

2017

Race Officials Accreditation Course

Training Manual

Based on the Australian Speedway Racing Rules & Regulations



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- Motorcycling Australia Western Australia
- Speedway Australia

WA Speedway Commission was established in 1999 by the State Government to offer governance to the speedway industry in Western Australia. The Government of the time wanted to create a safer environment for speedway racing that was self-governing.

The WA Speedway Commission (WASC) is an incorporated association, operating under the Associations Incorporations Act 1987 (WA). WASC is governed by the rules of their constitution and is managed by a Board of seven Commissioners, with office administrative support. The Board has four committees that provide advice to the Board, being:

- Safety and Regulations Advisory Committee
- Racetrack Inspection Committee
- Stewards Control Board
- Sport Development Advisory Committee

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1. LAP SCORING ACCREDITATION

1.1 The Art of Lap Scoring

Good lap scorers are like great writers – every page tells a story, and like all good stories, lap scoring sheets can be read and understood by EVERYONE.

The more information that can be put on your lap sheet, the easier it will be for all concerned should any enquiry come out of the recorded race.

Things you should include are:

- when the yellow light came on
- what cars were involved in causing the stoppage
- what car hit the wall and in what lap
- when a car pulls infield
- when the Chief Steward has made a relegation
- what the reason is for the relegation
- why the Chief Steward has changed the finishing
- positions once the race has finished

All of this makes for good reading, and the reader should be able to picture the race as if he did not actually see it.

Of course, this is even better if the sheet is written with clear and precise numbers. The new lap sheets of today make this easier by having columns to write the cars down the page instead of the old way of going across the page.

Lap Scorers also need a checklist to run through before the start of each meeting. This is especially important if you are Lap Scoring at different venues and different divisions. You may only need a mental check, or perhaps you might prefer to write your own.

Things to include:

- Make sure you have plenty of lap sheets and pens
- Define the finish line with the starter
- Define the curb line
- Confirm if communication is available via radio
- Ensure you are in a suitably elevated, quiet position
- Ensure you're as close to the finish line as possible
- Have suitable back-up lappers – especially for finals and major events
- Obtain racing format for each division
- Introduce yourself to each divisions officials
- Be aware of supplementary rules that may affect lap scoring (e.g. Sprintcars)

At the end of the night:

- Sign all Lap Scoring Sheets
- Ensure the Chief Steward signs all Lap Scoring Sheets and signs ALL alterations made
- If more the one Lap Scoring sheet is used for a race, staple them together

LAP SCORING SHEET

Heat 2

DATE: 27-04-01 EVENT No: 2 EVENT NAME: Modified Production LAPS: 10 START TIME: 1:25pm

GRID POSITION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	POINTS:	CAR:
POLE	91	80	80	80	80	80	80	80	80	80	80	80	80	80	80	1st	60
OUTSIDE	2	8	33	33	33	33	33	33	33	33	33	33	33	33	33	2nd	8
	4	60	91	91	91	91	91	91	91	91	91	91	91	91	91	3rd	25
	6	2	9	9	9	9	9	9	9	9	9	9	9	9	9	4th	17
	8	3	91	91	91	91	91	91	91	91	91	91	91	91	91	5th	13
	10	33	33	33	33	33	33	33	33	33	33	33	33	33	33	6th	10
	12	3	2	2	2	2	2	2	2	2	2	2	2	2	2	7th	8
	14	9	2	2	2	2	2	2	2	2	2	2	2	2	2	8th	6
	16	25	3	3	3	3	3	3	3	3	3	3	3	3	3	9th	5
	18	3	25	25	25	25	25	25	25	25	25	25	25	25	25	10th	4
	20	3	25	25	25	25	25	25	25	25	25	25	25	25	25	11th	3
DID NOT START																12th	2
																13th	1
DID NOT FINISH																	
ALL CLEAR																	
PROTEST																	
DISMISSED																	
UPHELD																	
APPEAL																	
DISMISSED																	
UPHELD																	

OFFICIAL PLACINGS ADVISED BY THE STEWARD, IF OTHER THAN THE FINISHING ORDER

LAP SCORER: Dolly Charles STEWARD: Peter Griffiths VENUE: Shark Bay

LAP SCORING SHEET

DATE		EVENT No:			EVENT NAME:					LAPS:					START TIME:			
GRID POSITION		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	POINTS:	CAR:
POLE		OUTSIDE															1 ST	
1		2															2 ND	
3		4															3 RD	
5		6															4 TH	
7		8															5 TH	
9		10															6 TH	
11		12															7 TH	
13		14															8 TH	
15		16															9 TH	
17		18															10 TH	
19		20															11 TH	
DID NOT START																	12 th	
																	13 th	
DID NOT FINISH																		
ALL CLEAR																		
PROTEST																		
DISMISSED																		
UPHELD		OFFICIAL PLACINGS ADVERTISED BY THE STEWARD, IF OTHER THAN THE FINISHING ORDER																
		1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	13 th	14 th	15 th		
APPEAL																		
DISMISSED																		
UPHELD		LAP SCORER:					STEWARD:					VENUE:						

1.2 Lap Scorers ‘Need To Know’ Rules

- 4.3.1 Cars should take up their correct position on the dummy grid ready to race before entering the track. The Pit Marshall will close up any spaces left by a scratching by moving cars forward in their rows

ASCF/ SSA – Race Rule Amendments

- 4.3.1 *Cars should take up their correct position on the dummy grid ready to race before entering the track. The Pit Marshall will cross cars over rows to close up any spaces as a result of scratchings.*
- 4.3.2 Any Driver whose car is not on the dummy grid and has notified the Pit Marshall, will be given two (2) minutes to have their car ready at the pit gate. The two minute time commences when all the cars in the race are on the racetrack and moving.
- 4.3.4 Once the cars are on the track, prior to the start of a race and there is a withdrawal then the cars move straight forward to fill the gap
- 4.5.1 Drivers are responsible for knowing their grid positions and maintaining these positions until the green light/flag. Any car that delays the start more than two minutes will go rear of field. Any car still not ready by the time the green is shown will be excluded from the race.
- 4.6 Starting Option**
- 4.6.1 In race formats where the highest point scorer starts the feature race on pole, the highest point scoring driver will be given the option of starting in either the inside or outside position of the front row.
- 4.6.2 The option must be exercised prior to the cars forming up on the dummy grid. There will be no change to any other starting positions.
- 4.6.3 The car starting from position one will be pole car.
- 4.12 Complete Restarts**
- 4.12.1 If a first lap stoppage has no obvious cause, except for too many cars on the same area of racetrack, the Chief Steward may order a complete restart with no rear of field penalties applicable, except for Sprintcars and Speedcars where push starts are required.
- 4.12.3 If a stoppage occurs before the last running car has completed one full lap, a complete two wide restart (or three wide if applicable for a particular division) will be ordered with grid positions as for the initial start, but modified by exclusions and cars sent rear of field. If there are any cars not taking their original starting position then the cars move straight forward to fill the gap
- 4.12.4 Any car being penalized with a rear of field penalty will restart at the rear of the longest row

4.13 Single File Restarts

- 4.13.1 If a stoppage occurs after the last running car has completed at least one full lap, a single file restart will be ordered, with the starting order as for the previously recorded complete lap, but modified by exclusions and cars sent rear of field.
- 4.13.2 For single file restarts a cone marker will be located at the finish line. The cone should be placed approximately mid track ensuring that there is sufficient room between the cone and the fence for drivers to safely pass the cone while accelerating.
- 4.13.4 Laps under the caution flag will not be counted on lap score sheets.
- 4.13.7 A car that has not completed a recorded lap of the event after any restart shall not rejoin the race at a later stage, including if the driver was shown a mechanical defect flag.
- 4.13.8 If an event is stopped with one lap remaining the restart will be run over two laps (i.e. green, white, chequered).
- 4.15.2 When a car on the lead lap goes to the rear of the field, it goes to the rear of the line up which includes lapped cars but will remain on the lead lap
- 4.20.4 In all restarts, lapped cars will retain their positions in the line up as per the previously recorded lap or as directed by the Chief Steward.
Sprintcars –refer Annexure E, Part A, 4.20
- 4.23.2 A race is declared complete when the chequered flag has been displayed and the last car running has passed under that flag. Race results will be determined from the transponder records or lap scorer charts, based upon the order in which the cars cross the finish line completing all the laps of the race. The remainder of the field will be classified by the greater amount of laps completed and then the order in which they crossed the finish line on the last completed lap.
- 4.23.3 The Chief Steward will declare a race complete once the lead car has passed the chequered flag. If the yellow lights/flags are shown after the lead car crosses the finish line for an incident all the cars receiving the chequered flag will finish in the order they crossed the finish line. The remaining cars (excluding those deemed to be unable to restart) will be recorded as finishing in the order of their last completed lap not withstanding any penalties which could be applied by the Chief Steward.
- 4.23.4 When a race is completed, placing will be provisional until:
a) The lap sheets and/or transponder lap charts have been checked.
b) The scrutineers have given clearance.
c) The Chief Steward has given the all clear.
- 4.23.5 When a race runs over more or less than the advertised number of laps and the chequered flag is shown, the Chief Steward will declare the race positions in the order of the cars at the chequered flag.
- 4.23.6 For feature races only, cars that get the green flag to start the race but are non-finishers may be eligible for points and/or prize money

- 4.23.7 For heat races, a driver must receive the chequered flag under their own power and have completed at least one half of race distance to be eligible for points and/or prize money.

