



SMSA NATIONAL SPORTING REGULATIONS

PART G: COMMON REGULATIONS FOR OFFICIALS

General

1. The same person at any event can undertake several of the duties detailed below provided they are qualified for each.

1.1. Stewards of the Event however must not undertake any other duties.

1.1.2. Officials (other than Stewards) may appoint assistants to whom any of their duties may be delegated.

1.1.3. As a general principle, all appointed Senior Officials should be at least 18 years of age.

1.2. At any event there must be:

- A Clerk of the Course
- A Chief Scrutineer
- Stewards, and
- Timekeepers if appropriate.

1.2.3. SMSA may nominate one or more Stewards or Observers to any event.

1.2.4. All other Officials will be nominated by the Organisers to the requirements of SMSA, who may require for Officials to be licensed.

1.3. No individual may compete in an event for which he is nominated as an official. This includes any person nominated as an official in the regulations or programme of an event even though the individual named does not in fact carry out his official duties.

1.4.1. All officials will make themselves known to the Secretary of the Event or his appointed Chief of Sign-On to 'sign on'.

Stewards

2.1. The Stewards of the Event act as the second judicial body at any event, and are responsible for hearing and adjudicating upon any Appeal against a decision by the Clerk of the Course or other Official.

2.1.1. Stewards are also responsible for the forwarding to SMSA of any fines or protest fees collected.

2.1.2. Stewards should be thoroughly experienced in motor sport and of those appointed by an organising club, at least one must be a person whose motor sporting activity is not confined to the club alone and who is not an Official of that club.

2.1.3. The Stewards must have no executive duties in connection with the organisation of a meeting and are responsible only to SMSA.

2.1.4. In a meeting comprising several events there may be different Stewards for each event.

2.1.5. Where SMSA appoints a Steward of the Event, that Steward (or the Senior Steward if more than one is appointed) will act as chairman of the Stewards of the Event.

2.1.6. At all times the Stewards of the meeting should act through the Clerk of the Course.

2.2. There must be three (and no more) Stewards at every meeting, one of whom should be SMSA appointed.

2.2.1. If three are not available, suitable people must be co-opted by the existing Steward(s).

2.2.3. Exceptionally, at Club or National events, there may be a minimum one Steward.

2.3. Copies of all regulations, notices, etc, must be provided by the organiser for the use of Stewards as far as possible in advance of the event.

2.3.1. The Stewards must satisfy themselves that the conditions of the Permit (and track licence if appropriate) are complied with and have the power to withdraw a Permit in the event of non-compliance.

2.3.2. Organisers should make available a private room for the Stewards' discussions and should arrange for a meeting of the Stewards prior to the start of an event so that any issues may be discussed.



SMSA NATIONAL SPORTING REGULATIONS

- 2.3.3.** Stewards must initiate investigations into any incident or breach of Regulations they observe or is reported to them.
- 2.3.4.** Stewards can act from the moment that documentation or Scrutineering commences until the deadline for any appeals has expired.
- 2.3.5.** Stewards may adjourn the hearing of any appeals if required.
- 2.4.** Stewards have authority to enforce compliance with the Regulations and to adjudicate on any Appeal arising during the meeting. In particular they can:
- 2.4.1.** Modify the Supplementary Regulations in exceptional circumstances.
- 2.4.2.** In the case of force majeure or for safety reasons, instruct the Clerk of the Course to postpone, abandon or stop an event or part of an event. Any such instruction must be formally recorded. Provided that an event is run in more than one heat or part, these powers may, if thought fit, be exercised in respect of one heat or part.
- 2.4.3.** Deal with any matter referred to them by the Clerk of the Course, and if the offence is considered sufficiently serious impose further penalties.
- 2.4.4.** Alter the composition of or consolidate heats.
- 2.4.5.** Authorise a re-run in the case of dead-heats.
- 2.4.6.** Accept a correction made by a Judge.
- 2.4.7.** Inflict a Reprimand, Fine, Time or Position penalty, Exclusion or Suspension, but not Disqualification. Any such penalty and the points accruing must be recorded on the Competitor's licence record.
- 2.4.8.** Amend the results of a competition.
- 2.4.9.** Order the removal from the course and its precincts, or inflict a penalty, upon any Competitor or Driver who refuses to obey the order of a responsible Official.
- 2.4.10.** Approve any request from the Clerk of the Course to modify the position of the starting or finishing line, or the course, to ensure the reasonable safety of Drivers or spectators, or to alter the programme if circumstances so require.
- 2.4.11.** Order in writing on behalf of SMSA the impounding or sealing of a vehicle or equipment for as long as may be necessary for technical examination following an accident, or upon suspicion of noncompliance with the Technical Regulations.
- 2.4.12.** In cases of force majeure, authorise a suitable Official who does not hold the correct licence to take over the duties of an absent Official.
- 2.5.** The Stewards of a Event have another major function, to prevent unnecessary danger, and SMSA Steward has overriding authority in matters of safety.
- 2.5.1.** In this respect Stewards should always try and act as a body, unless there are overriding considerations of urgency.
- 2.5.2.** Any Steward who is forced to take individual action should inform his fellow Stewards and the Clerk of the Course as soon as possible.
- 2.5.3.** No Steward should commit any act or give any order except as required to execute his role.
- 2.6.** As soon as possible after an event the Stewards, with assistance from the Clerk of the Course, must send a Stewards of Event Report to SMSA giving particulars of:
- 2.6.1.** Accidents involving injury or damage to property.
- 2.6.2.** Protests/appeals lodged and action taken.
- 2.6.3.** Penalties imposed and any recommendations in such cases.
- 2.6.4.** General comments on the organisation of the event and the exercise of their duties.
- 2.6.5.** Any other relevant observations as to the conduct of the event.
- 2.6.6.** Any notices of Intention to Appeal and appeal fees received in accordance with Part C of the NSRs.



SMSA NATIONAL SPORTING REGULATIONS

Secretary of the Event

3.1. The Secretary of the Event is responsible for the organisation of the Meeting in terms of all material and notices required.

3.1.1. This includes all paperwork prior to the event, acceptance of entries, allocation of numbers, Competitors' 'signing-on' sheets and Licence examinations, as well as the submission of items required to SMSA after the event.

