

**RACE STEWARDS' REPORT FORM****Additional Report to Accompany the "All Events" Form**

Report by Stewards – Please Name:		
MI(1):	MI(2):	Club Steward:
Promoting Club:	Date:	Permit No:
On Duty Circuit Manager:		

<b>Section 1 - OVERALL EVENT MANAGEMENT</b>	<b>YES</b>	<b>NO</b>
1. Was the event run in accordance with the Final Approved Safety Plan?		
2. Were Paddock and Assembly correctly managed?		
3. Was the Pit Lane managed correctly, including pit wall spectators/team members?		
4. Were the grids and start procedures managed efficiently?		
5. Was there efficient turn-around between races?		
6. Was there a good standard of marshalling (incident/towing/flagging)?		
7. Was the Safety Car manned and operated correctly?		
8. Was there an adequate area provided for Stewards' meetings?		
9. Were there adequate medical staff and ambulances?		
10. Was Race Control efficient?		
11. Was adequate Scrutineering carried out?		
12. Were the grid sheets efficiently produced?		
13. Were the results efficiently produced?		

*If your answer to any of the above is **NO**, please elaborate below.*


<b>Section 2 - GENERAL ORGANISATION</b>	<b>N/A</b>	<b>YES</b>	<b>NO</b>
1. If the event did not start on time, was there an acceptable reason for the delay?			
2. If the event did not finish on time, was there an acceptable reason for the delay?			
3. Did the on-duty circuit manager confirm the venue complied with the current circuit licence, as per Appendix 105 of the Yearbook? (Not Applicable <b>N/A</b> for Temporary Circuits)			
4. Were requests from the Stewards in relation to the venue/event acted upon?			
5. Were drivers and Stewards informed of disciplinary penalties in a timely manner?			
6. Was disciplinary documentation supplied and correctly completed?			
7. Were announcements for changes to timetable clear and timely?			
8. Were bulletins, if required, issued correctly e.g. timed and dated?			

*If your answer to any of the above is **NO**, please elaborate below:*


Signatures of Stewards of the Meeting:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

To assign points, please count the number of **YES** answers in Section 1 and **subtract** the number of **NO** answers in Section 2.

Section 1 **YES** = \_\_\_\_\_

Section 2 **NO** = \_\_\_\_\_

Total Points out of 13 = \_\_\_\_\_

Additional comments of a constructive nature may be added on a separate sheet, in typed format, if necessary.

# STEWARDS' REPORT FORM

## For All Events



Report by Stewards – Please Name:								
MI(1):			MI(2):			Club:		
Promoting Club:				Event:			Date:	
Grade of Event: International <input type="checkbox"/>			National <input type="checkbox"/>			Closed to Club <input type="checkbox"/>		Permit No.:
Clerk of the Course:				Secretary of the Meeting:				
Safety Officer:				Chief Scrutineer:				
Doctor/Chief Medical Officer:						No. of Ambulances:		
No. of Entries:			No. of Starters:			No. of Finishers:		
Scheduled start time:	Day 1	Day 2	Actual start time:	Day 1	Day 2	Finishing time:	Day 1	Day 2

ORGANISATION	YES	NO
1. Did you receive adequate advance information from the organising club?		
2. Were all Competition Licences (including Commercial Entrants) examined and in order?		
3. Were all Medical details checked and in date?	N/A	
4. Did you inspect and sign the "Officials' Sign-on Sheet" for Personal Accident Insurance?		
5. Were all entries and indemnities completed and signed?		
6. Was spectator marshalling and flag marshalling satisfactory?	N/A	
7. Did the promoting Club have sufficient Officials to ensure the satisfactory running of the event?		
8. Were sufficient safety precautions taken?		
9. Was Timekeeping Service satisfactory?	N/A	
10. If any part of the event was run on the public roads, were suitable precautions taken to ensure that the public was not inconvenienced and that the law was complied with?	N/A	
11. Was the event run in accordance with the Regulations?		
12. Were "Warning Notices" prominently displayed at the event? <span style="float: right;"><i>(Mandatory for ALL events)</i></span>		
13. Did the event programme include the "Warning Notice"? <span style="float: right;"><i>(Mandatory for ALL events)</i></span>		
<i>If your answer to any of the above is <b>NO</b>, please elaborate on a separate sheet.</i>		
14. Weather conditions:		
15. Comments on course or route:		
16. Give details of vehicles or equipment rejected at scrutiny:		
17. Give number and details of vehicles sealed for eligibility examination:		
18. Give number of Accidents: <span style="float: right;"><i>Please include completed Accident Report form/s</i></span>		
19. When & how were results made available to competitors?		

**PLEASE INCLUDE ORIGINAL DOCUMENTS & FEES FOR ALL PROTEST, APPEALS & PENALTIES**

20. Number of Protests Heard:	Fees collected €
21. Number of Appeals Heard:	Fees collected €
22. Number of Intentions to Appeal to the National Tribunal received:	Fees collected €
23. Number of Penalties imposed:	Fines collected €
24. Please detail any fines outstanding:	

General Standard of Organisation:  Good  Satisfactory  Exceptional  Poor

**To the best of our knowledge, the above is a true and accurate report of the event.**

For Events achieving Exceptional or Poor standard, please elaborate on a separate sheet.

Signatures of Stewards of the Meeting:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_