ASCF/SSA – Race Rule Amendments

4.23.7 For heat races, Race Cars that get the green flag to start the Race but are non-finishers may be eligible for points and/or prize money.

- 4.23.8 Any driver who has received the black flag or is disqualified from a race is not eligible for points and/or prize money
- 4.23.9 The Chief Steward may declare complete a final race in which the lead car has less than one (1) lap to complete the race or in a non-final race of greater than eight (8) laps in which the leader has less than two (2) laps to complete the race.
- 4.23.10 A driver receiving a mechanical defect flag or who voluntary withdraws and wishes to finish the race, is permitted to rejoin the race to receive the chequered flag, after the last running car has finished.

4.24 Feature Races Declared Short

- 4.24.1 A feature race must be run over the advertised number of laps, except when Section 4.13.8 applies, unless it is required to be declared short by the Chief Steward due to:
- (a) Weather or race track conditions; or
 - (b) Time or noise curfew; or
 - (c) A serious race incident involving injury; or
 - (d) Any request by the police; or
 - (e) Extreme or exceptional circumstances.
- 4.24.2 When feature races are not completed;
- a) If feature race is declared with less than one-half of the scheduled laps completed, all prize-money and series points will be divided equally amongst all starters.
 - b) If feature race is declared with at least one-half of the scheduled laps completed, all prize-money and series points will be fully allocated for placings scored as at the last completed lap, modified by any exclusions or rear of field relegations.
 - c) Any cars involved in an incident/s at the time of the race being declared must be cleared by the machine examiner to be capable of restarting the balance of the nominated laps.
- 4.26.4 A wheel change (due to a flat tyre) is only permitted for Sprintcars, speedcars, V8 Dirt Modifieds and Wingless Sprints during a red light/flag stoppage on the first lap of a State or National title, or for other major or feature events where this is approved by a supplementary regulation. Two minutes only will be given for the wheel change, which in this circumstance only may be assisted by infield officials. Any car that has had a wheel change will go rear of field in the restart

4.26.9 If all cars in an uncompleted race leave the track and return to the pits due to any race delay, when the race resumes it will be using transponder/lap score placings as recorded at the stoppage. Cars must have been able to restart/rejoin the race at the point of delay

4.29 Substitute Cars

4.29.1 A substitute car may be used by a nominated driver providing that:

- a) The substitute car has been nominated for that meeting
- b) If the substitution occurs before the meeting has begun, the car starts from the drivers original drawn position in the heats
- c) If the substitution occurs after the meeting has begun, the substitute car starts from the rear of the field in its remaining events.
- d) If the substitution occurs after all the heats have been run, the substitute car starts rear of the field in the final, providing that the car has competed in at least one previous heat.
- e) The Chief Steward is notified and has given permission for the substitution
- f) If more than one car is used by one driver in one meeting, they are all subject to engine and/or fuel checks.
- g) Points will be allocated to the driver.

Sprintcars – refer Annexure E, Part A, 4.29

4.30 National and State Titles

4.30.1 To be eligible to compete in an National Title and series, and State Titles, a driver must have competed in a minimum of two race meeting, or more at the discretion of the relevant body, in the current season or previous 12 months in the division racing for the Title event and have their license accordingly endorsed by a Chief Steward.

4.30.3 The previous year's champion shall be allowed to defend the Title but must compete in the heats. However, if the champion fails to qualify in this manner a rear of field start is permitted in their own or a substitute car

4.30.4 Heat points for National racing divisions Australian and State Titles are as follows:

Heat Points for National Racing Divisions

	ASCF/SSA SKAA/ AMCA	Sprintcars	Speedcars	F500	RSA
1	36	22	25	25	33
2	28	19	20	20	26
3	23	17	16	17	21
4	17	15	13	12	18
5	13	13	11	10	15
6	10	11	10	8	13
7	8	9	9	6	11
8	6	7	8	5	9
9	5	5	7	4	8
10	4	4	6	3	7
11	3	3	5	2	6
12	2	2	4	1	5
13	1	0	3	0	4
14			2		3
15			1		2
16					1

5.10 Lap Scorers

- 5.10.1 Lap scorers or transponders shall record the position of each car as it crosses the finish line, regardless of whether it is lapped or not.
- 5.10.2 Lap Scorers must be positioned adjacent to the finish line to enable car positions to be accurately recorded.
- 5.10.3 During a stoppage, lap scorers shall provide the grid marshal with a list of cars scored as at the last completed lap.
- 5.10.4 Lap scorers must ensure that lap-scoring sheets are not altered except by direction of the Chief Steward. Lap scorers must also ensure that the Chief Steward signs off any alterations and the final placings

Part C: ASCF/ SSA, RSA of NSW SEDANS AND AMCA NATIONALS

3.6 Roof Number Plates

- a) A roof number plate is mandatory for all race meetings, State and National Titles.
However, supplementary regulations may advise otherwise where transponders are being used to record laps.
- b) The roof number is a number issued for identification of a car on race day and may be distinct from the car registration number. It shall be a metal plate 30cm square with a 5cm right angle fold at the bottom where two holes at 20cm centres shall be drilled to take 6 mm bolts.

- c) Number one is reserved for the current National and State Title holders with Australia 1 taking precedence at National Titles and the defending State Number 1 taking precedence at State Titles. All clubs recognise State title holders who wish to run Number 1 as their roof number, but home State title holders will take precedence at Club Meetings.
- d) The roof plate number shall be bolted to the roof of the vehicle at an angle from the left-hand front to the right hand wheel arch or parallel with the side of the car depending on lap scoring requirements. The number shall be painted using a black background and white numbers. 20, 30, 40, etc shall not be used.

1.3 Red or Yellow Light Stoppage

L1	L2	L3	L4	L5	L6	L7	L8
1	1	1	1				
2	4	4	4				
3	3	3	3				
4	2	2					
5	6	6					
6	5	5					
7	7	7					
8	8	8					

* Stoppage

A stoppage has occurred on lap four, with cars 1, 4 and 3 having completed lap four.


ALL CARS to go back to the previous recorded complete lap to determine starting positions.

In all restarts, lapped cars will retain their positions in the line up as per the previously recorded complete lap or as directed by the Chief Steward.

Sprintcars - Refer Annexure E, Part A, 4.20

The race is restarted and the NEXT RECORDED LAP IS **LAP FOUR.**

1.4 Lapped Cars

L1	L2	L3	L4	L5	L6	L7	L8
1	1	1	1				
2	4	4	4				
3	3	3	3				
4	2	2					
5	6	6					
6	5	5					
7	7	7					
8	8 						

* Stoppage

If a car is lapped, Car 8 would not have been recorded in this example on lap three. Car 8 was last recorded on lap two.

A stoppage occurred on lap four with cars 1, 4 and 3 having completed lap four. ALL CARS to go back to the last complete recorded lap to determine starting positions.

Car 8 who has not completed lap three is transferred to the last car on lap three. Car 8 is STILL a lapped car, as Car 8 has not completed lap three.

In all restarts, lapped cars will retain their positions in the line up as per the previously recorded complete lap or as directed by the Chief Steward.

Sprintcars - Refer Annexure E, Part A, 4.20

1.5 Highlighting a Lapped Car

L1	L2	L3	L4	L5	L6	L7	L8
1	1	1	1				
2	4	4	4				
3	3	3	3				
4	2	5					
5	6	2					
6	7	6					
7	8	7					
8		8					

* Stoppage

Each individual lap scorer has their own way of identifying a lapped car.

In the above example Car 5 did not complete lap two and is next recorded on lap three.

A stoppage occurs on lap four, before Car 5 or any other car behind it complete lap four. Therefore go back to the last recorded lap (three), though as Car 5 is LAPPED, it must be highlighted to assist with indicating this.

The easiest way is to circle Car 5 at lap three.

Again, remember to leave the car in the position.

2. COMMUNICATION SKILLS

2.1 Communication Openers

Possessing good interpersonal communication skills is one of the greatest strengths of an effective official.

Use language that creates confidence, demonstrate that change and solutions are possible.

Suggested ways to open a conversation include:

- Before we make a decision, let's review the options
- I suggest we do not eliminate any options at this point

2.2 Active Listening

Active listening is more than just hearing.

