

STEWARDS TRAINING MODULE



Outline

The purpose of this training module is to provide you with the relevant training and associated requirements of being a Steward representing Karting Australia.

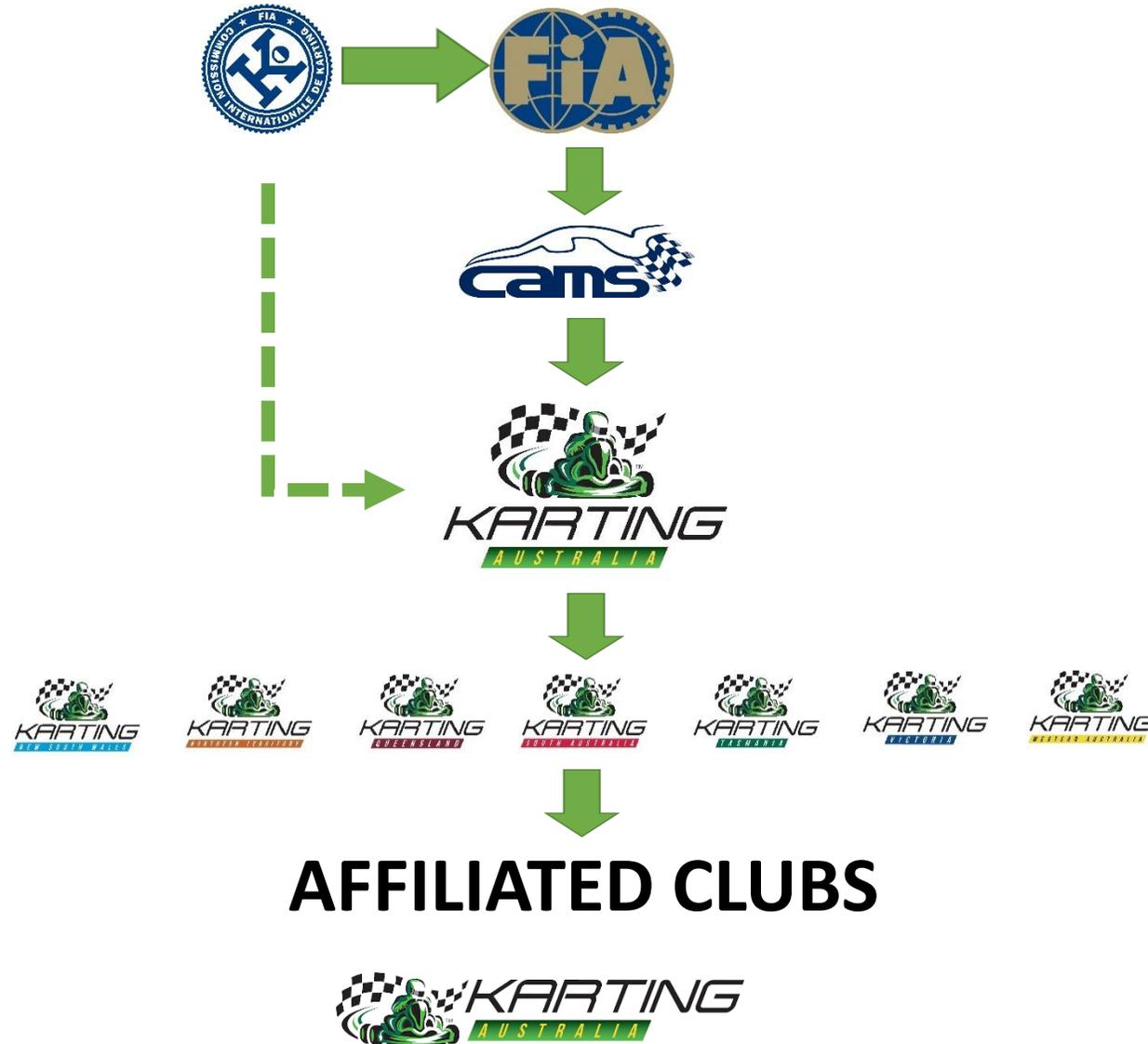


Key Learning Outcomes

- Identify the personal resources required to perform the role of a Steward
- Demonstrate judicial procedures at motor sport events
- Apply techniques and procedures appropriate to Stewarding
- Identify critical incident procedures and manage it in accordance with the Stewards functions
- Apply KA's Safety requirements
- Develop consistency of interpretation of the Rules of Competition