3.1.2. The Secretary must be present throughout practise and the competition itself to assist in the correct running of the meeting and should maintain a list of novice Drivers.

3.1.3. Competitors who fail to produce the necessary documents to prove their eligibility for a meeting should be reported by the Secretary to the Stewards of the Event as detailed in 5.2.

3.1.4. All applications accepted in lieu of a Competition Licence must be forwarded by the Secretary directly to SMSA Secretariat within 48 hours of receipt, confirming that they have been accepted at the event.

3.2. The Secretary shall:

3.2.1. Have available a current copy of the SMSA National Sporting Regulations

3.2.2. Post on the Official notice board all bulletins, Permits, authorisations, times and results

3.2.3. Be responsible for sending to the Stewards prior to the meeting all appropriate documents, including a copy of the SRs

3.2.4. Be responsible for receiving any Protests or Appeals from Competitors, noting time of receipt, and as quickly as possible pass Protests to the Clerk of the Course and Appeals to the Stewards of the Event.

3.2.5. Protests or Appeals may also be received by the Deputy Secretary, the Clerk of the Course or his deputy. Protests received by the Deputy Secretary or Deputy Clerk of the Course must be passed to the Clerk of the Course as quickly as possible, and Appeals to the Stewards of the meeting.

3.2.7. All documents and programmes issued for an event must contain information as required by D.9, and all results bulletins etc should be marked with the date and time of issue.

3.2.8. The Secretary of the Event must liaise with the Chief Timekeeper to confirm the proposed timetable for the meeting.

3.2.9. If the meeting is scheduled to last more than nine hours from signing on, prior notice must be given to Senior Officials, so that they can make appropriate arrangements for the relief of their teams.

The Event Director

4.1. The Event Director (Race Director, Rally Director etc) is the Official appointed at major meetings by the organising committee (or SMSA) who is responsible for the overall planning of the meeting, for maintaining the timetable (including nonsporting aspects) and for compliance with FIA and SMSA prescriptions and protocol.

The Clerk of the Course

5.1. The Clerk of the Course has overall responsibility for the general conduct and control of an event in accordance with the Regulations, Programme and Organising Permit.

5.1.1. The Clerk's duties commence at the opening date for receiving entries, and conclude once the results have been finalised, any protest time has expired, all protests and appeals have been dealt with, and any post-event inspections of vehicles or components have been completed and reported on.

5.1.2. The Clerk of the Course must be present throughout practise and the Competition in order to carry out the specified duties.

5.1.3. SMSA may require certain Clerks of the Course to be licensed Officials.

Responsibilities

5.2. The responsibilities of the Clerk of the Course will be:



SMSA NATIONAL SPORTING REGULATIONS

- 5.2.1.** Ensure that all regulations are complied with and that all necessary equipment is available.
- 5.2.2.** Keep order in conjunction with the Officials appointed with special responsibility for public security.
- 5.2.3.** Ensure that all Officials are provided with the information necessary to carry out their duties.
- 5.2.4.** Ensure the appropriate Officials are at their posts and report accordingly to the Stewards of the Event before any event commences.
- 5.2.5.** Ensure that the conditions of any Permit and Track Licence have been fulfilled before the start of practice or competition, and report accordingly to the Stewards of the Event. Before doing so the Clerk (or Deputy) must inspect the course and its installations. Any proposals to vary the manning or equipment levels must receive specific written approval from the Stewards of the Event before the event can commence.
- 5.2.6.** Make arrangements with the Secretary to satisfy himself and the Stewards that all Drivers, co-Drivers and Entrants are in possession of the appropriate Competition Licences/Medical Certificates and Club Membership cards. Any Competitor who cannot produce the necessary documents to prove eligibility at an event may not be allowed to start except with the agreement of the Stewards and on payment of a fine. In such cases the Clerk of the Course must ensure that the indemnities required have been signed.
- 5.2.7.** Arrange for all cars to be routed to the Scrutineering area or Parc Fermé (as appropriate).
- 5.2.8.** Ensure that every accident or incident involving a competing vehicle is reported to the Stewards of the Event and the Chief Scrutineer, and that the Chief Medical Officer is informed if any Competitor is injured. The Competitor's Medical Certificate/Licence should be returned to SMSA if the Chief Medical Officer considers it appropriate.
- 5.2.9.** Ensure that any vehicle which is to give a performance demonstration or take part in a high speed parade has been examined and approved by the Chief Scrutineer, and that the Driver has 'signed-on'.
- 5.2.10.** Ensure that every vehicle carries the proper identification marking in accordance with the programme.
- 5.2.11.** Ensure that the correct Driver is in each vehicle and Marshal the vehicles as necessary.
- 5.2.12.** Send the vehicles to the starting line in the right order, personally start all races or delegate this responsibility to a competent Official who will start all races throughout the meeting, except in the case of force majeure.
- 5.2.13.** Advise the Stewards of the Event any proposal to modify the programme.
- 5.2.14.** Relieve from duty any Official or Marshal who the Medical Officer considers as possibly unfit by reason of health, consumption of alcohol or drugs.
- 5.2.15.** Ensure that any driver of a Safety Car during a Race (n.b. not including the driver of any car controlling a formation lap), is a suitably experienced circuit driver who should have or had previously held a Competition Licence.
- 5.2.16.** Deal with any Protests from Competitors
- 5.2.17.** Stop a race in accordance with the regulations.
- 5.2.18.** Authorise the use of flashing yellow warning lights when these are controlled from Race Control.
- 5.2.19.** Additional duties and responsibilities can be detailed in the Specific Regulations.

Powers

5.3. The Clerk of the Course acts as the sport's first judicial body. The Clerk, or his Deputy except in very serious cases, has the power to impose penalties (excluding Suspension and Disqualification), and the following:

- 5.3.1.** Exclude from the results of practice or competition, or prohibit from competing, any Competitor or Vehicle that has been reported unsafe or ineligible



SMSA NATIONAL SPORTING REGULATIONS

- 5.3.2.** Penalise any Driver reported for not complying with flag signals
- 5.3.3.** Penalise any Competitor reported for being in contravention of the General Regulations or SRs
- 5.3.4.** Exclusions can be enforced either by displaying a Black Flag during a race, or after interview at the end of the competition or practice
- 5.3.5.** Penalise a Competitor found guilty of breaching the regulations. This does not preclude the Competitor also being reported to the Stewards of the Event for further penalties.
- 5.3.6.** Penalise any Competitor found guilty of abusive language or behaviour or physical assault or threat of physical assault. This does not preclude the Competitor also being reported to the Stewards of the Meeting for further penalties.
- 5.3.7.** Impose a fine as detailed in Part 3, Appendix 1 on any Competitor who fails to attend, or who reports late at, a scheduled Drivers' briefing, or on any Driver who has not raced at the circuit before and who fails to report for a pre-practice briefing.
- 5.3.8.** All exclusions, penalties or fines must be reported by the Clerk of the Course personally to the Stewards of the Event. Fines must be handed to the Stewards for onward transmission to SMSA.

