

A Race Secretary's Guide to a race meeting

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The role of the Race Secretary briefly summarised is:

- Is responsible for the organisation and management of the meeting.
- May publish documents and notices as required for the effective management of the meeting.
- Must ensure all officials are aware of their duties and are properly equipped.
- Is responsible to the Clerk of Course and must make reports to the Clerk of Course as required throughout the meetings duration.
- Must provide assistance to the Steward of the meeting as required.

Affiliation, Permits, and Track Licencing

The first and most important task of the Race Secretary prior to any event is to ensure that all relevant permits and permissions have been obtained. Completing the relevant documentation provides legal protection for the club and Motorcycling Australia in the event of any legal action or claim. The following items are essential:

1. **Club Affiliation** – Each club must be affiliated with MA. To become affiliated, a club must fill out the required forms and return it to the RCB together with the prescribed fee. Club affiliation must be renewed each year.
2. **MA Permit** – A permit must be obtained for each and every event a club intends to stage. Note:
 - Permit applications are made to the RCB. The relevant application forms must be obtained and returned with the prescribed fee.
 - Applications must be submitted in accordance with the following time limits:
 - + Australian Championship Events (3 months)
 - + International meetings, MA Series, National Meetings (8 weeks)
 - + Other meetings (14 days)Applications must be submitted together with the draft supplementary regulations for the event.
 - Only those activities authorised by the permit will cover the RCB (or MA). Any specific or unusual activities planned at an event must be listed on the permit. The required fee and a copy of the draft supplementary regulations for the event must accompany the permit application.
 - The Club Secretary must check to ensure that the permit details are correct, inclusive of all planned activities, when returned from the RCB.
3. **Venue Licence** – A venue must be licenced prior to staging an event. Note:
 - Licence applications are made to the RCB. The relevant application forms must be obtained and returned with the prescribed fee.
 - The venue licence must be renewed each year. The licence is compulsory prior to an event or practice on the track. No changes can be made to a track without RCB approval
 - For non-permanent track. e.g. Supercross, Enduro, Cross Country a one-event Track Licence Application permit will be required.

Supplementary Regulations

The Supplementary Regulations are rules, in addition to those contained in the Manual of Motorcycle Sport, which are specific to a particular event and lay down conditions for participation in that event. Supplementary Regulations must be produced for every event that a club intends to stage. Prior to distributing the supplementary regulations to competitors, the Race Secretary may be required to make additions or alterations as requested by the RCB.

Supplementary Regulations – What to Include?

Announcement and Jurisdiction

- Name of promoter
- Name or title of competition
- Persons eligible to compete
- Types of vehicles eligible
- Date
- Permit, class of and number
- Track licence number
- Authority granting the permit
- A statement that the competition is held under these Rules.

Entries

- Date of opening of entries
- Where entries to be sent
- Date and time of closing entries
- Amount of entry fee
- Conditions as to return of fee
- Minimum and maximum number of entries
- Teams, composition of
- Teams, how and when may be entered
- Substitution of riders
- Transfer of entries

Awards

- Special awards and condition attached thereto
- Period of holding special awards if not won outright
- Other awards

Officials

- Stewards of the meeting
- Clerk of the course
- Race Secretary
- Other officials.

Description - Reliability Trials

- **Place and time of start**
- **Riders and vehicles**
- **The course.**
 - Starting order
 - Route marking
 - Nature of course
 - Length of course
 - Itinerary
 - Route cards
 - Practicing
 - Meal stops
- **Observation**
 - Balking
 - Non-stop section
 - Definition of a stop and a failure
 - Footing and failure on hills

- Involuntary delays
- Checks
- Position of rider or passenger on vehicle

• Speed

- Time checks
- Method of control
- Time allowances
- Time arrangements

• Other tests

• Assessment of performance

- Bonus marks
- Penalties
- Method of allotting awards

• General

- Outside assistance
- Advertisements
- Retirement
- Promoters' liability

Description - Speed Meetings

- **Place and time of start, paddock, weighing out**
- **Riders and Vehicles**
- **The Course**
 - Method of starting
 - Direction or danger signs
 - Flag signals
 - Length of course
 - Nature of course
 - Returning to start
 - Practicing
 - Replenishment
- **Observation**
 - Method of timing
 - Number of runs
 - Handicapping
- **Assessment of performance**
 - General
 - Advertisement
 - Promoters' Liabilities

Entry Forms

Entry forms must be produced for the completion and return of competitors. An essential inclusion in the entry form is the provision of a release or waiver (indemnity). This form **must** be signed before any competitor participates in a Motorcycling Australia organised competition. The purpose of the indemnity is to provide all parties (i.e. the club or promoter, SCBs, MA) with legal protection in the event of an accident. In the case of a competitor who is under eighteen years of age, the indemnity must be signed by a responsible third party (i.e. a parent or guardian).