Structure of Karting In Australia



“1 Sport 1 Rule Book”

- Karting is a national sport
- It operates under a single set of Rules approved by Karting Australia.
- It does not matter if the Race Meeting is held at Cairns or Port Headland or any points in between, the General Rules, Competition Rules, Technical Rules and Class Rules for karting all come for the same Rule Book – the **Australian Karting Manual**
- Competitors expect consistency of Rules and interpretation of Rules – no matter where they race
- It is the responsibility of our Officials, led by our Stewards and Clerks of the Course to provide that consistency in the application of our Rules



So..... Why be a Steward?



Have an interest in motor sport

Have a desire to be associated with Motor Sport

Assist in ensuring a safer environment

Have an interest in people

Enjoyment

Self improvement

Fair play



What makes an effective Steward?

To become an effective Steward you will need to consider the following:

- Why do you want to become a Steward?
- What personal preparation is required?
- What personal attributes and skills do you require?
- What KA knowledge do you require?



What makes an effective Steward?

Officiating as a Steward requires personal preparation



- Appearance – uniform
- Personal schedule – Timetable
- Personal kit (including your Australian Karting Manual)
- Event Paperwork



What makes an effective Steward?

A Steward requires varying personal attributes and skills:

- Common Sense
- Honesty, impartiality and strength of character
- Proactive approach to ensuring fair competition
- Pleasant personality
- Good communication and observation skills
- Commitment
- Safety awareness, WH&S
- Open mindedness



Event & Competition Responsibilities



Event Responsibilities of a Steward?

As a Steward you have various responsibilities leading up to, during and following an event.



A Steward's responsibilities are:

- Prior to the Race Meeting
- Prior to Practice & Competition
- During Practice & Competition
- After Practice & Competition
- After the Race Meeting



Responsibilities - Prior to a Race Meeting

- Familiarise yourself with the Rules including the Supplementary Regulations
- Contact the other Stewards
- Organise transport and accommodation (if required)
- Apparel and Accreditation / Licence
- Notebook and pens
- Reimbursement of expenses forms for completion post event (if required)
- Confirm time and date required at the Race Meeting
- KA forms (Call the Club to ensure that they have adequate supplies of all forms)



Responsibilities - Prior to Practice & Competition

Prior to the commencement of on-track activity a Steward's responsibilities will include:

- Sign On
- Report to and liaise with Clerk of the Course and Secretary of the Meeting
- Locate Stewards Area and report to Chief Steward (or have Stewards report to you if you are the Chief Steward)
- View Permit, Track Licence and event paperwork
- Ensure that you have accurate knowledge of external emergency contacts
- Undertake Track Inspection
 - Event safety equipment and requirements
 - Medical services, requirements and attendance
- Attend Briefings
- Approve commencement of on track activity



Responsibilities - During Practice & Competition

- Monitor safety equipment and services
- Monitor medical services
- Convene and conduct hearings and complete paperwork
- Issue receipts for any monies received
- Attend briefings as required
- Liaise with senior event officials and other Stewards
- Keep records of start and finish times of competition
- Note times on any incident at the event (e.g., red flag)



Responsibilities - During Practice & Competition

- Monitor event schedule and make decisions on requests for changes
- Complete KA forms
- Approve necessary changes to Supplementary Regulations on the basis of safety, or in other 'exceptional circumstances' (which may include [for example only] – issues with the Race Track, weather issues, significant loss of time during the Meeting, other force majeure type issues
- Assist the Clerk of the Course if there is a need to vary the event schedule
- Monitor, and if required, take charge of any Critical Incident



Types and Management of Incidents

Incident

An unusual or unplanned event (of significance) which:

- occurs as a direct result of competitive activity; or
- affects the safety of any person engaged in a competitive activity; or
- exposes any deficiency in safety procedures or facility.

It is the ultimate responsibility of the Clerk of the Course / Race Director to determine whether an event constitutes an incident.

