



## Event Organiser's Marshals Request Form

**NOTE: All applications for SMSA Licensed officials must be submitted no later than 60 days prior to the event date. These request must be submitted in writing to the SMSA Secretariat in this prescribed form available from the SMSA Secretariat.**

### (1) Organiser Details

a) Company Name: \_\_\_\_\_ b) Business Registration Number: \_\_\_\_\_  
c) Company Address: \_\_\_\_\_  
d) Name of Applicant: \_\_\_\_\_ e) Designation: \_\_\_\_\_  
f) Email address: \_\_\_\_\_ g) Tel: \_\_\_\_\_ h) HP: \_\_\_\_\_

### (2) Event Details

*\*delete where applicable*

a) Event Title: \_\_\_\_\_  
b) Date of Event<sup>^</sup>: \_\_\_\_\_ c) No. of days: \_\_\_\_\_  
*^Please attached schedule for series*  
d) Alternate Date of Event: \_\_\_\_\_ e) Time of Event:<sup>+</sup> \_\_\_\_\_  
*+ Please attached event schedule*  
e) Status of Event:\* International/ National/ Club  
f) Type of Event:\* Series/ Race/ Challenge/ Drag / Gymkhana/ Demonstration /Community event/Others  
f)i) Others, please list: \_\_\_\_\_ g) Competition vehicles: \* Karts/ Touring Cars/ Open-Wheelers/ Motorbikes  
h) Location of event: \_\_\_\_\_  
i) Address of event venue: \_\_\_\_\_  
j) No. of Marshal Posts<sup>^</sup>: \_\_\_\_\_  
*^Please attached track layout plan with location of marshal posts*



## Event Organiser's Marshals Request Form

### (3) Requirement of Officials

a) No. of Race Officials needed for event: \_\_\_\_\_

b) Types of Race Officials required: Administration / Race Operations / Trackside

#### **Administration** ( Please tick where required )

- |                                                   |                                      |                                           |
|---------------------------------------------------|--------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Secretary of the Meeting | <input type="checkbox"/> Time Keeper | <input type="checkbox"/> Secretary Runner |
| <input type="checkbox"/>                          | <input type="checkbox"/>             | <input type="checkbox"/>                  |

#### **Race Operations** ( Please tick where required )

- |                                                |                                   |                                           |
|------------------------------------------------|-----------------------------------|-------------------------------------------|
| <input type="checkbox"/> Clerk of the Course   | <input type="checkbox"/> Stewards | <input type="checkbox"/> Chief Scrutineer |
| <input type="checkbox"/> Chief Medical Officer | <input type="checkbox"/> Starter  | <input type="checkbox"/>                  |

#### **Trackside Personnels** ( Please tick where required and fill in the number of official required in (\_\_\_\_) )

- |                                               |                                              |                                             |
|-----------------------------------------------|----------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Flag Marshal (____)  | <input type="checkbox"/> Recovery (____)     | <input type="checkbox"/> Pit & Grid (____)  |
| <input type="checkbox"/> Observer (____)      | <input type="checkbox"/> Fire Marshal (____) | <input type="checkbox"/> Scrutineers (____) |
| <input type="checkbox"/> Track Marshal (____) | <input type="checkbox"/> (____)              | <input type="checkbox"/> (____)             |

### (4) Officials' Welfares and Benefits

Compulsory items: (Please tick items that organiser will be arranging)

- Meals (Refer to Annex- Guideline for details)
- Beverages (Ratio of 5 Mineral waters & 3 isotonic drinks for a full day event)
- Uniform (1 piece per official per day)
- Insurance coverage for Race Officials (***Please attached insurance cover***)
- Earplugs
- Sunblock Lotion

Optional items:

- Family Pass (No. of ticket per official: \_\_\_\_\_)
- Transport Allowance (SGD\$\_\_\_\_\_ per official per day)\*

### (5) Pre-Event Administration:

- Risk Assessment of Event Site / Circuit / Track
- Safety and Security Plan
- Logistics Planning
- Medical Coverage for Competitors & Officials
- Public Licence Applications and etc.
- Others



## Event Organiser's Marshals Request Form

### **(6) Equipment Checklist**

Please advise if the following equipments is provided for race officiating and the quantity available.

#### **Flags**

- Yellow
- Green
- Red
- Slippery surface (Yellow/Red Striped)
- Blue
- White
- Black
- Bad Sportsmanship (Black & White Diagonal)
- Mechanical Black Flag (Black with Orange Circle)
- Chequered

#### **Boards**

- Minute Board
- Number Board
- Safety Car Board *(If applicable)*

#### **Others**

- Walkie-Talkie
- Fire Extinguishers (Capacity: \_\_\_\_\_ Litre, Type available: Foam/Powder/Water/CO2/Chemical)
- Brooms
- Soakers
- Airhorn
- Ponchos for officials (2 per official per day)
- Marshals' Vest (1 per official per day)
- Ice Box & Ice
- Trash Bags
- Rest Area for Marshal during meal break
- Umbrella/Shaded Point for Marshal in Marshal Zone
- Restroom



## Event Organiser's Marshals Request Form

### **(7) Organisers' Declaration:**

As Event Organisers, we have completed the request form as accurate to the best of our knowledge

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Identification No.: \_\_\_\_\_ Company Stamp: \_\_\_\_\_

#### **For Official Use:**

1. Request is  Accepted  Rejected  KIV  
2. If Rejected or KIV, (please state reasons):

Approved By :

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date & Stamp: \_\_\_\_\_



## Event Organiser's Marshals Request Form

### Annex (Guidelines for Item No. 4 : Meals)

*Meals Provision - All food catered must be from certified Halal caterers with vegetarian options.*

Meals	Minimum Cost	No. of items (Minimum requirement)	Additional Remarks
Morning Teabreak	\$5 per pax	Minimum : 5 items - 1 vegetarian staple - 1 vegetarian item - 2 normal items - Coffee & Tea	No spicy food
Lunch	\$10 per pax	Total: 8 items - 1 vegetarian staple - 2 vegetarian side dishes - 3 normal side dishes - 1 dessert - 1 cold beverage	
Afternoon Teabreak	\$5 per pax	Total: 5 items - 1 vegetarian staple - 1 vegetarian item - 2 normal items - 1 cold beverage	
Dinner	\$10 per pax	Total: 8 items - 1 vegetarian staple - 2 vegetarian side dishes - 3 normal side dishes - 1 dessert - 1 cold beverage	