

**FOR JMMC USE ONLY**

Received:  
Expenses:  
Payments  
Licenses

**JMMC STEWARD'S REPORT FORM**

Organising Club ..... Date .....

Type of Event ..... Status .....

Venue ..... Permit No. (s).....

Track License No ..... JMMC Steward .....

The first part of this form is in the format of a check sheet – please place a tick in the appropriate column. **Please refer to notes accompanying each section if you place a tick in any of the shaded boxes.** If you feel any part of your report requires special attention by the JMMC CSC please write in **RED** and indicate the section here.....

**1. Organization**

YES NO

- (a) Did the event comply with JMMC Regulations?
- (b) Were the Senior Officials competent?
- (c) Was the Permit available for inspection?
- (d) Did the Clerk of the Course keep the Stewards properly informed?
- (e) Did the quality of the Organization and /or entry reflect the status of the event?
- (f) Did Admission Tickets and official badges (armbands) bear the disclaimer?
- (g) How were the Provisional Results announced? .....
- (h) What time were the Provisional Results announced? .....
- (i) What time did the Meeting end? .....

*Please elaborate in Section 6 (Comments) on any of the above where your tick has been placed in one of the shaded boxes.*

**2. Accident & Injury**

YES NO

- (a) Were there any injuries to a third party?
- (b) Were there any incidents involving damage to third party property?
- (c) Were any Officials injured?
- (d) Were any competitors treated?

*If you have ticked any of the shaded boxes, please ensure you include a fully completed INCIDENT report form.*

### 3. Judicial

YES NO

(a) Were there any Judicial matters?



*If your answer is YES to the above question please ensure all the relevant documentation (including the Judicial Summary Form) is included with your report.*

### 4. Scrutineering

YES NO

(a) Were scrutineering facilities satisfactory?



(b) Were all Drivers' helmets and clothing in order? (Where applicable)



(c) Were the Scrutineers satisfied with the safety of all vehicles?



(d) Were the Scrutineers satisfied with the eligibility of all vehicles?



(e) Was Noise Testing carried out?



*Please ensure all relevant Scrutineers' paperwork is included and /or elaborate in Section 6 (Comments) on any of the above questions where your tick has been placed in one of the shaded boxes.*

### 4. Course and Public Safety

YES NO

#### A. (Race/Speed Kart)

(a) Was the Track License available for inspection?



(b) Were adequate Warning Notices displayed?



(c) Was the course satisfactory without alteration?



(d) Can the Course be used again without alteration?



#### B. (All Rallies and all events using Public Highways)

YES NO

(a) Was the original route used without alteration or re-route?



(b) Type of planned stages: Sealed% ..... Unsealed % .....

(c) Number of stages planned ..... Number of stages run .....

(d) How many stages were run more than once? .....

(b) Did any stages run at THIRTY SECOND INTERVALS?



(c) If so, was APPROVAL seen by you, where required?



(d) Did any stages have a split ROUTE?



(e) Did all stages have RADIO COVERAGE?

## **6. Comments**

*Please elaborate here on any of the above questions where your tick was placed in one of the shaded boxes*





## JUDICIAL SUMMARY

Organising Club ..... Date ..... Type of Event.....  
 Status ..... Venue ..... Permit No. (s) .....

As a result of Judicial Action, the following penalties were imposed/payments ordered:

**To record action taken  
by the Stewards of the  
Meeting, please  
complete details**

**Record of action taken by the Clerk of Course (to be completed by the JMMC Steward)**

| Competitor's Name | License No./ DOB | Reason | Regulation No. | Penalty Applied | Penalty Points | Amount \$ | Paid – YES/NO |
|-------------------|------------------|--------|----------------|-----------------|----------------|-----------|---------------|
|                   |                  |        |                |                 |                |           |               |
|                   |                  |        |                |                 |                |           |               |
|                   |                  |        |                |                 |                |           |               |
|                   |                  |        |                |                 |                |           |               |
|                   |                  |        |                |                 |                |           |               |
|                   |                  |        |                |                 |                |           |               |
|                   |                  |        |                |                 |                |           |               |
|                   |                  |        |                |                 |                |           |               |
|                   |                  |        |                |                 |                |           |               |

Please ensure you complete the summary overleaf



**Record of action taken by the Stewards of the Meeting** (To record action taken by the Clerk of Course, please complete details overleaf)

| Competitor's Name | License No./ DOB | Reason | Regulation No. | Penalty Applied | Penalty Points | Amount \$ | Paid – YES/NO |
|-------------------|------------------|--------|----------------|-----------------|----------------|-----------|---------------|
|                   |                  |        |                |                 |                |           |               |
|                   |                  |        |                |                 |                |           |               |
|                   |                  |        |                |                 |                |           |               |
|                   |                  |        |                |                 |                |           |               |
|                   |                  |        |                |                 |                |           |               |
|                   |                  |        |                |                 |                |           |               |
|                   |                  |        |                |                 |                |           |               |
|                   |                  |        |                |                 |                |           |               |
|                   |                  |        |                |                 |                |           |               |


Non-Production of License Fees should also be recorded above for inclusion in the summary of the total amount sent as stated below.