Attending

- Builds closeness and trust
- Sends signals without words
- Provides a recognition that what they have to say is important to you

Active listening consists of the following behaviours:

- S face the other person **squarely**
- O adopt an **open** posture
- L **lean** slightly toward the other person
- D at a **distance** apart of about one metre
- E keep good **eye** contact
- R try to be **relaxed**

2.3 Five Good Listening Tips

- Listen Attentively
- Listen Reflectively
- Avoid Emotional Responses
 - Have you even noticed how listening stops when an exchange gets heated
- Try Bridging
- Don't Interrupt
 - Don't interrupt means don't interrupt

Key characteristics of the five listening approaches

Listening approaches you use to:	Purpose	Motivation
Discern	Get complete information	Determine main message. Decide which details are important
Comprehend	Organize and make sense of information	Relate to personal experience. Understand relationships among ideas
Evaluate	Make decision based on information provided	Question sender's motives. Accept or reject message depending on personal beliefs
Empathize	Support speaker as he/she talks through concerns	Accept the message without judging. Learn from other people's experience
Appreciate	Relax and enjoy the experience	Be entertained. Be Inspired

3. A GUIDE TO SELF REFLECTION

3.1 Control

Officials need basic skills to be able to control / organise a race meeting to ensure the spirit of the event is observed by all.

Questions to help self-reflect:

- Do I have the respect of the competitors / other officials?
- How do the competitors respond to my control style?
 - How do I control the race meeting? Am I loud and bossy or low key and gently assertive?
- How do I plan for race meetings?
- Do I have adequate knowledge of the racing rules?
- Did my competitors briefing run smoothly?
- Did I accept responsibility for all actions taken?
- Am I distracted easily? What distracts me and why?
- Am I a positive role model in behaviour and personal appearance? How do the Public at large view my actions?
- Am I part of a team? Do I work as part of a team?

3.2 Decision Making

Officials have to be able to apply the rules / laws both consistently and accurately for all parties within the spirit of the race meeting.

Questions to help you self-reflect:

- Am I impartial?
- Am I quick to make a decision?
- Are my decisions accurate?
- Do I anticipate decisions? To what percentage?
- Do I prejudge situations?
- Are my decisions consistent between:
 - competitors / divisions
 - race events / meetings
- Is the spirit of the race meeting enhanced by my decision-making?
- Do I explain my decisions to competitors (or other officials) when needed?
- Do I admit that I have made a wrong decision?
- Do I consult? Why have other officials if you won't listen to them or consult with them
- Do I accept the advice of others working with me?

3.3 Communication

This is fundamental to officiating. It involves people skills (i.e. the ability to effectively relate to competitors, promoters, committee members and other officials) in order to develop a positive and interactive social climate and foster the spirit of the event.

Helpful Hints

- Speak in a firm but friendly manner
- Act with integrity
- Be prepared to explain your decisions
- Make clear and decisive decisions
- Admit when you have made an error
- Give praise and verbal reward when due
- Encourage new officials in their decision making
- THINK BEFORE YOU SPEAK!

A competent leader can get efficient service from poor troops while on the contrary an incapable leader can demoralise the best of troops

3.4 Mentoring – Stewards Control Board

The role of the WASC Inc Stewards Control Board (as a Mentor) is to observe other officials in action and then act as a sounding board for their self – reflection, posing relevant questions and providing constructive feedback and advice.

If you must be critical – do so in a positive manner – look for and offer possible solutions

A Mentors there to offer training, guidance and provide a social and interactive dimension to the self – reflective process and to assist with the assessment and judge the performance and progress for grading and appointments.

Be respectful –

Remember, you do not have to be aggressive

Helpful Hints:

- Engage by explaining – ask questions – allow time for an answer – give praise
- How did you think you went?
- How did you feel?
- What went well?
- Were there any problems?
- How can they be solved?
- What can you improve upon for next time?
- Above all, talk through the process

4. DEALING WITH CONFLICT

4.1 What is Conflict?

Conflict can be described in the following ways:

- For sports officials, it can be defined as the fight, collision, struggle or contest between the player or competitor and the official
OR
- A difference of interests, understanding, values, style or opinion.

4.2 Five Levels of Conflict

1. Discomforts
 - Person is short and abrupt when you talk to them
 - Usually regarded as temporary and it will go away
2. Incidents
 - These incidents have the potential to blow up
 - Dealt with properly they can die almost immediately
 - By bad choice of language or tone we can upset someone, and
 - Person is responding to a badly stated message
3. Misunderstandings
 - Feel their authority is being undermined
4. Tension
 - Occurs when you refer to a person in a derogatory manner
 - Not prepared to concede that the person has any merits at all
 - Situation has the potential to move into crisis level, particularly if the person is prepared to fight back, and
 - Should be resolved with urgency
5. Crisis
 - Needs to be dealt with thoroughly, quickly and efficiently

4.3 Five Strategies for Handling Conflict

1. Avoid the Conflict
 - It is virtually impossible for sports officials to avoid dealing with conflict, however they can adopt some prevention strategies to help reduce the amount of conflict they may face during a competition
2. Smooth over the situation
 - By employing the right conflict resolution strategy to a particular situation you can smooth over the conflict.
3. Confrontation
 - Using firm commands when confronting heated situations may be more appropriate in resolving this type of conflict.

4. Compromising
 - Seeking a compromise is looking for the middle ground between two extremes. You will be moderately concerned about your own goals but also about the relationship.
5. Address the Problem not the Emotions
 - Addressing the emotions will only inflame the situation, increasing the level of conflict. Focus on the problem instead.

4.4 Five Conflict Management Skills to Produce a Win – Win Situation

1. Assertive
 - Willing to compromise
 - Not combative
 - Understanding
 - Firm
 - Calm
 - Repeat main arguments, and
 - Turn the conflict from a battle to a search for a solution
2. Delayed Response
 - Ally anger
 - Count to ten
 - Gain composure before you respond, and
 - Ask – “What do I want to achieve here?”
3. Constructive Criticism
 - Find the right time and the right place
 - Start and conclude with positive statements
 - Be Tactful
 - Be Specific, and
 - Criticise behaviour, not the person
4. Communication
 - Be a good listener, and
 - Use feedback skills including paraphrasing, questioning and attending skills
5. Openness
 - Be non defensive, and
 - Be open to others suggestions and criticism

4.5 Prevention is Better than Cure

Here are some tips on how to deal with difficulties between officials, competitors:

Start a dialogue with the competitors:

At the beginning of the race meeting provide structure and guidance, but also start a dialogue with the competitors.

That is, acknowledge the competitor’s abilities and experience. Invite constructive view points from some competitors.

If it starts to get a bit hot....

- Don't overreact
- Don't try to bluff your way out with unjustified rulings, and
- If possible adopt a low key posture

4.6 Handling Conflict Model



<i>Five Causes</i>		<i>Five Responses</i>
Interest	SKILLS	Avoiding
Understanding	Assertiveness	Smooth Over
Values	Delayed Response	Confrontation
Style	Constructive Criticism	Compromising
Opinion	Communication	Problem not Emotion
	Openness	

- Remember 90% of conflict occurs not with what was said, but the tone in which it was said! – Your body language may be sending a different message!
- Wrong Answers – When applying the rules, some decisions are black and white. When clarifying such rules, try not to embarrass the competitor.

5. ASSUMPTION

5.1 The Alligator Story

Once upon a time, there was a woman named Abigail (pictured bottom left) who was in love with a man named Gregory (pictured bottom right). Gregory lived on the shore of a river. Abigail lived on the opposite shore of the river.



The river, which separated the two lovers, was teeming with man-eating alligators. Abigail wanted to cross the river to be with Gregory. Unfortunately the bridge had been washed out. So she went to ask Sinbad (below centre) who was a river boat captain, to take her across. He said he would be glad to if she would consent to go to bed with him preceding the voyage.



She promptly refused and went to a friend named Ivan (picture available upon request) to explain her plight. Ivan did not want to be involved in the situation. Abigail felt her only alternative was to accept Sinbad's terms. Sinbad fulfilled his promise and delivered her into the arms of Gregory.



When she told Gregory about her amorous escapade in order to cross the river, Gregory cast her aside with disdain! Heartsick and dejected, Abigail turned to Slug (pictured right) with her tale of woe. Slug feeling compassion for Abigail, sought out Gregory and beat him brutally. Abigail was overjoyed at the sight of Gregory getting his due. As the sun sets on the horizon, we hear Abigail laughing at Gregory.

