steward at Club Meetings and will be placed under the control of a WASC Registered Grade One or Two Steward for practical training, after they have shown competent knowledge of the racing rules and regulations for becoming a steward / official.

19. Serious / Fatal Injury Report Procedures

Please follow the procedure as listed on the report found in your Stewards Equipment Folder. This procedure has been accepted and commended by the State Coroner.

20. Checklists

It is important that as a Steward you have a set procedure to follow prior allowing a race meeting to commence. A checklist is a helpful way for you to remember all the items that need to be in place or checked prior to the race meeting commence in.

Following is a list of points applicable to race meetings generally:

Arrival: The Steward(s), upon arrival should advise the Chief Steward of their presence and should seek out any other Stewards. They should sign on and collect any relevant information or equipment needed for the race meeting.

Safety Officer: The Chief Steward to consult with the Safety Officer for assistance with some of the below checklist points.

Permits: The Chief Steward should sight and note the details of the Track Licence, Event Permit, Insurance Policy and any other permits which may be necessary to run the race meeting.

Scrutineering: The Steward(s) should seek out the Chief Scrutineer upon arrival. The Steward(s) should ensure that the basic principles and safety are being observed.

Briefing: All Officials should attend the Officials Briefing. All Officials should attend the Competitors Briefing. The Chief Steward should conduct the briefing and introduce the other Officials to all competitors.

Medical Staff: The Chief Steward and all other Stewards should make themselves known to the First Aid / Medical Staff.

17. Steward's Report cont...

The completion of this report also assists other stewards to understand or be informed of any infringements that have arisen on a particular competitor.

18. Personal Injury Reports

Any injury to a competitor, official, pit crew arising from the action of a competing vehicle; any injury to a competitor, official, pit crew, occurring during the duration of the race meeting but not arising from an incident involving a competing vehicle; any injury to a spectator or other person not connected with the competition arising from an incident that can be related to the race meeting; are all matters, which must be investigated and reported on the appropriate form.

Details require the forms to be completed, the depth of investigation and the consequent action to be taken, are obviously related to the extent and/or severity of the incident. It is the responsibility of a Chief Steward to ensure that their participation as set down in the appropriate procedures is undertaken and to make every attempt to ensure that other parties also fulfill their responsibilities.

The adequate reporting and recording of all relevant facts becomes paramount when there is a subsequent involvement of the affected insurers and the processing of claims or the determination of liability.

The necessary forms and procedures are to be found in the Stewards Equipment Folder.

6. Racing Rules - Source

Every competitor is expected to know the requirements of the WASC Common Racing Rules Book or their State / National Controlling Body's Rule Book, so it is not unreasonable to expect that the Stewards controlling their race meetings have as good or better knowledge of the racing rules.

It is not expected that the Steward knows the rule book by chapter, but that the Steward is able to locate and understand a rule confidently and quickly.

The Common Rules Book is subject to change as it is a live document, whereby some redundancies, impracticalities or errors may need to be altered or removed. As a Steward you will assist with these changes through your Stewards Report by noting suggested changes to the Common Rules Book.

7. Racing Rules - Application

Supplementary Regulations

To be used in conjunction with the racing rules for the event.

Competitors Briefing

Each competitor is held responsible to attend the competitors briefing to ascertain any supplementary regulations relating to the race meeting.

See back of manual for copy of Competitors Briefing Sheet.

8. Conduct of Stewards

In addition to the roles and responsibilities listed in the Job Descriptions Book, you as a steward / official have a responsibility to the promoter / club who are conducting the race meeting, to be available at all times. It is important to remember as a steward / official the race meeting can not be conducted without your presence, so your availability is imperative.

If you have been appointed to attend a meeting on behalf of the Commission and for some reason you can not attend the allocated race meeting, you must notify the Stewards Control Board Chairman or the Commission office at your earliest convenience to allow time for a replacement to be found. This courtesy should also be used if you are officiating a club meeting organised by the Club / Promoter.

You as a steward have an obligation to fill, by way of conduct and performance. The measure of the performance of a Steward is a reflection of the maturity that is required in dealing coolly and impartially with any controversy and disputation.

A positive attitude is required when advising both stewards and competitors in respects of the Common Rules. You are not expected to be able to quote every rule, but have an understanding of the Rules and be able to direct a competitor or steward to the rule that is relevant to the situation at hand.

14. Authority of Stewards

The Chief Steward is a representative of the Commission and the Club or Promoter at the race meeting and is in absolute control. The role of the Chief Steward is to ensure that the meeting is conducted according to the rules and act as the on site judiciary to deal with protests.

The Assistant Stewards and other Officials in attendance are also of high importance to the conduct of the race meeting they are to report to the Chief steward and offer their assistance or views when a situation occurs. They to are to act in a unbiased and non-personal manner.

15. Licences and Log Books

All competitors should produce their licence and log book to the appropriate officials. In the event a licence or log book can not be produced, the Chief Steward may accept a declaration but they must satisfy themselves that a licence has indeed been issued to the person concerned and that it has not been suspended. If there is any doubt that a licence has not been issued, the competitor must not participate.

You should advise the competitor that it is a serious offence to falsely complete a declaration and/or compete without a valid licence. You should also advise the competitor that it is not sufficient to have applied for a licence. The competitor MUST be the holder of a licence.

16. Modifications to the Program

Modifications to the program of a race meeting may become necessary or desirable. These rulings are up to the discretion of the Chief Steward; although the Promoter / Club should be informed and consulted before the decision is made.

17. Steward's Report

The Chief Steward is to complete a Steward's Report at the completion of the race meeting, this report is to be submitted to the Commission office within three working days of the said race meeting.

12. Stewards Roster

The Stewards Roster will be completed by the Stewards Control Board, all Stewards will be notified by mail.

13. Stewards Equipment Folder

All stewards should carry a folder with the appropriate paperwork. It should contain the following:-

- Competitors Briefing Sheet
- Appeals Form
- Stewards Race Meeting Report
- Chief Stewards Infringement Notice
- Disputes Committee Record & Minutes of Hearing
- Personal Injury Form
- Common Racing Rules and/or Association Rule Book
- Job Description Book
- Stewards Manual
- Fatal Injury Report Procedure
- Lap Scoring Sheets
- Statutory Declarations
- Receipt Book

Once you have passed your accreditation you will be issued a folder containing the above information, for more copies of the forms contact the Commission office.

The folder will be your responsibility if you lose this you will have to replace it yourself.

8. Conduct of Stewards cont...

Presentation is of high importance, if you are representing the Commission, you will be required to wear a Speedway West Shirt and Name Badge. For club meetings arranged through the Club / Promoter neat casual clothing should be worn.

To Summarise:-

- Be On Time
- Introduce yourself to other Stewards, the Promoter / Club President
- Be Constructive
- Be Positive
- Be Informed
- Be Responsible
- Be Consistent
- Be Appropriately Attired

9. Personal Relationships

As a Steward you are required to put aside any personal feelings and judge each case on its merits. The occasion will arise where this may mean finding against a personal friend. A Steward will be judged on how impartially they adjudicate each case, this could reflect on how they are looked at by their fellow stewards.

10. Termination of, or Revising Accreditation Status

Stewards may be downgraded or removed by the Stewards Control Board after consultation with the Board of Commissioners for misconduct or poor performance.

11. Stewards Badges

Once you have paid for and passed your accreditation course you will be issued with a WA Speedway Commission Stewards Badge, this will show your level of stewarding capabilities and your registered stewards number.

This Badge must be worn at all times when officiating.