Officials

It is important to ensure that the club will have appropriately qualified officials on the day to effectively administer the race meeting. In the first instance, the Race Secretary should create a list of the number and type of officials that will be required.

Upon finalising requirements, the Race Secretary should contact (by letter or phone) prospective officials. Create a list of officials who have agreed to assist and their positions.

It is important to ensure that accreditation levels of all officials are appropriate for the level of meeting being staged (e.g. Club vs State vs National) etc.

Prepare a final list and fill any 'gaps'. Advise officials of start times, positions, responsibilities, etc.

Sign-on sheets for officials must be prepared

Equipment

- A range of equipment / supplies is required for any race meeting. It is the Race Secretaries responsibility to prepare an equipment list and ensure each item will be available on the day.

The Program

The production of a program of events, outlining the schedule for the day, is the responsibility of the Race Secretary. Emphasise the following:

- A copy of the program must be supplied to each competitor, or if this is not possible, a copy should be posted in the pits where it can be easily accessed by each competitor.
- Each official should also be supplied with a copy, two copies for the Steward, one copy to the RCB issuing the Permit. Copies for the media are also advisable.

What to include?

The program provides an excellent opportunity to promote both the club and the sport. The temptation to include the bare minimum of information should be avoided - interesting narratives should be included as a promotional tool.

Other Issues.....

There are a number of additional issues, of which the Race Secretary must be aware:

- DATE REGISTRATION APPLICATION
 - Is this required?
 - Lead time?
- CIRCUIT / VENUE HIRE
 - Does this need to be confirmed?
- MEDICAL SERVICES
 - St John's, Paramedic, ambulance etc. Minimum requirements must be satisfied.
- PRIZE MONEY BOND
 - Does such a bond need to be paid to the permitting authority?
- TROPHIES
 - Number and type required. Any special awards?
- MAIL OUT OF ENTRIES AND SUPPLEMENTARY REGULATIONS
 - Collate, address and mail. Ensure return addresses are on envelopes. Who to mail to? – riders , clubs, SCBs or MA, Media, Steward and other senior officials.
- RECEIPT OF ENTRIES
 - prepare receipting & banking system.
 - process entries, using the system best suited to your event. Manual or computer. Date all entries as they are received.
 - finalise incomplete entries.
 - allocate riding numbers. Be mindful of registered riding numbers, both State & National, if applicable.

- FINAL INSTRUCTIONS
 - The final instructions incorporate any additional information which has not already been provided in the supplementary regulations and confirm arrangements for the competitors. The supplementary regulations must not impose any additional clauses and conditions but may include the following:
 - + rider name and each class for which entry has been accepted.
 - + riding numbers.
 - + details of any incomplete entries
 - + contact name and number of the Race Secretary for inquiries. Permit No., date and venue of meeting.
 The final instructions may not contradict anything already laid down in the supplementary regulations, unless with the explicit approval of the RCB and the Steward.

- ANNOUNCEMENTS ON OFFICIAL DOCUMENTS
 - All supplementary regulation, programs, announcements, entry forms and other official communications relating to any competition must state the permit number, venue licence number, class of competition (national, club or inter-club), the MA logo and the words "Held Under the General Competition Rules of Motorcycling Australia."

- PUBLIC LIABILITY INSURANCE
 - Is this form of insurance in place for the meeting?
 - Is the level of insurance appropriate (\$20 million minimum)
 - Who is named on the policy? (SCBs, MA and the FIM must be included).

- BUDGET
 - A projected income and expenditure statement should be drawn up.

- OPERATIONAL SCHEDULE
 - The organisation of a meeting will be greatly enhanced by the development of a detailed operational schedule.

- PROMOTION
 - + Prepare a media release or ring and notify the local media (i.e. Press, Radio and Television). Provide invitations / Passes for the media to attend the event.
 - + Acknowledge any coverage that is received in the program or over the PA system throughout the course of the day.
 - + Develop an information kit for the media, inclusive of information relevant to the race day e.g. race program, series point scores, rider profiles, lap records etc.
 - + The promotion of the event must not involve the provision of any false or misleading information (e.g. Promoting an event as an Australian or World Championship when it has not been recognised as such by MA).