Activated Incident

- Requires mobilisation of Officials and requires medical intervention or which in the opinion of the Clerk of the Course or Stewards of the Meeting may warrant the stopping of the event.
- The stopping of an event is warranted if the safety of any person is unreasonably compromised because of an incident. The event is stopped only after the routine responses available have been utilised or considered



Types and Management of Incidents

Medical Alert

- An incident or situation which has not been declared a critical incident but which requires the concentrated focus of the medical team on a response and which may escalate to a critical incident .

Critical Incident

- An incident which results in injury (of significance) to a member of the public (including Competitors); or serious injury to any person which is may cause death.

Major Emergency

- A major emergency is an incident, more likely occurring in the public area, but possibly in the area specified for Competition, which is beyond the scope of the resources at the venue to cope with.
- It is considered that there will be increased danger to personnel if outside assistance is not sought.



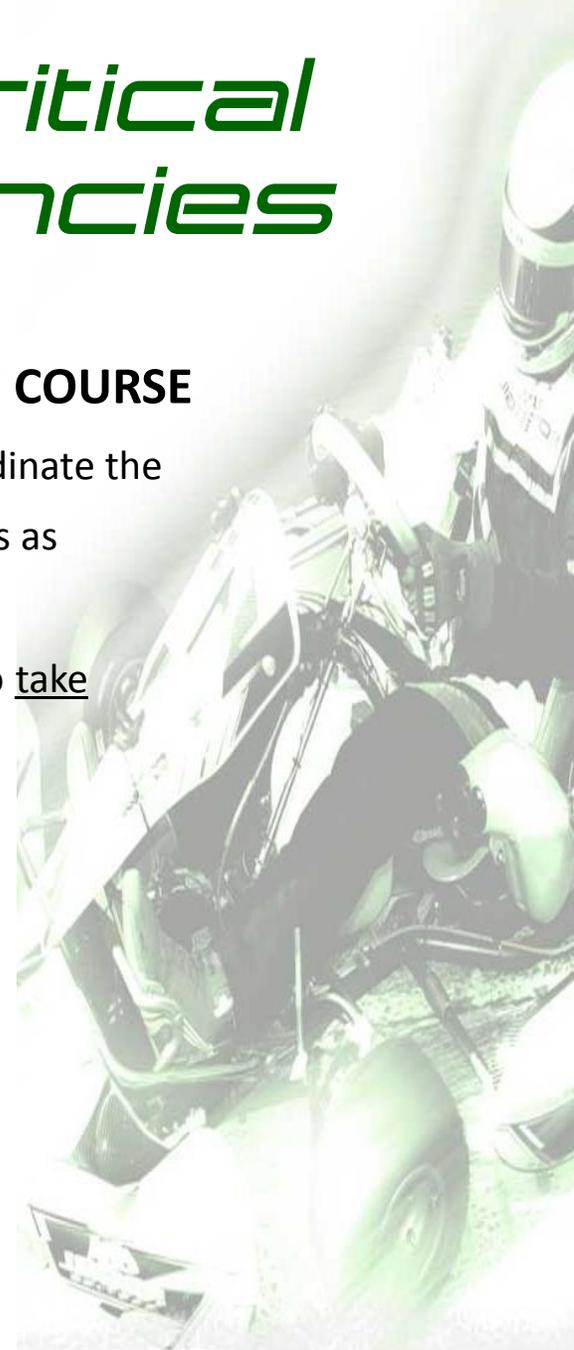
Responsibilities - During Critical Incidents & Major Emergencies

- **REMAIN CALM, WORK AS A TEAM AND WORK CLOSELY WITH THE CLERK OF THE COURSE**

- The Clerk of the Course will become the “**Motorsport Incident Coordinator**” (MIC) and will coordinate the overall response to the incident including arranging attendance by police and emergency services as required
- The Clerk of the Course will appoint a Senior Official (Assistant Clerk of the Course or Steward) to take charge of the incident site – the “**Motorsport Incident Controller**”

As a Steward you may be called upon for this role

- Attend the incident scene after obtaining permission from the Clerk of the Course
 - Take care not to contaminate the incident site
- Advise your State President of the incident
 - State President to contact KA CEO immediately
- Cooperate with and assist any police and emergency services that may attend the incident