Timekeepers

6.1. Timekeepers are appointed and licensed annually by SMSA from people holding the relevant annual SMSA appointments (except for National Club non-speed competitions when this requirement only applies if specifically imposed on the SMSA Organising Permit).

6.1.1. All are subject to an annual performance review and their appointment can be revoked at any time.

6.1.2. They should have no connection with any particular trader or manufacturer who might benefit in any way from the result of any competition at which they officiate.

6.1.5. The organiser must provide all necessary information and for providing adequate facilities for them to carry out their duties.

Duties of Timekeepers

6.2. The principal duties of Timekeepers are to:

6.2.1. Report personally to the Chief Timekeeper at the start of an event

6.2.2. Use appropriate certified equipment for the type and grade of event and for the authenticity of the results produced.

6.2.3. Register appropriate times for the competition, and any other times required by the Clerk of the Course, sign the timing reports and pass them to the Chief Timekeeper.

6.2.4. Send their original time sheets to the Clerk of the Course, the Stewards of the Event or SMSA, if requested.

6.2.5. Communicate any times or results only to the Clerk of the Course, the Stewards of the Event or in accordance with their instructions.

6.2.6. Prepare and sign a report relating to timing and send it with all necessary supporting documents to the Clerk of the Course.

6.2.7. Act as Judge of Fact in respect of timing matters at Race and Speed events. If there is no Chief Timekeeper at Kart Race meetings, the Chief Lap Scorer will be a Judge of Fact in respect of laps completed and finishing order.

6.3. At Speed events Timekeepers must NOT accept responsibility for ensuring the course is clear in order to permit the next Competitor to start.

6.3.1. The Clerk of the Course must appoint a Starter whose duty it shall be to notify the Timekeeper when the course is ready for the next Competitor.

Timing Requirements

6.4. Times recorded using manually-operated equipment should be rounded to the nearest 0.1 of a second.

6.4.1. The accuracy of automatically-operated equipment will be as classified.



SMSA NATIONAL SPORTING REGULATIONS

6.4.2. Where times are not to be published, speeds should be given to the nearest kilometre per hour and no minimum standard of equipment applies.

6.4.3. When calculating average speeds, the result should be consistent with the accuracy of time and distance measured, and must be rounded down at all times.

6.5. Standing Start Speed Events:

6.5.1. For Sprints, timing is only permitted up to an accuracy of 0.1 or 0.01 seconds.

6.5.2. For vehicle-activated timing, the alignment for start time must relate to a specific part of the vehicle having moved forward 100mm from rest. The Permitted tolerance for this alignment is $\pm 50\text{mm}$ or $\pm 5\text{mm}$ for times rounded to 0.1 sec or 0.01 seconds respectively.

6.5.3. For Sprints, the Chief Timekeeper will arrange for an appointed Timekeeper to be positioned at the start line to ensure that each vehicle is correctly aligned before being permitted to start.

6.5.4. Where timing is actuated by a light beam, only cars fitted with a timing strut will have their times recorded.

6.5.5. For Speed Events (except Drag Races) the light beams must be set parallel to, and between 280mm and 430mm above the road surface. The light beam at the finish must be set at the same height as the start beam. Competitors must be positioned at the start so that the part of the car that will break the beam is 100mm behind it.

Alignment Lights

6.5.8. Where alignment lights are used, they must be in a separate housing and can be of any colour except red or green. When course conditions require, a repeater of the Course Clear signal can also be incorporated in this housing.

Timing Equipment

6.6. All timing equipment used at any SMSA Permit event must have a licence plate attached, and proof of current certification must be available at all times.

6.6.2. Any Laser equipment must have SMSA approval before use.

6.6.3. Adequate warnings must be displayed that a laser beam is being used, and precautions taken to prevent any person looking directly into the beam.

Scrutineers and Technical Commissioners

7.1. Technical Officials are appointed and licensed annually by SMSA from people holding the relevant SMSA appointments (except for National or Club non-speed competitions where this requirement only applies if specifically imposed on the SMSA Organising Permit).

7.1.3. The organiser must provide all necessary information and for providing adequate facilities for them to carry out their duties.

7.1.5. Scrutineers are responsible for checking the mechanical state of vehicles both in regard to compliance with all Regulations and in the interests of safety.

7.1.6. There must be a Chief Scrutineer present at all events and not less than one Scrutineer for every 45 vehicles entered for the event.

7.1.7. All Scrutineers must report to the Chief Scrutineer at the start of a meeting.

7.1.8. The Chief Scrutineer can be nominated by SMSA, who may also appoint other Officials for specific duties in connection with vehicle eligibility. In other instances the organiser is responsible for appointing these Officials.

7.2.1. Scrutineers will signify acceptance of a vehicle by issuing a label showing details of the event.

7.2.2. For SMSA Scrutineers the label must bear the SMSA logo.

7.2.3. The label must be attached to the vehicle for the duration of the event.

7.2.4. When a Scrutineer rejects a vehicle, details must be put in writing with a copy, timed and signed by the Competitor, retained by the Scrutineer.

7.2.5. The decision of a Scrutineer may be overruled by the Stewards of the Event in the course of adjudicating on a properly registered Appeal.



SMSA NATIONAL SPORTING REGULATIONS

7.2.6. At all events the Chief Scrutineer must supply a written report to the Clerk of the Course covering all vehicles examined, giving reasons for any rejections.

7.2.7. SMSA-appointed Scrutineers and Technical Commissioners must report any findings to the Chief Scrutineer and Clerk of the Course, with a copy direct to SMSA.