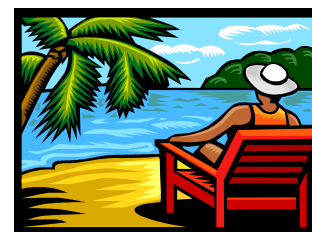
Now rank the behaviour of each of the Characters from worst (1) to best (5)



Abigail



Sinbad



Gregory

THE ALLIGATOR STORY

Worst

_____ 1

_____ 2

_____ 3

_____ 4

_____ 5

Best

Names: *Abigail, Gregory, Sinbad, Ivan, Slug*

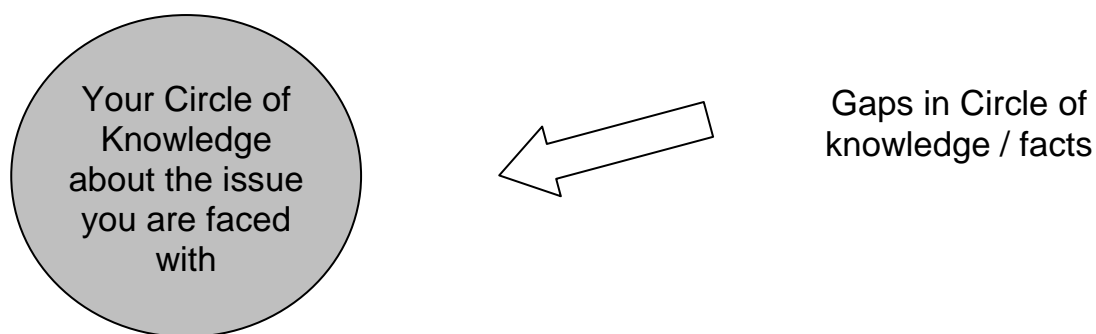


5.2 Dealing with Assumptions

Assumptions are thoughts that you have that are based on:

- Your perceptions
- Your judgments
- Your standards
- Your values (what you think, feel & see)

Assumptions are all of those thoughts that are not based on facts.



The Brain will plug the gaps with assumptions that are frequently -

Negative or Pessimistic, Wrong, Exaggerated, Not Factually Based

SO

Fill in the Gaps with FACTS (Ask Questions)

DON'T

ASS / U / ME

6. LEGAL RESPONSIBILITIES & RISK MANAGEMENT

6.1 Duty of Care Statement

This duty of care statement is to be read out to the Competitors at every drivers meeting before the start of any race meeting with *NO EXCEPTIONS*

It is my duty to advise you of the following:

- That motor racing can be dangerous; your equipment could be damaged or destroyed; and you may suffer serious personal injury or worse.
- If there is any aspect of this race meeting that causes you concern for your personal safety or for that of any member of your crew, whether that concern be with the track, the venue or the manner in which the meeting is being conducted it is your obligation to bring those concerns to the attention of the Clerk of Course or Chief Steward.
- If after doing this those concerns are not addressed to your satisfaction, you are advised to withdraw from this race meeting.
- Does everyone understand his or her obligations and rights in this regard?
- It is also my duty to advise you that at any time during this race meeting random drug and or alcohol testing may take place.
- If you have any doubts as to your ability to pass such a test with a negative or zero reading you should withdraw from this race meeting IMMEDIATELY.
- Does anyone have any questions?

You will find this Duty of Care Statement on PAGE IV of the Australian Speedway Racing Rules

6.2 Legal Responsibilities for Officials

There are four essential areas of the law that officials need to be aware of:

- Contracts / agreements
- Crime
- Harassment
- Duty of care / negligence

6.2.1 Contracts / Agreements

An official may enter into a contract for example in relation to providing their officiating services. If an official receives some benefit (called 'consideration'), such as money or clothing, then a contract is likely to exist between the official and the club / promoter for whom they are officiating.

If the contract requires the official to comply with a code of ethics, or not to harass others and they do not comply with this requirement in the contract, they could be sued for breach of contract.

Generally, only the parties to a contract can sue and/or be sued on a contract.

Why should a contract be in writing?

- **CERTAINTY** is the most obvious reason.
The official should be clear about the various matters relevant to the position.
 - How long the appointment is for
 - What benefits the official is entitled to receive
 - Who the official is accountable to
 - Who the official is responsible for, and
 - What is the nature of the relationship
- **MUTUAL COMMITMENT** to each other.
In the case of a volunteer official, they are giving up their free time to officiate. The sport should recognize that commitment and not abuse it. By having the length and nature of the commitment recorded, both parties are clear about the future. Similarly, sport will want to ensure the official is committed to the position and understands all that it entails.
- **RECOGNITION**
This can be shown by many things such as invitations to dinners and awards, reimbursement of expenses, supply of clothing and sponsors apparel, use of computer and perhaps an honorarium. The official should ensure that if these things are provided, that they are recorded so that sport cannot later renege on the deal reached.
- **RISK MANAGEMENT**
An official has a duty of care to the participants to ensure they are not injured or harmed (see Risk Management section of this course)
- **POLICIES AND CODES OF ETHICS**
The official should be aware of all policies and codes the club has in place.

- **INSURANCE**

An official should be aware of what Insurance is in place (public liability, personal accident which includes the official)

The Chief Stewards Responsibility:

TO BE AWARE OF ANY CONTRACTS that are in place between the promoter and the club / division (i.e. the race format)

This should be in writing and the Chief Steward should request to sight the contract – if this is not possible attempt to become familiar with what is required for the night/day of racing

6.2.2 Crime

An official may be criminally liable for their actions. The criminal laws in Australia are similar in most States.

- To do, or fail to stop, anything which causes serious danger to life, health or safety of a person, where an ordinary person in similar circumstance would have foreseen such danger and not done that thing.

Unfortunately, inappropriate behaviour does occur in sport!

6.2.3 Harassment

The law provides that various forms of harassment are unlawful. These may include:

1. Sexual Harassment
2. Discrimination
3. Abuse

Sexual harassment

Sexual harassment may include:

- An unwelcome sexual advance
- An unwelcome request of sexual favours, or
- An unwelcome conduct of a sexual nature (a statement orally or in writing)

Examples of sexual harassment:

- Uninvited touching, kissing, embracing, massaging
- Persistent or intrusive questions about people's private lives
- Repeated invitations to go out
- Sexual propositions

Discrimination

Discrimination is treating or proposing to treat a person less favourably than someone else in certain areas of public life, based on an attribute or personal characteristic they have.

Some of the attributes that are relevant include:

- Age
- Disability
- Physical Features (includes weight, size, height)
- Race
- Religious belief
- Sex or Gender
- Sexual orientation

Abuse

Abuse may include:

- Physical abuse (assault)
- Emotional abuse (blackmail, repeated requests)
- Abuse of power - how do I speak to others?

Examples of abusive behaviour include:

- Abuse and insults directed by participants at opposing participants
- Abuse of an Official by a participant – abuse of a Competitor by an Official
- Practical jokes which cause embarrassment or which endanger others safety.

6.2.4 Duty of Care (Negligence)

An official may be held legally responsible if they fail to act as a reasonably prudent official would have, and an injury to a participant or another person to whom they have a duty of care results.

While this increased risk of liability is a concern, it should not be seen as an unwarranted intrusion into the world of sport, but rather an excellent reason to provide a safe sporting environment for sports officials, participants and spectators.

It is extremely important to establish a clear awareness of the liability issues that affect your sport. Injuries are inevitable in sport. If an injury occurs it does not mean that a lawsuit will automatically follow, but it is a real possibility. Everyone involved in the sports industry must realise, that there is no automatic legal protection just because an injury occurred in the course of an event.

Before any liability in negligence can be established, the injured person must show that they were owed a duty of care by the person who caused the injury. At law, every person 'must take reasonable care to avoid acts and omissions which they can reasonably foresee would injure another'

Duty of Care depends upon establishing some relationship or proximity between parties. The question the court asks is whether the relationship was such that the defendant should have contemplated that their negligent act or omission could lead to the injury that resulted.

In the officiating context, given the relationship between an official and the participant, and the proximity between the parties, a duty of care is likely to exist to ensure that the participants are not injured.

Breach of duty of care

Once an injured participant successfully establishes that an official owes them a duty to use reasonable care in controlling a race meeting, the participant must establish an applicable standard of care and prove that the official's conduct fell below it.

The 'reasonable person' test

The test that has been developed to address the question of whether or not the reasonable standard of care has been met is called the 'reasonable person' test.

To meet the reasonable standard of care, a defendant must be found to have exercised as much caution as the reasonable average person would have exercised, under exactly the same set of circumstances.

The standard of care must reflect an ordinary reasonable *official* and not merely an ordinary reasonable person. Therefore, if an ordinary reasonable official would have seen the danger and would have been capable of preventing it, then the official in question should be held to a similar standard of behaviour. Thus the duty of care by an official takes into account that they are acting in a specialised and skilled capacity.

What are officials' responsibilities?

- Duty to enforce rules
- Duty to protect participants
- Duty to warn
- Duty to anticipate reasonably foreseeable dangers
- Duty to control and supervise the race meeting
- Have an understanding of the Appeals process and abide by them

6.3 Risk Management – What is it?

The Australian standard defines Risk Management as:

“The culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects”

This means that risk management becomes ingrained in the way you do business, the process is disciplined and follows a logical sequence, and the focus is directed towards better outcomes for the organisations.

