

RALLY 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:
Total Length of Route:	Day 1:	Day 2:	Total Length of Stages:	Day 1:	Day 2:
No. of Stage Locations:	Day 1:	Day 2:	Total Length of Stages Run:	Day 1:	Day 2:

SECTION 1 - OVERALL EVENT ORGANISATION	YES	NO	
1. Did you receive a copy of the Final Approved Safety Plan & Event Regulations?			
2. Were the Special Stages set up in accordance with the Final Approved Safety Plan?			
3. Did the event comply with Appendix 25, Requirements for the Organisation and Safety of all Rallies?			
4. Did the Club hold a drivers' briefing in accordance with Appendix.25, Art.3.2, prior to the start?			
5. Were there adequate radio communications?			
6. Were all access roads physically sealed?			
7. Was there an adequate number of spectator warning notices in place?			
8. Were all escape roads completely clear when you inspected the route?			
9. Were "FORBIDDEN GROUND" Notices adequate and enforced?			
10. Were there an adequate number of competent Marshals?			
11. Were the Marshals clearly identified?			
12. Were Service Area locations suitable?			
13. Were Service Areas properly marshalled?			
14. Were the START and FINISH areas kept clear of spectators?			
15. Were the START and FINISH controls appropriately positioned?			
16. Were all the other CONTROLS appropriately positioned?			
17. Were all CONTROLS, including START and FINISH, well operated?			
18. Overall, were Spectators well marshalled?			
19. Were adequate Medical and Rescue Services in place?			
20. Was Parc Ferme area adequate?			
21. Was Parc Ferme secure and efficiently operated?			
22. Was the layout and accuracy of the Road Book adequate?			
23. Were the Stages suitably selected?			
24. Were suitable facilities provided for Scrutineering?			
25. Was adequate Scrutineering carried out?			
26. Were the results efficiently produced?			
SECTION 2	N/A	YES	NO
27. If the event did not start on time, was there an acceptable reason for the delay?			
28. If the event did not finish on time, was there an acceptable reason for the delay?			
29. Did the organisers have a Road Closing Order for the event?			
30. Were checks for illegal Pace Notes carried out? (Only required for Forestry & Single Stage Rallies)			
31. If there were any issues, were they adequately dealt with?			
32. Were requests from the Stewards in relation to the venue/event acted upon?			
33. Were drivers and Stewards informed of disciplinary penalties in a timely manner?			
34. Was disciplinary documentation supplied and correctly completed?			
<i>If your answer to any of the above is NO, please elaborate on a separate sheet.</i>			

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 26 = _____

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 Steward:		
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? <i>(Mandatory for ALL events)</i>			
13. Did the event programme include the "Warning Notice"? <i>(Mandatory for ALL events)</i>			
<i>If your answer to any of the above is NO, 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: <i>Please include completed Accident Report form/s</i>			
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. _____