

# **Stewards Checklist**

The Stewards of the meeting shall not be in any way responsible for its organization and shall not have any executive duty in connection therewith. The Steward incurs no responsibility other than to CAMS. The Stewards of the meeting shall have general power and authority to enforce compliance with the rules of the CAMS manual and the supplementary regulations as per NCR169 as requested by the Clerk Of Course. The Steward in conjunction with a second Steward must adjudicate on any dispute or protest arising during the meeting and hand down any penalties.

## **Duties on race day**

**Sign on to officials register**

**Report to and liaise with senior officials**

**Race permit number** .....

**Number of entry forms received** .....

**Number of entrants** .....

**How many valid licences are there? (collect licences).....**

**Is an ambulance present?** .....

**First Aid**            **Level 2: Name.....**

**Number** .....

**Level 2: Name.....**

**Number** .....

**Are medical facilities satisfactory?** .....

**Are all officials on the officials register?** .....

**Are all volunteers on the volunteers register.....**

**All essential officials present?** .....

**Track condition (Is track safe?)** .....

**Is all safety equipment in place?** .....

**Attend officials briefing**

**Attend drivers briefing**

**Give permission to start**

**Note start time** .....

**Monitor event schedule and make decisions as requested by the Clerk Of Course**

**Observe competitors**

**Observe officials**

**Conduct any hearings and note penalties in licences**

**Note finish time** .....

**Complete stewards report**

**Collect provisional results**

**Collect reports from senior officials**

**Attend de-briefings and presentation**