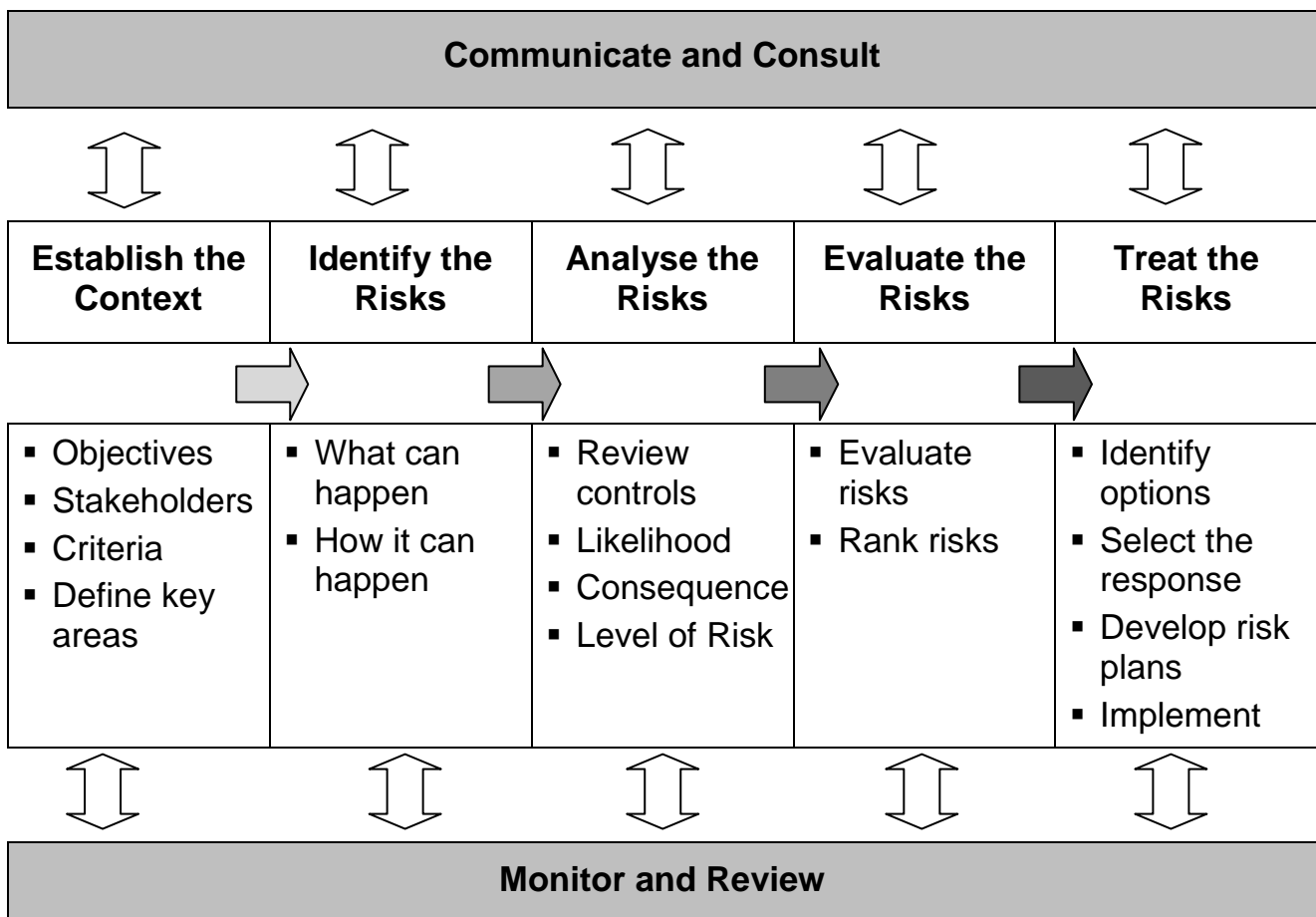
6.4 Elements of Risk Management

Risk Management is a proactive system that attempts to address potential problem areas before they lead to reactive defining of legal proceedings.

The key elements of a Risk Management Program are:

- Risk Identification
- Risk Assessment
- Risk Control, and
- Evaluation and Monitoring

6.5 The Risk Management Process



Establish the context

Establishing the context means we need to:

- define what it is that we do
- measure if we are successful at doing it
- determine who we may impact upon in doing our work
- identify the categories or groups of activities that make up our work.

Key areas are the categories or groups of activities that make up our work.

Stakeholders are those people and organisations who may affect, be affected by, or perceive themselves to be affected by the Governing Body.

Risk Identification

Risk Identification is the process that defines those events or outcomes that may have a measurable impact on the success of an organisation.

Risk Analysis

Risk analysis determines how large the impact of a risk may be and how likely this impact is to occur.

Risk Evaluation

Risk Evaluation determines which risks should be managed first by comparing the level of risk against organisational objectives.

Evaluate the Risks and Treatment of Risk

- A risk priority is a measure of how significant a risk is.
- Risk Management controls are policies, processes or procedures that may already be in place in an organisation to address risks that have previously been identified.
- Risk Treatment is action that is taken as a result of a risk being identified and assessed as being unacceptable to the organisation.

6.5.1 Liability Issues

The most common claim made against an official is negligence. With any concept of care, there is a corresponding concept of risk. To minimise the risks occurring, an official should adopt a risk management program.

Risk management is a tool by which an official can seek to meet their duties and thereby limit their liability.

6.5.2 Safety

Emergency assistance people need to be briefed at the start of each race meeting – DO NOT ASSUME THEY KNOW

- Do they know what they are doing?
- Do they know how helmets undo? Belts undo?
- What type of fuel is being used?
- Do the emergency assistance personnel have the correct extinguisher on hand?
- 6 P's of Speedway
 - “Proper preparation prevents piss poor performance”
- You never know who is watching – are we prepared for the unexpected?
- How do we know our Ambulance/St John personnel are adequately trained and equipped to suit our needs
- Paper based evidence for when the unexpected happens!!!
- Don't wait – be prepared
- Minimum of 1 or 2 trained persons – preferably 3 or 4 present

- Chief Steward should arrange for a written report from the Ambulance/St John attendants at the completion of the race meeting in regards to all persons seen by them during the event
- Coroners' courts only take paper-based documentation as acceptable evidence.

Safety at Race Tracks

- Emergency crews need to have a briefing on each race night/day
 - Fire, Ambulance, Crash crew, Infield steward/s and infield scrutineer/s
- Fuel types need to be identified
- Recommendation that individual competitors have own fire extinguisher/s
- No-one to work under cars that are not supported by jack stands or similar
- No smoking in the pit area – high content of fuels – deemed to be a workplace

7. CODE OF CONDUCT

7.1 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 and or appeals process
- Make a personal commitment to keep informed, sound principles and rule updates. Have a sound knowledge of the appeal process
- Seek continual self-improvement through study, performance appraisal and regular updating of competencies.
- Ensure behaviour is consistent with the principles of good sporting behaviour. Actions speak louder than words. Don't publicly argue
- Condemn unsporting behaviour 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. Listen to their opinion
- 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.
- Be a positive role model in behaviour and personal appearance.
- Ensure that you have your Working with Children clearances

7.2 Competitors

- Always comply with the rules
- 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 etc.
- Most officials have volunteered their services for the smooth, efficient and fair conduct of the race meeting. Avoid arguing with an official. If you disagree with a ruling, quietly check with the official on how the decision is reached.
- Control your temper. Verbal and physical abuse of Officials or other competitors, and deliberately distracting or provoking others, is not acceptable or permissible behaviour.
- 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 skill levels. Only try to extend these skills when there is no likelihood of danger to others, and personal risk is controlled.

7.3 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 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 Officials decision.
- Never ridicule or scold a child for making a mistake during 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.
- As a Parent, you will only need a Working with Children or Bluecard if your child is not competing in an event and you are still working as a volunteer
- Respect the official's decision. If you disagree, raise the issue through the appropriate channels. Do not question the Officials 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 behaviour by not using foul or derogatory language.

8. FLAGS LIGHTS & BOARD SIGNALS

Information used in this section comes from the Australian Speedway Racing Rules

8.1 Dimensions

- The dimensions of the flags shall be minimum of 600mm x 600mm
- The stripes on the flags shall be 80mm wide
- The dots shall be 300mm in diameter

It is the responsibility of the driver to watch for signals given by the stewards/officials.

8.2 Flag, Light and Board Signals

- All race meetings conducted at night must have serviceable green, yellow and red lights.
- These lights shall be used in addition to green, yellow and red flags.
- The following light and flag signals will be used for all race car divisions:
 - **Crossed yellow and green flags:** Field to form up for a start or a complete restart in accordance with section 4.12
 - **Green light/ flag:** Start, or restart of race, or race is in progress.
 - **Yellow light/ flag:** Caution – hold position at reduced safe speed.
 - **Red light/ flag:** Danger, Stop immediately and do not go past accident scene or cut across infield while exercising due caution
 - **Black flag with white diagonal stripe:** Warning - due to rule infringement. Driver is subject to enquiry from Chief Steward and may be penalised for infringement(s)
 - **Black flag:** Disqualification - driver to withdraw from race using caution whilst doing so
 - **Black flag with white spot:** Mechanical defect - driver to withdraw to infield where fault may be rectified. Refer to section 3.5
 - **Yellow flag with black diagonal stripe:** Noise flag - driver may continue to race, but if noise level remains high, black flag will result
 - **Blue flag with yellow spot:** Lapping flag - car is soon to be lapped. Lapped car to hold line and not impede lapping traffic
 - **White flag (or light):** One lap to go
 - **Black and white chequered flag:** Finish of event - reduce speed gradually

Definitions

Where any confusion is possible as for which car a flag signal is intended, the flag should be shown in conjunction with a board showing the race car number and where possible through the use of one-way communications.