Responsibilities - During Critical Incidents & Major Emergencies

- Identify at least three (3) witnesses and obtain verbal reports
- At the direction of the MIC, take photographs of the incident and impound (with permission of the police) any video or similar evidence which exists
- At the direction of the MIC, Impound kart/s, safety equipment and evidence (with permission of the police)
- Brief witnesses to use correct track identification terms (e.g. Turn 3, Front straight etc)
- Check safety of track for event continuation
- Approve track for event continuation - in writing
- Review Chief Scrutineers Report
- Ensure all reports are accurate, legible, signed and dated
- Forward all reports to the KA National Office



Responsibilities - Post Competition



After the Competition, the Steward's responsibilities are as follows:

- Finalise any hearings:
 - KA paperwork
 - Note penalties on CMS
- Complete Steward's Report
- Collect a set of provisional results
- Attend / convene debrief
- Process any 'notices of appeal'



Responsibilities - After the Meeting

Forward the following to your KA state office:

- KA forms
 - Relevant reports
 - Any fine notices
 - All monies collected
-
- Organise and conduct deferred hearings
 - Application for expenses



Role of the Stewards



Role of the Stewards

Stewards will be called upon to adjudicate upon a number of matters during a Race Meeting including the imposition of penalties for breaches of the Rules. This requires:

- Proactive approach to ensuring fair competition and treating all Competitors equally
 - If you observe something, action it
 - Encourage Officials to act on their observations and not to wait and rely upon Competitors to Protest other Competitors
- Understanding of the Code of Driving Conduct
- The ability to analyse incidents and consider only relevant evidence
- Good communication skills and a respectful, calm approach to dealing with Competitors
- Common Sense in the application of the Rules
- Safety awareness and a good understanding of when to apply the Minor Ineligibility Rules (Technical Rules Chapter 6 Rule 4)



Role of the Stewards

Use the Karting Australia Manual to discuss in groups your understanding of the Role of the Stewards

Refer General Rules, Chapter 7



The Judicial System



The Judicial System

As part of the Steward's role you may be involved in the following judicial procedures:

- Minor Ineligibility Form
- Infringement Notice
- Technical Findings
- Protests
- Hearings
- Appeals
- Administration of rules
- Tribunals
 - Disciplinary
 - Appeal
- AMSAC
- Fees and Charges



Minor Ineligibility

Technical Rules Chapter 6, 4 Minor Ineligibility

PURPOSE: Used to record a minor technical ineligibility (non safety or performance related) so that the Competitor can continue to compete at the Meeting while being advised that there is a minor issue in need of rectification.

- Issued by the Chief Scrutineer, having noted an item of minor non-compliance. They must advise the Competitor regarding rectification of the non-compliance.
- Once approved by the Stewards then no Protest or Appeal on that ground by any other person will be accepted in respect of that Meeting.
- If *“raised during or after Competition and that matter would have been treated as a “minor ineligibility” if raised at scrutiny the Chief Steward of the Meeting may treat the matter post Event in the manner as determined above.”*



No. 9999

NOTIFICATION OF MINOR INELIGIBILITY

TO THE STEWARDS OF THE MEETING:

Meeting Name _____ Date _____
Circuit Name _____
Competitors Name _____
KA Licence No. _____
Kart Make _____
Class _____
Competition No. _____

The Kart described above has the following Minor Ineligibility:

In my view, the minor non-compliance noted herein and advised to this Competitor does not improve the performance to such an extent that the Competitor should be excluded from this Meeting, and thus they may compete in this condition for this Meeting only.

Chief Scrutineer Name _____
Signature _____

STEWARDS OF THE MEETING AUTHORISATION

I, _____
Chief Stewards Name

being the Chief Steward of the Meeting, hereby authorise the above mentioned Kart to Compete at this Meeting. This authorisation to Compete is made in accordance with the provisions of the Rules.

Signature _____ Date _____

Distribution: White – Stewards Copy Pink – Competitor Copy Green – Club Copy – to remain in book

KA 33 March 15

*Reference to Karting Australia (KA) shall mean the Australian Karting Association Ltd

Infringement Notice

PURPOSE: To assist in the timely application of penalties

- Are completed by an Official (e.g.: Clerk of the Course)
- They are issued under the authority of the Stewards of the Meeting
- Competitors have the ability to either admit or not admit to a breach of the Rules
- If they admit to the breach no protest or appeal is permitted
- If they do not admit to the breach, the Stewards will convene a hearing