7.3. In particular, Scrutineers shall:

7.3.1. Make inspections at any time at the request of the Organisers, SMSA, the Clerk of the Course, Chief Scrutineer or Technical Commissioner.

7.3.2. Use only such measuring instruments as may be specified by SMSA.

7.3.3. Communicate Official information only to the Clerk of the Course, the Stewards of the Event or SMSA.

7.3.4. Prepare and sign the reports of their inspections and pass them to the Clerk of the Course and SMSA, as appropriate.

7.4. The Chief Scrutineer (and any Deputy) shall remain on duty throughout an event.

7.4.1. Every Scrutineer responsible for approving a vehicle shall remain on duty until that vehicle has completed the competition (including any postcompetition scrutineering periods), or until released by the Chief Scrutineer.

7.4.2. The SRs for meetings or International events being run to Appendix J of the FIA's International Sporting Code will require the Entrant to make available at all times a copy of the Homologation Papers appropriate to the type of vehicle participating.

Judges of Fact

10.1. Judges (of Fact) may be appointed by an organising club or SMSA to adjudicate on any factual occurrence or question of eligibility at an event.

10.1.1. No protest or appeal can be made against a Judge in relation to any statement of fact, which must be accepted as a fact unless later corrected by him (with the approval of the Stewards of the Event).

10.1.2. A Judge's decision must not constitute a statement of results, and Judges are not empowered to impose penalties, as they will not necessarily have taken into account any prevailing conditions.

10.2. The SRs for an event will specify the facts to be judged and the specific Officials who will judge them. In particular:

10.2.1. The Chief Scrutineer of an event and members of the Technical Commission are considered Judges in respect of Vehicle Eligibility.

10.3. The use of cameras or similar equipment to facilitate a Judge's decision is allowed, but only if the equipment is under the control of the Organisers.

10.3.1. In such cases the Judge can delay a decision until the evidence is obtained.

Non-Race Observers

11.1. Driving Standards Observers can be appointed by Organisers or SMSA.

11.1.1. Their function is to monitor driving standards, including noise and speed levels, and report driving likely to bring the sport into disrepute.

11.1.2. Driving Standards Observers are empowered to inform Competitors that they will be penalised in accordance with the Regulations, which can include withdrawal from the event.

11.1.3. No protests or appeals can be made against their decisions.

11.2. Driving Standards Observers must provide a full written report, to the Clerk of the Course as soon as possible before publication of provisional results.

11.2.1. Details of any penalty applied by the Observer must be included in the published results.

11.2.2. The names of any Observers should either be given in the Final Instructions or posted on an Official Notice Board at signing-on not less than 30 minutes before the first car is due to start.

11.2.3. The SRs for the event should state that Driving Standards Observers are being appointed.



SMSA NATIONAL SPORTING REGULATIONS

Race Observers

11.3. The Organisers or SMSA can appoint SMSA licensed Driving Standards Observers to monitor driving standards at all grades of Race meetings.

11.3.1. Any SMSA-licensed Race Clerk of the Course is automatically considered an SMSA-licensed Driving Standards Observer.

11.3.2. The names of the Driving Standards Observers should either be given in the Final Instructions or posted on the Official notice board not less than 30 minutes before the start of the first practice session.

11.3.3. All Driving Standards Observers should provide a full written report on any adverse driving standards to the Clerk of the Course as soon as possible, with copies made available to adjoining Observers' posts as appropriate.

Trackside Roles

12.1 The organiser or SMSA can appoint SMSA licensed trackside officials.

12.2 These officials are based trackside to assist their Senior Officials in the Race Meeting.

12.3 These roles can be physically demanding as the race officials will be required to be on their feet most of the time, and will be exposed to the elements and thundering sounds from the race cars inherent of a race meeting.

Administrative Officials

13.1 The organiser or SMSA can appoint SMSA licensed administrative officials.

13.2 These officials are based primarily in the various Secretaries offices to assist their respective Senior Officials in documentation processing, coordination of incident reports and associated paperwork, and ensure that adequate copies are provided to the relevant Senior Officials for information and decision-making.

Marshals

14.1. An adequate number of competent Marshals must be on duty throughout any event, allocated to locations and duties appropriate to their individual experience and training.

14.1.1. Marshals appointed to control spectator or Competitors should be on duty at least half-an-hour in advance of the expected time of arrival.

Declarations and Understandings

15.1. All Officials and Marshals at an event must identify themselves by signing on in order to obtain Personal Accident Insurance cover. They must also sign the "Disclaimer, Exclusion of Liability, Release and Assumption of Risk" document.

15.1.1. All Officials, Marshals and members of the media must be identified by armbands or tabards which are not transferable.

15.1.2. They undertake their duties at their own risk and must go no nearer the course than is essential to perform their duties.

15.1.4. Organising clubs should refrain from using any person under the age of 18 for any duty that may place them in a position of danger.

15.1.5. Organisers should be in possession of the addresses of all Marshals and Officials.

15.1.6. Any person under the age of 21 signing-on as specified in 15.1 must produce a letter of agreement from a parent or legal guardian.



SMSA NATIONAL SPORTING REGULATIONS

Commentators

16.1 The commentator is not regarded as an Official of the meeting but must nevertheless ensure that any comment made should not imply that a regulation has been broken, or that action should be taken against a Competitor or Official. Official statements must only be issued under the authority of the Clerk of the Course.

Medical Arrangements

17.1. All doctors attending motor sport meetings as medical officers must be in possession of a valid licence to practice, members of a recognised medical defence organisation and covered by insurance for work outside of a hospital.

17.2. It is recommended that Doctors should wear readily identifiable (preferably green) protective overalls or tabards. Armband with the word "Doctor" should be worn at all time.

17.3. Full details of equipment required and duties of Medical personnel are given in Part F of the NSRs.

17.4. The Anti-Doping Control Official, in conjunction with the Clerk of the Course and the Stewards, may carry out spot checks on Competitors or Officials, to ascertain whether they are using drugs or alcohol.

Licensing of Officials

18.1. The duties and responsibilities of all Officials are detailed in 1 to 16.

18.1.1. It is expected that, as representatives of SMSA, licensed Officials in particular will be suitably dressed for their role and be readily identifiable as SMSA Licensed Officials.