In conjunction with flag signals, the following signboard signals may be shown:

- **Rear of field or ROF** – together with a race car number to avoid confusion;
- **Complete Restart** – for a restart in accordance with section 4.12
- **Single File Restart** – for a restart in accordance with section 4.13.

9. SCRUTINEERING AT RACE MEETINGS

1. Be familiar with the Australian Speedway Racing Rules & Regulations (Part 5 – Officials and their duties, in particular, Section 5.4 through to 5.6.3 and all class Specification Manuals.
2. Make sure you have enough scrutineers to cover the number of cars nominated.
3. During scrutineering, the scrutineers' duties and responsibilities (section 5.5.2) are to check:
 - The validity of the driver's Race Driver's Licence
 - The Driver's Infringement Card for any current suspension or unpaid fines
 - The Race Car Log Book for previously issued work orders or outstanding items of non-compliance
 - The race car for general compliance with the class specification manual applicable for the relevant race car division
 - All safety equipment and protective clothing for compliance with the requirements for the relevant race car division
4. Check all cars at race meetings for compliance to specification manuals.
5. If unsure on any specifications contact the State Technical Representative
6. Notify the Chief Steward of any major faults.
7. Section 5.5.5 - During competition, the Chief Scrutineer or an Assistant Scrutineer should be stationed on the infield as an infield official to advise upon the serviceability of race cars either during a race or following a crash. In respect to a race car's serviceability, the infield official's opinion will be final.
8. Make sure a scrutineer is available to be on duty in the pit area during the running of the meeting to check any Race Damage and give the all clear before the car races again and report any major damage to the Chief Steward.
9. Any major crash or rollover MUST have a full inspection before the race car can compete again.
10. Be available to carry out any Technical Appeals on race night.
11. Report any major faults on any specifications to the State Technical Representative.

9.1 Indemnification of Scrutineers and Officials (Section 5.6)

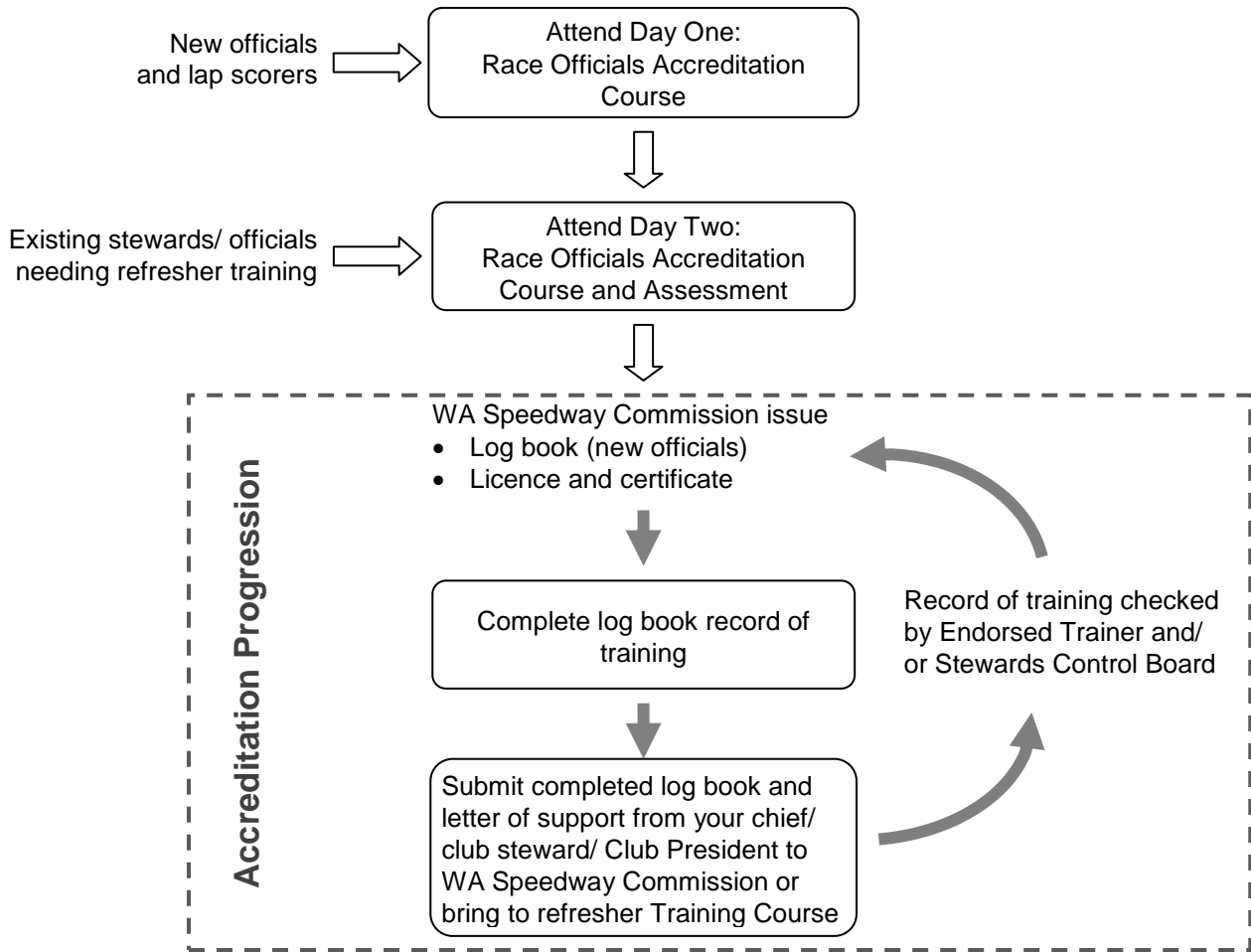
The safety standard of any race car, equipment or apparel is a joint responsibility of the car owner and driver. Any safety check carried out by a NASR or affiliated association licensed official does not guarantee that the race car is without fault and does not absolve the owner and driver of this joint responsibility.

The safety check does not impose any level of liability whatsoever upon the official and no expressed or implied warranty of safety shall result from any safety check carried out by any NASR or affiliated association licensed official.

By agreeing to have a race car scrutineered, both the race car owner and driver are deemed to have indemnified the official against any prosecution, claim, or action for any death, injury, loss or damage arising from any alleged breach of race car safety.

As an official, by working within the parameters of the association's constitution, policy, bylaws, racing rules and specifications you will be deemed to have conducted yourself in a proper and appropriate manner.

10. STEWARD'S ACCREDITATION PROCESS



TRAINEE	CLUB STEWARD
<ul style="list-style-type: none"> Undertake the full 2 day Race Officials Training Course Train under the instruction of a Club/ Chief Steward for 12 months, at a minimum of 6 race meetings Complete log book and have it endorsed Obtain a letter of support from either the Club/ Chief steward or Club President Submit log book and letter for consideration by the Stewards Control Board for upgrading 	<ul style="list-style-type: none"> Maintain log book and have it endorsed Attend WASC/ASRR approved refresher Training Course every two years To upgrade – steward a minimum 6 race meetings over 12 months. Obtain a letter of support from either Chief Steward or Club President, and submit to WASC Stewards Control Board for approval <p><i>Eligible to stewards Club meetings at any track</i></p>
ASSISTANT STEWARD	CHIEF STEWARD
<ul style="list-style-type: none"> Assist under the instruction of a Club/ Chief Steward at a minimum of 6 race meetings Complete 12 months as Assistant Maintain log book and have it endorsed Obtain a letter of support from either the Club/ Chief steward or Club President Submit log book and letter to Stewards Control Board for upgrading assessment and approval 	<p>To maintain level:</p> <ul style="list-style-type: none"> Steward at a minimum of 3 race meetings per year Attend WASC/ ASRR approved refresher Training Course every two years Maintain log book, to be endorsed <p><i>Eligible to steward all competition/ blue ribbon events, as sanctioned by State Bodies</i></p>

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RECORD OF TRIBUNAL HEARING AND MINUTES

Pursuant to Australian Speedway Racing Rules and Regulations

TRIBUNAL GUIDELINES

1. Has the Tribunal a current copy of the Australian Speedway Racing Rules and Regulations.
YES / NO (Circle One)

2. Name of Tribunal.....

3. Elected a Chairperson

4. Other members of the Tribunal

.....

5. Has the lodgment fee for the appeal been lodged? **YES / NO**
Amount \$

Note:

If an appeal is dismissed the appeal fee is retained.

If the appeal is upheld the appeal fee is subject to decision of the Tribunal

6. Was the appeal paperwork received in time **YES / NO**

7. Was the paperwork in order **YES / NO**

Note:

If either the Appeal Form, Schedule or Infringement Notice are filled out incorrectly each party shall be given the opportunity to correct same, before the appeal is heard.

