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STEWARDS CHECKLIST

ITEM	✓	TIME
Steward's kit stocked with Rules, Supplementary Regulations, pen, paper, Steward report forms, official receipt book, protest forms, licence declarations, incident reports.	☐	
Arrive at venue prior to scrutineering	☐	
Meet key officials (Clerk of Course, Race Secretary, Scrutineer)	☐	
Check public warning signs displayed	☐	
Check Permit and Venue Licence and ensure both displayed	☐	
Ensure only authorised activity takes place	☐	
Check Supplementary Regulations (including amendments) displayed in pits	☐	
Check correct disclaimers printed tickets/passes (if issued)	☐	
Check First Aid/Ambulance in attendance	☐	
Officials appropriately accredited	☐	
Scrutineering procedures followed	☐	
Ensure riders licences checked	☐	
Indemnity forms signed - riders, officials, media (from Race Secretary)	☐	
List of absent riders from Scrutineers	☐	
Check noise meter used	☐	
Riders briefing held	☐	
Officials briefing held	☐	
Venue inspection daily - rider/spectator safety	☐	
Sufficient officials to conduct meeting	☐	
Sufficient fire extinguishers	☐	
Correct flag usage	☐	
Reports obtained - medical, machine examiners, Clerk of Course	☐	
Results obtained	☐	
Depart not before protest time elapsed last event	☐	
Steward's report completed and sent to RCB within 5 days	☐	
For Championship events, check that MA Flag is flown and MA decals fixed on all machines	☐	