**SUMMARY** Total amount enclosed \$ .....  
 (including fines imposed by the Clerk of Course as detailed overleaf)

**Please do not send cash. Send your own Cheque for the appropriate amount if necessary.**

Clerk of Course (Block Capitals) .....

Steward (Block Capitals) .....

Steward's Signature ..... 

NOTES: JUDICIAL DECISION SHEETS MUST BE ATTACHED FOR EVERY PENALTY IMPOSED, WHETHER BY THE CLERK OF COURSE OR BY THE STEWARDS OF THE MEETING. ALL PENALTIES MUST BE RECORDED ON THE COMPETITION LICENSE.

WHERE A JMMC LICENSE IS NOT AVAILABLE FOR ENDORSEMENT (EXCLUDING NONPRODUCTION OF LICENSE) THE SECRETARY OF THE MEETING MUST ENSURE THAT THE COMPETITOR, SUBSEQUENT TO THE MEETING, SUBMITS THEIR LICENSE TO THE CLERK OF THE COURSE FOR THE PENALTY TO BE RECORDED.

FAILURE TO DO SO MUST BE REPORTED TO THE JMMC



## PERSONNEL & EQUIPMENT RECORD

ORGANISING CLUB ..... DATE .....

TYPE OF EVENT ..... STATUS .....

VENUE ..... PERMIT NUMBER .....

**To: The Secretary of the Meeting**

Please complete the details (as appropriate to the event) and hand to the JMMC Steward before the end of the event.

*The following personnel and equipment were present (please print names):*

|   |                                  |
|---|----------------------------------|
| CLERK OF THE COURSE .....<br>CHIEF SCRUTINEER .....<br>NOISE TEST OFFICIAL .....<br>CHIEF TIMEKEEPER .....<br><br>SECRETARY .....<br>CHIEF MEDICAL OFFICER .....<br>OTHER DOCTORS .....<br>CHIEF OBSERVER .....<br>CHIEF INCIDENT OFFICER .....<br>CLUB STEWARDS .....<br>MARSHALLS (HOW MANY) .....<br>RESCUE VEHICLES (HOW MANY) .....<br>AMBULANCES (HOW MANY) .....<br>RECOVERY VEHICLES (HOW MANY) .....<br>RADIO CONTROLLER ..... | License no<br>(Where applicable) |
|---|----------------------------------|

Give numbers and details of fire extinguishers/certificates, including date of last check:

Number and details of Timekeeper's Certificates if automatic equipment is being used:

Serial Numbers of Timing Equipment:

Weighbridge (Certificate no. and date)

**SECRETARY OF THE MEET'S SIGNATURE .....**      **DATE: .....**

**6. COMMENTS (Additional comments can be continued overleaf)**

**7. GENERAL OBSERVATIONS (Additional comments can be continued overleaf)**

**(TICK BOX)**

**Tick every box where relevant JMMC Steward forms are included**  
 (Nil reports are NOT required unless Marked with an \*)

|  |  |
|--|--|
| PERSONNEL & EQUIPMENT RECORD (*)   |  |
| SIGNING-ON DECLARATION RECORD(*)   |  |
| JUDICIAL SUMMARY   |  |
| PROTEST APPEAL FORM  |  |
| NON-PRODUCTION OF LICENCE DECLARATION  |  |
| MEDICAL STATISTICS(*)  |  |
| INCIDENT REPORTFORM  |  |
| RESCUE VEHICLE/CRES ATTENDANCE RECORD  |  |
| DRIVING STANDARDSOBSERVERS ATTENDANCE RECORD                                   |  |
| SHIPPING AND REBUIDLING COST ESTIMATES<br>Any relevant SCRUTINEERING PAPERWORK |  |
| A full set of FINAL RESULTS(*)   |  |
| CLERK OF COURSE APPRAISAL FORM(*)  |  |

**(\*) THESE FORMS ARE TO BE RETURNED WITH EVERY REPORT**

Name ..... Telephone # .....

Address .....

Signature  ..... Date .....