18.1.2. The SMSA Official License is the most appropriate means of identification and should be worn at all times when acting in the capacity of a licensed Official. Remember that smart, functional and appropriate clothing will add significantly to the status and identity of licensed Officials when dealing with Competitors or the general public.

18.1.3. Every person, body or group of people shall, upon holding an appointment, whether as an Official, Commission or Committee member, be deemed to have and recognise that they have:

- a) Made themselves acquainted with these Regulations.
- b) Submitted themselves without reserve to the consequences resulting from these Regulations.

Officials' Licensing

18.2. Officials are registered by the issuing of an Official Licence by SMSA, assuming the applicant's credentials have satisfied SMSA requirements.

18.2.1. SMSA reserves the right at all times to refuse to issue an Official Licence, stating the reasons why.

18.2.2. Any Official Licence issued will remain the property of SMSA, which reserves the right to withdraw or suspend it at any time, stating the reasons why.

18.2.3. An Official Licence granted by SMSA does not constitute a certificate of the competency of the holder.

Acts Prejudicial to Motor Sport

18.3. An Official Licence holder who does anything to bring motor sport into disrepute, or commits an act prejudicial to the interest of motor sport generally, may face disciplinary action.

Ages

18.4. Applications for those under 21 years of age must be guaranteed by a parent or legal guardian. Proof of guardianship may be required.

18.4.1. As a general principle, all senior Officials should be at least 18 years of age.



SMSA NATIONAL SPORTING REGULATIONS

Period and Validity

18.5. Unless otherwise rendered invalid, the period of validity of all Licences, for the purposes of acquaintance and submission to these rules, runs from the 1st January to the end of the calendar year shown on the Licence.

18.5.1. To be valid, an Official Licence must be signed in ink and must bear a passport type photograph of the holder, which must be permanently fixed to the Licence in the space provided.

18.5.2. The SMSA Official Licence is issued bearing the holder's name, Licence number, Licence grades and photograph.

Holder's Indemnity and Undertakings

18.6. Once granted an SMSA Official Licence, the holder binds themselves to the following requirements and undertakings:

18.6.1. They will abide by SMSA Regulations, and any amendments or additions, which may be in force at any time that the Licence is used for the purpose of officiating at a motor Competition.

18.6.2. They acknowledge that anyone having any connection with the promotion and/or organisation and/or conduct of an event is insured against loss or injury caused through their negligence.

18.6.3. Whilst officiating at an event, they must be medically fit to do so and to carry out their required duties.

18.6.4. They should not consume any alcohol or banned substances before or during an event.

18.6.5. They may not compete in an event for which they are nominated as an Official. This includes anybody nominated as an Official in the regulations or programme of an event, even though the individual named does not in fact carry out his Official duties.

18.7. All Officials, Marshals and members of the media must be identified by tabards, which are not transferable.

18.7.1. They undertake their duties at their own risk and must not go nearer the course than is essential for the performance of their duties.

18.7.3. Organising Clubs should not use any person under the age of 18 for any duty that may place them in a position of danger.

18.7.4. Organisers should be in possession of the addresses of all Marshals and Officials.

18.7.5. Any person under the age of 21, 'signing-on' as specified in 13.1, must produce a letter of agreement from a parent or legal guardian.

Licence Retention and Downgrading

18.8. Applicants may retain their Licences if they meet the criteria set out below.

18.8.1. If an applicant, for whatever reason, does not qualify to retain their current Licence grade, they will be automatically downgraded according to these regulations.

18.8.2. Upon renewal an applicant may voluntarily take out a Licence of lesser grade than they are entitled to.

Licence Upgrading Procedure

18.9. Any applicant wishing to upgrade their Licence on renewal, and who has met the upgrading criteria detailed in this section, should forward the completed Officials Licence Renewal Form, together with the appropriate qualification criteria and the required payment, to the SMSA Secretariat.

18.9.1. Applicants wishing to upgrade a current Officials Licence should forward a written request, together with the appropriate fee (if any) and the appropriate qualification criteria as detailed within this section, to the SMSA Secretariat.



SMSA NATIONAL SPORTING REGULATIONS

Marshals' and Officials' Training

19.1. Each year SMSA organises around 40 training days targeted at its range of licensed and volunteer Officials which in total attract over 1,000 participants. In addition, other specialist training is undertaken according to need at International, National and local level.

19.1.2. Specialist training days are delivered by SMSA licensed Trainers.

19.1.3. A network of over 30 Training Instructors – all trained to a common standard by SMSA – delivers the majority of marshal trainings.

Training Day Organisation

20.2. Clubs or Associations intending to run training days are advised to make contact with SMSA for advice and guidance.

Stewards

21.1. Stewards of a Event must not in any way be responsible for its organisation and must not have any executive duty in connection with the meeting.

21.1.1. In the discharge of their duties they must not incur any responsibility except to SMSA.

21.1.2. In a meeting comprising several events there may be different Stewards of the Event for each event.

21.1.3. When SMSA has appointed one or more of the Stewards of the Event, the Steward appointed as the Senior Steward will act as Chairman of the Stewards of the Event.



SMSA NATIONAL SPORTING REGULATIONS

Appendix A – Trackside Roles

DEPUTY CLERK OF THE COURSE

Reporting to the Clerk of the Course, the Deputy Clerk of the Course will assist in control of race activities, and other activities where circuit safety and functioning may be involved or impaired, in accord with the regulations and scheduling drawn up for the Meeting.

The Deputy Clerk of the Course will assume authority should the Clerk of the Course leave Race Control or at other times as determined by the Clerk of the Course.

ASSISTANT CLERK OF THE COURSE (OPERATIONS)

The Assistant Clerk of the Course (Operations) will report to the Clerk of the Course and assist him in coordinating all activities related to the event. He will be responsible for all Senior and Race Officials, their recruitment and training, and work closely with the Chief Marshals in relation to sector allocation, various roles, equipment allocation and the relationship between each team. He will also work in close cooperation with the respective Chiefs to ensure all aspect of the events is in a state of readiness prior to the Event.

ASSISTANT CLERK OF THE COURSE (COMMUNICATIONS)

The Assistant Clerk of the Course (Communications) will work closely with the Clerk of the Course, and will man the Race Control Channel. He will relay information and decisions made by the Clerk of the Course to the Sector Chiefs or any Senior Officials on the loop.