Important:

Do not proceed further with this appeal if:-

- a. Appellant has used an incorrect notification procedure
- b. Notification timeframe has been exceeded
- c. Lodgment timeframe had been exceeded
- d. Incorrect paperwork or lodgment fee submitted

8. Appeal **ELIGIBLE / INELIGIBLE**

If ineligible give reasons:

.....

.....

9. Clear the room of all observers and witnesses.

10. Tribunal to arrange tape recording of proceedings.

11. Call the Appellant and the Respondent to the room. (Advise that Tribunal has the right to dismiss, uphold the appeal, or to vary the penalty imposed by waiving, vary, reduce or increase of penalty.) Ensure the Appellant understands this.

Appellant: (Name)

Respondent: (Name)

12. Read the Appeal to both parties.

13. Each party will have the opportunity to present their case regarding the appeal, call any witnesses and present any other relevant evidence.

14. Each party will have the opportunity to cross-examine witnesses called by any other party. Legal advisors do not have the right to cross-examine witnesses.

15. Ensure that once a person has been called to give evidence then that person remains in the room during the hearing and is able to be cross examined by other parties if required.

16. Respondent to put the case of reply to the Appeal and call any witnesses.

.....(Name of Witness)

.....(Name of Witness)

17. Appellant to present case and call any witnesses.

.....(Name of Witness)

.....(Name of Witness)

18. The Tribunal may question the appellant, respondent and any witnesses called by either party.

19. The Tribunal may call any other persons to give evidence which it requires to reach an unbiased and lawful decision.

20. When all evidence has been heard, Tribunal to adjourn hearing to consider determination. Tribunal will ask all parties to leave the hearing room, and tape recording will be ceased at this time.

21. Appeal may be upheld if Tribunal decision was flawed or if there is new or additional evidence. Half of the appeal fee will be forfeited regardless of the outcome of the appeal. The remainder of the appeal fee may be forfeited or reimbursed partially or in full. No order as to costs can be made.

22. If additional evidence or clarification is required, the Tribunal may adjourn the hearing to a later time that date or to another date:

Adjournment: _____ (date/time) **YES/NO**

23. Decision:
.....
.....
.....

(Once a decision has been made the Tribunal must make sure it is in the form of a motion)

24. Moved by: Seconded by:

25. Call the Appellant and the Respondent back into the hearing room. Tribunal Chairperson to advise of decision. Tape recording to be resumed at this stage.

26. If practicable, Tribunal chairperson to advise parties of the decision and the reasons for that decision.

27. Tribunal to retain tape recording and a record of matters heard.

28. Tribunal to advise NASR General Manager of the decision within seven (7) days. NASR General Manager will notify the decision to all parties, and ensure that only the appeal findings are communicated to interested parties. All other information provided to the Tribunal and any Tribunal report must remain Confidential so as not to compromise any subsequent appeal.

29. Notify any parties there is no further rights of appeal.

STEWARD'S REPORT

To be completed by the meeting Chief/Club Steward and submitted to the Track Operator at the conclusion of the meeting and a copy forwarded to the WA Speedway Commission Office **within 7 days**.

Email: adminassistant@waspeedway.com

EVENT DETAILS:

Venue:					
Track Manager/ Promoter:					
Event Name:					
Event Date(s) Start:	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border: 1px solid black; text-align: center;">/</td> <td style="width: 25%; border: 1px solid black; text-align: center;">/</td> <td style="width: 25%; border: 1px solid black; text-align: center;">/</td> <td style="width: 25%; border: 1px solid black; text-align: center;">/</td> </tr> </table>	/	/	/	/
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End:	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border: 1px solid black; text-align: center;">/</td> <td style="width: 25%; border: 1px solid black; text-align: center;">/</td> <td style="width: 25%; border: 1px solid black; text-align: center;">/</td> <td style="width: 25%; border: 1px solid black; text-align: center;">/</td> </tr> </table>	/	/	/	/
/	/	/	/		

DIVISIONS STEWARDED:

<input type="checkbox"/> AMCA Nationals	<input type="checkbox"/> ASCF Production Sedans	<input type="checkbox"/> Limited Sprintcars	<input type="checkbox"/> 360 Sprintcars
<input type="checkbox"/> ASCF Junior Sedans	<input type="checkbox"/> Compact Speedcars	<input type="checkbox"/> Micro Sprints	<input type="checkbox"/> V8 Dirt Modifieds
<input type="checkbox"/> ASCF Mod Productions	<input type="checkbox"/> Formula 500s	<input type="checkbox"/> SKAA Karts	<input type="checkbox"/> Wingless Sprints (AWSR)
<input type="checkbox"/> ASCF Street Stocks	<input type="checkbox"/> Junior Quarter Midgets	<input type="checkbox"/> Speedcars	<input type="checkbox"/> Super Six
<input type="checkbox"/> ASCF Super Sedans	<input type="checkbox"/> Late Models	<input type="checkbox"/> Sprintcars	<input type="checkbox"/> Super Modifieds
<input type="checkbox"/> ASCF 4 Cylinder Sedans	<input type="checkbox"/> Lightening Sprints (LSA)		

Other Divisions you are Stewarding (please list):	
---	--

Divisions competing that you are <i>not</i> stewarding?	<input type="checkbox"/> Yes (please list): <input type="checkbox"/> No	Name of other steward(s):
---	--	---------------------------

CONDITIONS:

Weather Conditions:	<input type="checkbox"/> Overcast <input type="checkbox"/> Showers <input type="checkbox"/> Rain <input type="checkbox"/> Warm <input type="checkbox"/> Hot										
Track condition during meeting:	<input type="checkbox"/> Safe <input type="checkbox"/> Unsafe (please explain):										
Condition of lighting on track, on a scale of 1-5:	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><input type="checkbox"/> 5</td> <td style="text-align: center;"><input type="checkbox"/> 4</td> <td style="text-align: center;"><input type="checkbox"/> 3</td> <td style="text-align: center;"><input type="checkbox"/> 2</td> <td style="text-align: center;"><input type="checkbox"/> 1</td> </tr> <tr> <td style="text-align: center;">(Not acceptable)</td> <td></td> <td></td> <td></td> <td style="text-align: center;">(Excellent)</td> </tr> </table>	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	(Not acceptable)				(Excellent)
<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1							
(Not acceptable)				(Excellent)							
Were all race control lights working?	<input type="checkbox"/> Yes <input type="checkbox"/> No (details of problems):										
Were communication systems operational?	<input type="checkbox"/> Yes <input type="checkbox"/> No (details of problems):										

EMERGENCY SERVICES:

Was an ambulance present during racing?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please explain):
Level of medical service on site?	<input type="checkbox"/> Paramedic Crew <input type="checkbox"/> Ambulance Officer <input type="checkbox"/> Medics <input type="checkbox"/> 1 st Aider
Medical provider name:	(e.g. St John's)
Were Fire and Rescue Services present?	<input type="checkbox"/> Yes (provider name): <input type="checkbox"/> No (please explain):

RACE MEETING DETAILS:

Did the meeting start at scheduled time?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the meeting run to program?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Finish time of last race?	: am/pm
Reason for any delays:					

RACE MEETING DETAILS:

Were there any Protests or Appeals to report? Yes (please describe) No

Details of protests/appeals:

Were there any incidents to report? Yes (Please describe) No
 Was medical transport provided? No Yes - Serious/ Fatal Injury Report **must** be attached

Details of accidents/incidents:

SCRUTINEERING/ MACHINE SAFETY CHECKS:

Did all vehicles have pre-race safety checks? Yes No (Please explain)

Did all racing vehicles attend with current logbooks? Yes No – list vehicle(s) and why logbook was not presented below

Vehicles that did not have current logbook and reason: *Car number:* *Reason:*

Was the Duty of Care Statement read out? Yes No
 Were all Drivers at the Drivers Briefing? Yes No
 Number of cars raced?

Scrutineers Name: Accreditation Level Chief Club

SUMMARY:

Please provide a brief statement summarising the meeting, including any other matters brought to your attention:

STEWARD'S REPORT CONFIRMATION:

This Report is confirmed by the signature of the Chief/ Club Steward

Signature:

Name: Accreditation Level Chief Club

Date: / /

This report is provided to (please tick all that will apply):
 Club/ Promoter WA Speedway Commission Speedway Australia Other:.....