Technical Inspector Findings Form

PURPOSE: to advise of an item of non-compliance

- Are completed by the Chief Scrutineer
- They are issued under the authority of the Stewards of the Meeting
- Competitors have the ability to either admit or not admit to a breach of the Rules
- If they admit to the breach no protest or appeal is permitted
- If they do not admit to the breach, the Stewards will convene a hearing
- The Stewards may only impose penalties in accordance with the Rules, other penalties may need to be referred to a Disciplinary Tribunal



Stewards Hearings

- Stewards' hearings shall take place as soon as practicable
- Each party may attend and be accompanied by actual witnesses
- Minors (under 18) must be accompanied by a parent or guardian
- The Stewards should ensure that notification has been personally received by each party
- A party to the hearing shall present their case in person – Minors may be assisted by a parent or guardian
- In the absence of any concerned party or of their witnesses, judgement may be made by default
- If adjournment is necessary or if judgment cannot be given immediately after the hearing, the parties must be advised of the place and time at which the matter will be determined



Pre Hearing Tasks

- Notify hearing time to all relevant parties
- Arrange venue
- Organise note-taker / recording
- Assemble relevant KA forms and event paperwork
- Check relevant Rules and Regulations
- Collect fees where required



Tasks during the Hearing

- Take note of hearing start time
- Introduce the Stewards (Minimum of 2)
- Allow the Parties to introduce themselves
 - Ensure Guardians are present if under 18
- Collect licenses and Competition Records
- Question defendant on understanding of charge/protest
- Call for plea – this can be Guilty/Not Guilty or you may ask if the defendant is contesting the evidence
- Explain hearing procedures
- Official making the charge (the “Official”) / Protestor outlines case, presents evidence (including video of racing incidents) and calls relevant witnesses
- Cross examination by Stewards / defendant – take notes



Tasks during the Hearing

- Defendant outlines defense and calls witnesses
- Cross examination by the Official / protestor
- Summing up by the Official / protestor
- Summing up by defendant
- All parties vacate Stewards' area / office
- Stewards consider evidence
 - Call for reappearance of relevant parties or further witnesses, if considered necessary - all parties vacate Stewards' area and Stewards reconsider all evidence



Tasks during the Hearing

- Stewards determine hearing outcome
 - Determine any penalty
 - Complete Summary of Hearing form
- Call for reappearance of all parties
- Hand down Stewards' findings including any penalties (if any) -
 - Penalties imposed **MUST** be appropriate for the Breach of Rules
- Note the time that the decision was handed down
- Remind parties of right of Appeal under the Rules
- Licenses retained if necessary and Competition Records noted



Tasks Following the Hearing

- If a party to the matter decides to Appeal, accept the notice of Intention to Appeal and the relevant fee
- Complete KA paperwork
- Notify senior officials of hearing outcome



Appeals

There are 3 types of Appeals:

- Stewards Hearing to an Appeal Tribunal
- Disciplinary Tribunal to an Appeal Tribunal
- Appeal Tribunal to AMSAC

The right of appeal against a decision of the Stewards of the Meeting lies with the Competitor, SKC or KA.

The appeal must be made to KA (National level events) or an SKC (State level events) and shall be heard and determined by an Appeal Tribunal appointed by KA or an SKC.



Tribunals

There are two types of Tribunals:

- Disciplinary Tribunal
 - Determine whether or not a charge is proved
 - Determine the appropriate penalty after a Stewards Hearing
- Appeal Tribunal
 - Following a decision from a Stewards Hearing; or
 - Following a decision from a Disciplinary Tribunal



Fees

Fees that are payable in the Judicial system (2015):

Protest Fee

- \$100 inc GST

Protest Bond – (Kart eligibility)

- Payable to KA - \$1100 inc GST to cover costs of dismantling

Appeal Fees

- Club / State Level: \$650 inc GST
- National Level: \$3100 inc GST

AMSAC

- Refer to CAMS



Workplace Health & Safety



Workplace Health & Safety (WHS)

KA recognises that motor sport is inherently dangerous.

KA is committed to providing (so far as it is practicable) its stakeholders with a structured environment to minimise risks to health, safety and welfare.

Stewards have the ultimate responsibility for the health, safety and welfare of all Officials, Competitors and persons involved with a Race Meeting.