The Deputy Chief of Communications and Assistant Chief of Communications will assist the Assistant Clerk of the Course (Communications) in his duties, and assume authority at any time as determined by the Assistant Clerk of the Course (Communications).

CHIEF COURSE MARSHAL

The Chief Course Marshal will report to the Assistant Clerk of the Course (Operations) and is based in Course Car 1. He will assist Race Control in setting up the circuit, monitoring the state of readiness of all the trackside facilities before and during all events, carrying out clearing laps and track closure laps as required by Race Control, and any other duties required of him. He may also be sent to the scene of a Critical Incident to take charge of response activities.

COURSE MARSHALS

Course Marshals will report to the Chief Course Marshal and will assist him in his duties, collection of reports etc.

Course Marshals may assume authority at any time determined by the Chief Course Marshal.

ASSISTANT CLERK OF THE COURSE (EMERGENCY COORDINATOR)

The Emergency Coordinator will report to the Clerk of the Course and will assist him in coordinating responses to incidents and other emergencies on the track. He will work in close cooperation with the Chief Medical Officer who is responsible for the provision of all medical services and responses at the circuit.

The Deputy Emergency Coordinator will assist the Assistant Clerk of the Course (Emergency Coordinator) in his duties, and assume authority at any time as determined by the Assistant Clerk of the Course (Emergency Coordinator).

CHIEF MARSHAL

The Chief Marshal will report to the Assistant Clerk of the Course (Operations) and is responsible for all trackside marshals. He will also work closely with the Assistant Clerk of the Course (Operations) on the Trackside Marshals' sector allocation, various roles, equipment allocation and the relationship



SMSA NATIONAL SPORTING REGULATIONS

between each team. The Chief Marshal will also advise and assist other Senior Officials with senior trackside roles.

In addition, the Chief Marshal will conduct daily Senior's briefing prior to the start of each day.

The Deputy Chief Marshal will assist the Chief Marshal in his duties, and assume authority at any time as determined by the Chief Marshal.

CHIEF OF RECOVERY

The Chief of Recovery will report to the Assistant Clerk of the Course (Emergency Coordinator) and work closely with the Chief Marshal in the deployment of Recovery Specialist and recovery vehicles placement around the circuit and is responsible for the Recovery Plan.

The Deputy Chief of Recovery and Assistant Chief of Recovery will assist the Chief of Recovery in his duties and assume authority at any time as determined by the Chief of Recovery.

BOUNDARY RIDERS

Reporting to the Assistant Clerk of the Course (Emergency Coordinator), the primary duties of Boundary Riders are to assist competitors who have been stranded around the circuit and return them to the Pit Lane safely and without delay.

Boundary Riders may be required to collect and send urgent trackside reports and return them to the administration office of the Secretary of the Event. Boundary Riders may also be called upon to assist with delivery of small items around the circuit.

Race Officials must have a valid Class 2 Motor Bike License with at least two years riding experience to apply for this position.

MANITOU OPERATORS

Reporting to the Chief of Recovery and their respective allocated Sector Chief, Manitou Operators are paired up with at least one Recovery Specialist allocated to their sector.

Primary duties of a Manitou Operator is to, under the direction of the Recovery Specialist, recover immobilised vehicles from around their Sector as soon as possible and return them to the dead car space before handing over to the Tilt-Tray team after each race.

Race Officials appointed to this position must have a valid Class 3 Driving License.

RECOVERY SPECIALISTS

Reporting to their Sector Chief, Recovery Specialists are paired up with Manitou Operators allocated to their sector.

Recovery Specialists are to maintain close radio contact with Race Control at all times, and under Race Control directive, direct the Manitou Operator in recovering immobilised vehicles from around their Sector as soon as possible and return them to the dead car space for handing over to the Tilt-Tray after each race.

CHIEF PIT LANE MARSHAL

The Chief Pit Lane Marshal will report to the Chief Marshal and will be in charge of Pit Lane, Pit Entry and Pit Exit. He will lead a team of Pit Marshals and working closely with the Grid Team, ensure that the competitors have a safe passageway in the Pit Lane in which to transverse and also ensure that all competitors comply with the regulations pertaining to their actions in the Pit Lane.

The Deputy Chief Pit Lane Marshal and Assistant Chief Pit Lane Marshal will assist the Chief Pit Lane Marshal in his duties, and assume authority at any time as determined by the Chief Pit Lane Marshal.



SMSA NATIONAL SPORTING REGULATIONS

PIT LANE MARSHALS

Reporting to the Chief Pit Lane Marshal, the primary duties of a Pit Lane Marshal includes reporting immediately to Chief Pit Marshal of any infringement of the Regulations by a Competitors, ensuring that competitors have a safe passageway in the Pit Lane in which to traverse and also to ensure that all competitors comply with the rules of the competition pertaining to their actions in the Pit Lane. They will also control the Pit Entry and Pit Exit, acting under the directive of Race Control.

Pit Lane Marshals will work closely with the Grid Marshals and Scrutineers located in the Pit Lane and will assist each other in their role. They will also contribute to the access control of authorized vehicles and personnel in the Pit Lane.

CHIEF GRID MARSHAL

The Chief Grid Marshal will report to the Chief Marshal and will be in charge of gridding the cars for races. He will lead a team of Grid Marshals and working closely with the Pit Team, ensure that competitors are aware of where they should stop following the formation lap and ensure a safe start for competitors.

The Deputy Chief Grid Marshal and Assistant Chief Grid Marshal will assist the Chief Grid Marshal in his duties, and assume authority at any time as determined by the Chief Grid Marshal.

GRID MARSHALS

Reporting to the Chief Grid Marshal, the primary duties of a Grid Marshal is to position the race cars on the grid and ensure that competitors are aware of where they should stop following a formation lap.

Grid Marshals will work closely with the Pit Lane Marshals and Scrutineers located in the Pit Lane and will assist each other in their role. They will also contribute to the access control of authorized vehicles and personnel in the Pit Lane.

CHIEF STARTER

The Chief Starter reports to the Chief Marshal and is responsible for the Start and Finish procedure of each race. He will remain in close contact with Assistant Clerk of the Course (Communications) in Race Control.

He will ensure that the start and finish procedures of each race are perform correctly through the display of the start line lighting sequence and chequered flags.

He will work closely with the appointed Starter to ensure the starting procedures are in place for the races.