Please send to WA Speedway Commission within 7 days of the event:
 Email: adminassistant@waspeedway.com.au

WASC Office Use Only
 Data Entered: SCB SRAC

COMPETITORS BRIEFING INFORMATION EX A S R RULES

5.3 DRIVER'S BRIEFING

- 5.3.1 Drivers and their Race Cars should be at the Speedway Complex a minimum of one hour prior to the advertised starting time although this requirement could be varied through any supplementary regulations.
- 5.3.2 Prior to competition in Speedway Australia or Affiliated Association sanctioned Race Meetings, all Drivers must attend the Drivers' Briefing.
- 5.3.3 Only with the consent of the Chief Steward, may the Race Car Owner or Pit Crew Members attend the Drivers' Briefing in place of the Driver and be responsible for taking notes and then relaying all relevant information to the Driver.
- 5.3.4 The scheduled time for the Drivers' Briefing must be publicised so that all Drivers can ensure that they are present. Unless arrangements have been made in accordance with rule 5.3.3, any Driver who fails to attend the Drivers' Briefing may be penalised by being required to start rear of field in all heats, or other suitable penalty that the Chief Steward may impose. Any Driver failing to attend is responsible for ensuring that he is aware of the content of the Drivers' Briefing and of any supplementary regulations. If applicable, the Driver shall also sign a Release and Indemnity form suitable to the State/ Territory laws before being permitted to race.
- 5.3.5 The Drivers' briefing is to include the following:
- (a) introduction of key Officials, particularly the Clerk of the Course, Pit Marshalls, Drivers Representative, Scrutineer and any other Officials determined by the Chief Steward;
 - (b) location of fire fighting areas and emergency fire procedures;
 - (c) details of any supplementary regulations pursuant to rule 1.4;
 - (d) explanation of any Driver introductions or parade laps;
 - (e) any other information that the Chief Steward thinks is relevant; and
 - (f) reading of the duty of care statement.

DRIVER'S BRIEFING SHEET

SECTION DATE

WELCOME AND INTRODUCTION OF CHIEF STEWARD

ASSISTANT STEWARD

CLERK OF COURSE

SCRUTINEERS

PIT MARSHAL

APPEALS RECEIVING OFFICER

DRIVER'S REPRESENTATIVE

SUPPLEMENTARY REGULATIONS

ANNOUNCEMENT OF ELIGIBILITY AND CLEARANCE OF ALL CARS

LOCATION OF LOG BOOK AND LICENCE OFFICER

INFIELD OFFICIALS

FLAG MARSHALS

LOCATION OF ALL MARSHALS

SYSTEM OF COMMUNICATION BY OFFICIALS

SYSTEM OF COMMUNICATION OF DRIVERS DURING MEETING

FIRE CREWS AND EQUIPMENT

AMBULANCE AND MEDICAL STAFF

DEFINED INFIELD AREA

RACE STARTS

RE-STARTS

YELLOW LIGHT / FLAG

TRACK CONDITIONS

PROTEST AND APPEAL PROCEDURE

CONFIRMATION OF DISPUTES COMMITTEE

GENERAL COMMENTS

.....

..... "SEPT. 1998

LAP SCORING SHEET

DATE		EVENT No:			EVENT NAME:					LAPS:			START TIME:					
GRID POSITION		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	POINTS:	CAR:
POLE		OUTSIDE															1 ST	
1		2															2 ND	
3		4															3 RD	
5		6															4 TH	
7		8															5 TH	
9		10															6 TH	
11		12															7 TH	
13		14															8 TH	
15		16															9 TH	
17		18															10 TH	
19		20															11 TH	
DID NOT START																	12 th	
DID NOT FINISH																	13 th	
ALL CLEAR																		
PROTEST																		
DISMISSED																		
UPHELD		OFFICIAL PLACINGS ADVERTISED BY THE STEWARD, IF OTHER THAN THE FINISHING ORDER																
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th		
APPEAL																		
DISMISSED																		
UPHELD		LAP SCORER:					STEWARD:					VENUE:						

HOW DO YOU HANDLE CONFLICT?

Name: _____ Date: _____

Club/ Division: _____

Respond to each question realistically and honestly. Think about what you usually do in difficult situations in your life. Indicate the degree to which each statement applies to you personally.

Situation	Never Always				
1. I look at the situation objectively	1	2	3	4	5
2. I listen without interrupting	1	2	3	4	5
3. I speak clearly without commanding	1	2	3	4	5
4. I always consider that the other person may have a different point of view	1	2	3	4	5
5. I do not take the emotions of the other person personally	1	2	3	4	5
6. I respond instead of react	1	2	3	4	5
7. I do not judge others	1	2	3	4	5
8. I speak loud enough for people to hear	1	2	3	4	5
9. I express my views assertively	1	2	3	4	5
10. I am willing to change	1	2	3	4	5

Endorsing Officer: _____(name)

Signature: _____ Date: _____


SELF REFLECTION WORKSHEET

Name: _____ Date: _____

Club/ Division: _____

	Officiating Key Areas			
	Self-Reflective Stage	Control	Decision Making	Communication
Action <i>(Officiating)</i>				
Self-Reflection <i>(Thinking about your officiating – evaluating what works and what doesn't)</i>				
Things to Improve <i>(Identifying aspects of your officiating that you would like to change)</i>				
Planning Improvement <i>(Designing practical strategies for change)</i>				
Action <i>(Implementing the strategies)</i>				
Self-Reflection <i>(Follow up assessment of how successful you have been and what more needs to be done)</i>				

INFRINGEMENT NOTICE – EXAMPLE

 **INFRINGEMENT NOTICE** No. 10356

Served by Chief Steward _____ Speedway Aust. Licence No _____

Date of Service ____ / ____ / 20 ____ Time of Service _____ am / pm

Served on _____ (name) Speedway Licence No. _____

Type of Speedway Australia licence (tick)

Driver Pit Crew Official

Speedway Venue _____ State _____

Details of Infringement(s) _____

Australian Speedway Racing Rules and Regulations reference(s) relevant to infringement(s) _____

One only box below to be ticked to indicate the procedure to be followed :

Appearance is not required before the Disciplinary Tribunal. The matter may be finalised by payment of the fine and serving any period of suspension imposed by the Chief Steward as set out below.

Fine \$ _____ to be paid to the Race Secretary, host club, or other relevant authority before any further competition, even if you intend to dispute the matter (refer to Australian Speedway Race Rule 7.1.7).

Suspension to take effect from the date of this notice until midnight on ____ / ____ / 20 ____
Further competition at this race meeting is permitted only if Australian Speedway Race Rule 7.1.8 is satisfied.

These penalties may be disputed at a hearing of the Disciplinary Tribunal. This action may be taken by following the procedures set out in Australian Speedway Race Rule 8.1.5.

Appearance is required before the Disciplinary Tribunal. The Tribunal will determine the matter and set any fine or period of suspension. You will be notified by the Speedway Australia or affiliated association State office of the date and place of the Disciplinary Tribunal Hearing. The decision of the Disciplinary Tribunal may be appealed to the Speedway Appeals Tribunal only if Rule 8.2.1 is satisfied. No further competition is permitted until the matter has been dealt with by the relevant Tribunals and all judgements have been satisfied (refer to Australian Speedway Race Rule 7.1.10).

Signature of Chief Steward _____

White Copy: to Speedway Australia or Affiliated Association State Branch (to accompany any appeal documentation)
Green Copy: to the Defendant Yellow Copy: retained by the issuing body/Steward.

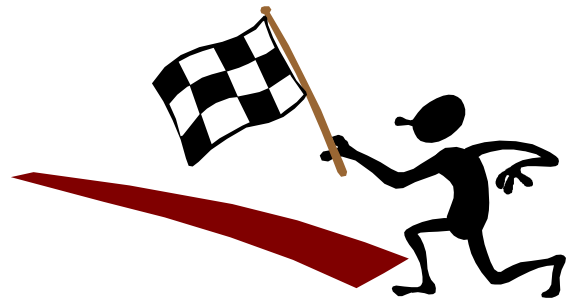
FORM 101 03/06 1122 (10/07)

ONE WAY COMMUNICATION PROTOCOL

- 1) Make sure correct transceiver channel is announced at the driver briefing
- 2) When cars are lined up for engine start or before moving away from the start grid, do a “radio check” so drivers are familiar with your voice
- 3) Once cars are in the correct starting order and prior to the yellow lights being turned off – announce to the Drivers
“this is your start lap, hold positions and go on the green”
(Once yellow lights are switched off prior to a start, avoid further contact)
- 4) To avoid confusion only call Green at daylight meetings
- 5) When calling “red” or “yellow” include the corner in which the incident has occurred i.e.: “yellow turn 3” and always after red or yellow lights are switched on, NOT before
- 6) Do not use drivers’ names, use car numbers. To eliminate the 40-6-30-2 problem, use the word “car” i.e.: Car 40, Car 6, Car 30, Car 2 when communicating
- 7) In the event of duplicated numbers from visiting drivers, include the State or Country, for example: USA40, V6, A2
- 8) It is important to remember the one-way communication system can be a very a useful part of stewarding, provided that you use short sharp and clear messages and avoid unnecessary communication whilst under green light conditions.

WA Speedway Commission thank you for your attendance and wishes you luck in your future endeavours as an Official

WA Speedway Commission
PO Box 1154, Osborne Park DC, WA, 6916
Tel: (08) 9201 0229
E: adminassistant@waspeedway.com.au
W: www.waspeedwaycommission.com.au



Parts of this document have been supplied by the West Australian Speedway Commission Inc, Speedway Australia, Motorcycling Australia, Australian Sports Commission and the Department of Sport and Recreation, with their permission.

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