Workplace Health & Safety (WHS)

KA's Rules and Policies are heavily based around providing a safe Competition environment

We will continue to strive to minimise risk to those involved through a shared and integrated approach to health and safety

As a Steward your responsibilities are to take all reasonable steps to minimise the risks associated with each Race Meeting



Duty of Care

For Officials, this means you must take all reasonable steps to avoid causing injury to those to whom you owe responsibility.

To avoid litigation, all reasonable steps must be taken.

NOTE: all reasonable steps - not all possible steps



Negligence

For action in negligence to be successful, the following questions need to be answered:

- Did the defendant owe a Duty of Care to the injured party?
- Did the defendant breach that Duty of Care?
- Did the injured party suffer damage or injury as a result of a defendant's breach?



Points to Remember

Outside of the Race Track, what can cause injury or death?

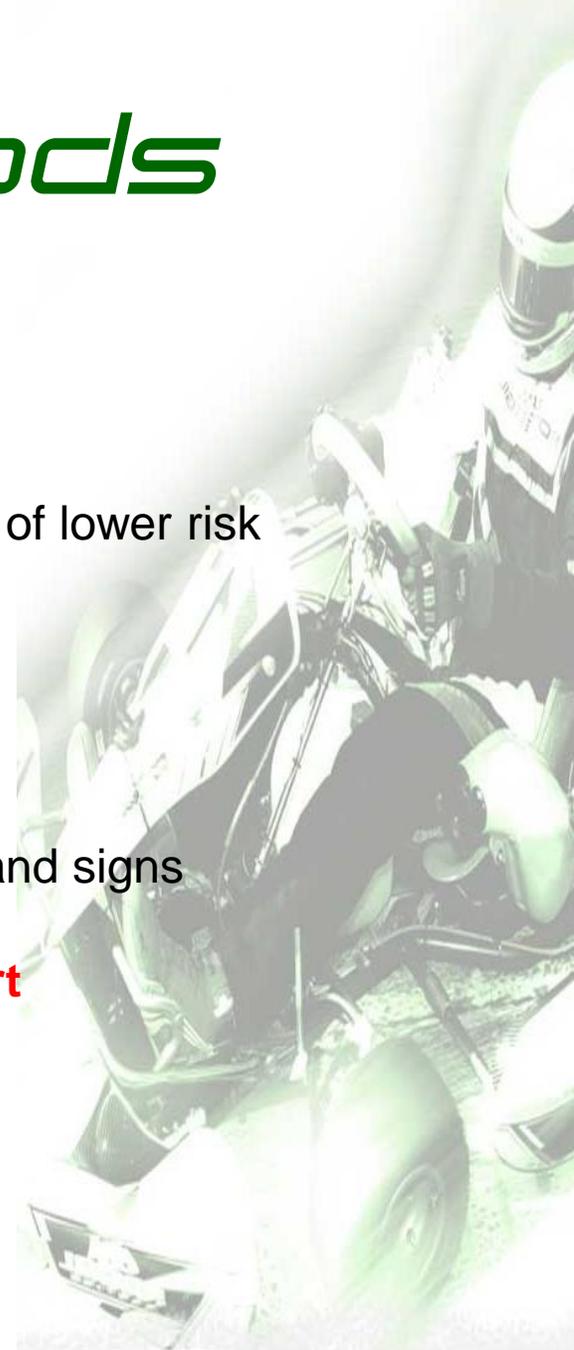
- Slips / trips
- Collapse of structures
- Dangerous or flammable materials
- Electrical cables
- Heavy equipment
- Public access / egress / behaviour
- Weather (e.g. Rain / Hail / Wind / Thunderstorms)
- Projectiles



Level of Control - Methods



- Avoid the risk completely ← **Try to start here**
- Substitute a higher risk procedure or item with one of lower risk
- Isolate the risk
- Reduce the risk by physical controls
- Reduce the risk by administrative warnings, rules and signs
- Use personal protective equipment ← **Last resort**



Summary

- Identify the personal resources required to perform the role of a Steward
- Demonstrate clear unemotional judicial procedures at motor sport events
- Apply techniques appropriate to all aspects of Stewarding
- Identify critical incident procedures and manage it in accordance with the Stewards functions
- Apply KA's Safety requirements using a Safety 1st approach
- Ensure you manage your risk