STARTERS / FINISHERS

Reporting to the Chief Starter, the primary duties of a Starter is to ensure that the start and finish procedures of each race are perform correctly through the display of the start line lights sequences and chequered flags.

Assistant Starter / Finisher will also be responsible for monitoring the first and last car of each lap, notifying Race Control when called upon, and displaying of penalty flags and number boards under the directive of Race Control.

CHIEF SCRUTINEER

The Chief National Scrutineer will report to the Chief Marshal. He will work closely with the categories' technical experts, and under their direction, ensure that his team of scrutineers checks all cars are in compliance with scrutiny requirement in accordance with the categories series regulations.

The Deputy Chief National Scrutineer and Assistant Chief National Scrutineer will assist the Chief National Scrutineer in his duties, and assume authority at any time as determined by the Chief National Scrutineer.



SMSA NATIONAL SPORTING REGULATIONS

SCRUTINEERS

Reporting to the Chief National Scrutineer, the primary duties of Scrutineers are to check all cars for safety and eligibility at the beginning of the Meeting (and at other times as required), to examine any cars involved in accidents prior to being permitted to return to the track. They may also assist the Pit & Grid Team when required.

CHIEF PADDOCK MARSHAL

The Chief Paddock Marshal will report to the Chief Marshal and will be in charge of the management of the Feature Paddock, movement of the feature categories race vehicles, and lining the cars on the dummy grid prior to sending them to the start line.

The Deputy Chief Paddock Marshal will assist the Chief Paddock Marshal in his duties, and assume authority at any time as determined by the Chief Paddock Marshal.

PADDOCK MARSHALS

Reporting to the Chief Paddock Marshal, the primary duties of the Paddock Marshals are to line up the cars on the dummy grid according to the grid sheets provided by the Secretary of the Event, prior to sending the field out to the start line.

Paddock Marshals will also be responsible for assisting in the management of the Feature Paddock area, access gates to restricted guests and the form up area.

SECTOR CHIEFS

Sector Chiefs will report to the Chief Marshal, and are responsible for the safety and direction of the team of Race Officials at the Sector. He will also remain in close contact with Assistant Clerk of the Course (Communications) in Race Control.

He will brief the Race Officials at the start of each day, ensure that all equipment is checked and report any deficiencies to the Race Control. It is also his responsibilities to ensure that the sector is set up and equipped to carry out all the routine functions required, and to cope with any emergencies or incidents that may happen.

He will also arrange for the pairing up of his team according to their experiences and direct the team in an event of an incident. The Sector Chief will also coordinate any clear up operations and track checking.

DEPUTY SECTOR CHIEFS

Reporting to the Sector Chiefs, Deputy Sector Chiefs are deputies in any sector of the circuit, which has a number of control posts within its boundaries. He will assist the Sector Chief in his duties - checking of the Sector Roll-call list, distributing equipment etc.

The Deputy Sector Chief will assume authority should the Sector Chief leave the Post or at other times as determined by the Sector Chief.

CHIEF OBSERVER

Reporting to the Assistant Clerk of the Course (Communications), the Chief Observer will man the Observer Channel. He will relay information and decisions made by the Clerk of the Course to the Observers.

He will also be the main channel to disseminate information to the relevant personnel in Race Control ranging from request of equipment to breach of regulation by competitors. He will also be in charge of incident reports filed by the Observers and work closely with Race Admin Office to ensure reports are passed on to the relevant personnel.

The Deputy Chief Observer and Assistant Chief Observer will assist the Chief Observer in his duties, and assume authority at any time as determined by the Chief Observer.



SMSA NATIONAL SPORTING REGULATIONS

OBSERVERS

Reporting to the Sector Chiefs, Observers are positioned around the circuit at each Sector. Observers are trained to observe all happening around the circuit and report on incidents during racing and practice, usually by radio in the first instance. He will remain in close contact with Chief Observer in Race Control.

Observers will also follow that up with a written report, which will normally be picked up by Course Car 2 at the end of a session. Reports may cover driving standards and behavior, mechanical problems - spilling petrol, loose bodywork and other safety related issues - or crashes, spins and the like. This reporting process may also be used to identify hazards or engineering matters that require attention, and in such cases, Race Control will pass the report onto the relevant person.

CCTV CONTROLLERS

The CCTV Controllers will report to the Chief Observer and are responsible for the operation of the CCTV cameras in Race Control as required by the Clerk of the Course and also to select the appropriate host TV screens as required. The CCTV Controllers will also be required to maintain a log of incidents that happen on track. This role will require a steady hand and a keen sense of observation.

CHIEF FLAG MARSHAL

The Chief Flag Marshal will report to the Chief Marshal and is responsible for all appointed Flag Marshals. He will also work closely with the Chief Marshal on the Flag Marshals' sector allocation, equipment allocation and the relationship between each team. The Chief Flag Marshal will also advise and assist other Senior Officials with senior trackside roles.

FLAG MARSHALS

Reporting to the Sector Chiefs, Flag Marshals are positioned around the circuit at each Sector. Flag Marshals are trained to employ the use of various flags signals to relay information to racing drivers.

Flags are used as a visual communication to cue the drivers when races are underway. The display of correct flag signals to racing drivers will give them ample time to react to circumstances, prepare for evasive action and avoid any obstacles on track or be prepared to stop if necessary.

CHIEF TRACK MARSHAL

The Chief Track Marshal will report to the Chief Marshal and is responsible for all appointed Track Marshals. He will also work closely with the Chief Marshal on the Track Marshals' sector allocation, equipment allocation and the relationship between each team. The Chief Track Marshal will also advise and assist other Senior Officials with senior trackside roles.

TRACK MARSHALS

Reporting to the Sector Chiefs, Track Marshals are positioned around the circuit at each Sector. Track Marshals are trained in track-clearance procedures and their primary roles includes helping stopped drivers, assisting the Fire & Medical personnel, using the flag if required, clearing the track of debris, and assisting the Recovery crews.

Track Marshals will check the track thoroughly between each session in order to remove all debris and to ensure that the race can proceed with the utmost safety to all participants.



SMSA NATIONAL SPORTING REGULATIONS

CHIEF FIRE MARSHAL

The Chief Fire Marshal will report to the Chief Marshal and is responsible for all appointed Fire Marshals. He will work closely with the Chief Marshal on the Fire Marshals' sector allocation, equipment allocation, and emergency vehicles placement around the circuit and is responsible for the Fire & Safety Plan.