On the Day

- Arrive in ample time – well in advance of the arrival of competitors and other officials.
- Make introductions with the key officials of the day – particularly the Steward.
- Ensure that the facilities are appropriate and that all necessary equipment is available and in working order.
- Ensure the permit is displayed in a prominent position
- Coordinate arrangements for the presentation ceremony / awards at the end of the meeting:
 - + Ensure all trophies / awards are ready for the presentation
 - + Confirm presenter / location/ timing etc
- Be accessible!

Officials

The Race Secretary is responsible for coordinating the following activities of officials on race day:

- Ensure that all officials have arrived and signed on (read and signed the indemnity).
- Ensure that each official has been provided with all relevant paperwork and equipment. For example:

Steward and Clerk of Course

- copy of supplementary regulations and final instructions.
- Radio, if applicable, plus list of other radio contacts
- copy of program, including any changes since printing
- list of senior officials
- communicate any changes or requests made by riders
- report forms (in case the Steward or Clerk of Course omits to bring these reports with them on the day)

Scrutineers

- copy of supplementary regulations and final instructions.
- copy of program, including any changes since printing
- list of all riders and machines entered
- helmet/machine stickers
- scrutineering cards, if applicable
- checklist of incomplete entries
- radio, if applicable, plus list of other radio contacts

Marshals

- flag sets
- incident reports/clipboards/pens
- radios, if applicable plus list of other radio contacts
- copy of program, including any changes since printing

Lap Scorers and Timekeepers

- lap scorer sheets/grid sheets/clipboards/pens
- copy of Program, including any changes since printing
- result sheets/point score sheets/time cards
- series point scores, if applicable
- computer equipment, if applicable
- lap records, if applicable

Ensure that provisions have been made to adequately service the needs of officials e.g. drink and lunch breaks, allowances for extreme weather conditions, end of day BBQ etc.

Competitors

A range of forms, equipment and facilities will be required to meet the needs of competitors.

- Set up a sign-on area for entries on the day. Cash float (ensure security)
- A range of forms and paperwork is required on the day e.g. copy of entry forms and indemnities, receipt book, one-event licences, licence declaration forms (in case the Steward has run out), passes and programs for competitors, spare pens, spare supply of riding numbers, supplementary regulations, final instructions and manual of motorcycle sport.
- Display a copy of the program and grid positions (if applicable) in the pits.

Facilities

There are a number of issues which must be addressed by the Race Secretary in respect of facilities on race day.

1. Medical Services

Legislation may dictate minimum standards in each state. The following, however, may be considered mandatory:

- Medical / Treatment room
- Qualified members of the St Johns Ambulance / Paramedics. Ambulance or similarly equipped first-aid vehicle on course (if one ambulance has to leave, a second must be available prior to the re-commencement of racing)
- The attendance of a Doctor is recommended.

2. Food/Refreshments

- Catering outlet should be available for both competitors and crew

3. Toilets

- Comply with shire / health department requirements, located close to pits / spectator areas, serviced and maintained throughout the meeting.

4. Public address

- Must be heard in all pit and spectator areas.
- Commentators must be supplied with all relevant information

5. Warning signs and disclaimers

- Warning signs must be displayed and disclaimers must be printed on tickets.

The End of the Day

- Finalise results – posted in prominent position but noted as provisional. Copies of results to the Steward, RCB and media. Results to the RCB no later than five days after the conclusion of competition. Results for Australian Championship events to be forwarded no later than 9am on the day following the meeting.
- Copies of relevant reports to the Steward. (e.g. incident or injury reports) Supply any additional information the Steward may require.
- Arrange return of equipment

After the Meeting

There are a number of functions / activities which the Race Secretary will need to fulfill after the race meeting has concluded. Some of these functions include:

- Prepare payment of prize monies after the time limit for protests has expired. Note that prize monies must be paid within seven days of the results being declared official. Awards must be held if a protest / appeal is lodged.
- Prepare a financial statement.
- Complete any outstanding documentation e.g. Collate final results and return to the RCB.
- Payment of any outstanding accounts.
- Thank you letter for officials and sponsors.
- Press release - Copy of results and meeting report to media.
- Sort and store all relevant paperwork. NB: Indemnity and entry forms must be retained for seven years for meetings involving persons 18 years and over or until such time as seven years has elapsed after the youngest competitor turns eighteen years of age.
- Return of all equipment.