The Deputy Chief Fire Marshal and Assistant Chief Fire Marshal will assist the Chief Fire Marshal in his duties, and assume authority at any time as determined by the Chief Fire Marshal.

FIRE MARSHALS

Reporting to the Sector Chiefs, Fire Marshals are positioned around the circuit at each Sector and Fire Post. Fire Marshals are trained in fire-fighting procedures and their primary role is to provide fire-fighting coverage in respect of vehicular fires on the circuit.

Fire Marshals have to assist stopped drivers on track to prevent vehicular fire from taking place, or extinguish the fire in the shortest time possible without endangering themselves or the driver. Some Fire Marshals are allocated to the Pit Lane, and others are on the mobile Fire Units, strategically placed to respond around the circuit.

CHIEF MEDICAL OFFICER

The Chief Medical Officer will work closely with the Clerk of the Course and Chief Marshal in the deployment of medical marshals and medical vehicles placement around the circuit and is responsible for the Medical Plan.

He must ensure that the Track Medical Center and Medical Team are properly equipped prior to the categories Medical Delegates inspection.

He must also submit the FIA Medical Questionnaire 60 days prior to the Singapore Grand Prix detailing the deployment plans, egress routes for ambulance etc.

The Deputy Chief Medical Officer and Assistant Chief Medical Officer will assist the Chief Medical Officer in his duties, and also ensure that the Medical Team are properly trained and equipped prior to any Medical inspection. He will assume authority at any time as determined by the Chief Medical Officer.

MEDICAL TEAM

Reporting to the Chief Medical Officer, Medical Marshals are positioned around the circuit at each Sector. Medical Marshals are trained in medical intervention procedures and their primary role is to provide medical coverage in respect of incidents at any time and any place around the circuit.

Medical Marshals are based at the Track Medical Center, on foot around the circuit, in Medical Intervention or Extrication Vehicles. Medical Intervention Vehicle (MIV) is manned by an experienced driver, a doctor and a paramedic, and is equipped with portable medical equipment.

Race Officials applying for this position must be registered with the Singapore Medical Council (SMC).

Administrative Roles

SECRETARY OF THE EVENT

The Secretary of the Event is the senior administrative race official and is responsible for the organisation of the Meeting in terms of all material and notices required. This includes all paperwork prior to the event, acceptance of entries, allocation of numbers, Competitors' 'signing-on' sheets and Licence examination.



SMSA NATIONAL SPORTING REGULATIONS

He must be present throughout practise and the competition itself to assist in the correct running of the meeting.

The Secretary of the Event will be supported by a Deputy Secretary of the Event, and there will be a number of Assistant Secretaries, each with delegated specific duties - Race Administration, Mustering, Compliance & Marshal Safety and Feature Categories. Some of these assistants will be based in the Feature Paddock, while the Secretary of the Event and his deputy will work from the Race Administration area.

DEPUTY SECRETARY OF THE EVENT

The Deputy Secretary of the Event will report to the Secretary of the Event and assist him in any administrative function, sporting organisation of the Meeting, or any announcements required in connection therewith.

The Deputy Secretary of the Event will also support the Secretary of the Event in delegating specific duties to the respective Assistant Secretary of the Event and ensure that all documentations and plans are submitted prior to the start of the Meeting.

ASSISTANT SECRETARY OF THE EVENT (RACE ADMINISTRATION)

The Assistant Secretary of the Event (Race Administration) will report to the Secretary of the Event and is responsible for administration functions such as document processing, co-ordination of paperwork for the meeting, identification of distribution channels and ensure that adequate copies of such documentation are provided for the relevant officials. During the meeting, he must ensure that the relevant documentation are logged and filed and handed over to the Secretary of the Event for archiving.

Administrative Officer

Administrative Officers will report to the Assistant Secretary of the Event (Race Administration) and assist him in document processing, distribution of documents, logging of documentation and answering of queries etc.

ASSISTANT SECRETARY OF THE EVENT (FEATURE CATEGORIES)

The Assistant Secretary of the Event (Feature Categories) will report to the Secretary of the Event and will work closely with Chief Paddock Marshal.

Located in the Feature Paddock, he will be responsible for all matters in connection to the administration of the Feature Races and Feature Paddock. Duties include liaison with the Feature Category Managers and arrange to handle all necessary matters including entries, team sign-on, documentation checks, timing results and grid sheets.

Feature Paddock Administration Officer

The Feature Paddock Administration Officer will report to the Assistant Secretary of the Event (Feature Categories) and assist him in documentation checks, posting of timing results and grid sheets, team sign-on etc.

CHIEF OF SIGN-ON

The Deputy Chief of Sign-On will report to the Secretary of the Event and is responsible for the Mustering Plan.

He will be responsible for each day's sign-on of Seniors and Race Officials, the marshal muster facilities, including issuing of uniforms, meals and other equipment and logistics not deployed by the Equipment Team.

He and his team will form the first line of information pertaining to the actual turnout of Race Officials and will notify the Chief Marshal should the turnout rates affect the deployment plans.

MUSTERING TEAM



SMSA NATIONAL SPORTING REGULATIONS

Reporting to the Deputy Chief of Sign-On, the Mustering Team comprises of Race Officials who look after the sign-on and handing out of equipment and logistics each morning at the Marshal mustering area.

The Mustering Team is important as they ensure that Race Officials are fully equipped at the beginning of the day and they form the first line of information pertaining to the actual turnout of Race Officials for each specialist group that, in turn, may affect the deployment plan.

CHIEF OF MARSHALS SAFETY & COMPLIANCE

The Chief of Marshals Safety & Compliance will report to the Secretary of the Event and will be responsible for identifying and reporting on issues that may affect the safety of Race Officials.

Other duties includes monitoring and recording the planning and operations of an event to ensure that it meets obligations and requirements of the relevant Compliance Checker Checklist, advising on the completion of Targeted Risk Assessment forms and assessing areas that failed to be positively noted in the Operational Checklist.

STEWARDS SECRETARY

The Stewards Secretary reports to the Secretary of the Event, and will work closely with the Stewards to provide secretarial assistance and ensure that documentations are filed and distributed correctly.