

TYPES OF OFFICIALS

LISTED ARE USUAL DUTIES PERFORMED IN THE NORMAL COURSE OF EVENTS BUT REMEMBER THAT THERE MAY BE EXCEPTIONS THAT WOULD THEN REQUIRE A PERSON TO PROVIDE A WWCC LICENCE OR PROOF OF THEIR EXEMPTION.

STEWARD/REFEREE

Duties:

- Is Motorcycling Australia's representative at the meeting and the person with supreme control.
- Has the power to enforce penalties and adjudicate over the rules
- Shall adjudicate on any protest lodged at the event. May also refer a protest, or any question arising from the protest, to an appellate authority.
- Is responsible for the completion and return of the Event report to MWA
- **Does NOT require a WWC Check**

CLERK OF COURSE

Duties

- Is the Chief Executive Officer on the day of the meeting
- Has the responsibility to ensure that the meeting is conducted in accordance with the GCRs and Supplementary Regulations
- Has the power to enforce penalties and adjudicate over the rules
- Is responsible to ensure the circuit is safe, and that appropriate safety, medical and control procedures have been put in place for the meeting
- Is responsible to the Referee
- **DOES require a WWC Check**

RACE SECRETARY:

Duties:

- The Race Secretary shall be responsible for the organisation of the meeting as regards all the material and notices required and be satisfied that the various officials are acquainted with their duties and furnished with the necessary equipment.
- 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 referee of the meeting as required.
- **DOES require a WWC Check**

MARSHALS:

Flag Marshal

Duties:

- To observe competitors in their area of operation (usually corner) and display relevant flags to ensure the safety of riders
- To communicate any irregularities,
- **Does NOT require a WWC Check**

Track Marshal

Duties:

- To remove any damaged motorcycles from the course
- Assist in maintaining the integrity of the circuit
- To communicate with relevant next in chain of command at meeting, any irregularities,
- **DOES require a WWC Check**

Pit Marshal

Duties:

- To maintain control of the pit area and to disseminate information to the riders as necessary for the smooth running of the meeting.
- Ensure the correct riders and machines are present and ready to take their place on the start line at the correct time.
- Notify the Secretary of the meeting of any alteration of availability of riders to take their place in a race.
- **DOES require a WWC Check**

TIMEKEEPERS, SCORERS and JUDGES:

Duties:

- To use only the form of timing apparatus his/her appointment calls for.
- To report any times which are required by the Clerk of Course.
- If requested, to send their original time sheets to the Steward/s or Clerk of the Course.
- To keep a record of the points and places scored by riders through their heats and finals
- To advise the Clerk of Course of the winners and place getters as required
- To forward to website officer and publicity officer all results
- **Does NOT require a WWC Check**

ANNOUNCER/COMMENTATOR:

Duties:

- To give the public such information as they may reasonably require to understand and enjoy the racing.
- To be strictly impartial and not to make any announcement which may incite any spectator to demonstrate against any rider, or team of riders, or against any official.
- To make any announcement as directed by the Referee, and not in any way to comment on such announcement or on any other of the Referee's decisions.
- Not to make any announcement which conveys any information or instruction which may give the public the impression that a protest or appeal may be lodged against a decision of the Referee.
- Not at any time to make any announcement on any matter which is being dealt with by the Referee other than that such matter is being considered.
- **Does NOT require a WWC Check**

SCRUTINEERS/MACHINE EXAMINERS:

Duties:

- Be satisfied, prior to the start of a meeting, or practice, that every competing machine conforms with the rules and any Supplementary Regulations.
- Inspect all helmets and apparel presented to them and ensure compliance with the rules and any Supplementary Regulations
- **DOES require a WWC Check**

STARTER:

Duties:

- To be satisfied that for each race every competing motorcycle and its rider carries the proper identification numbers of colours.
- To prevent from starting any excluded or ineligible rider.
- To give control or supervise the starting signal.
- **Does NOT require a WWC Check**

FIRST AID PERSONNELL:

Duties:

- The volunteers or contractors that are responsible for providing a First Aid service at a race meeting or practice
- **DOES require a WWC Check**

VOLUNTEERS

CANTEEN MANAGER

Duties:

- Ensure canteen facility is clean and tidy before and after meeting
- Order food and other product
- Assist and supervise the preparation of food
- Ensure preparation is in accordance with Health regulations
- Liaise where necessary with local council on health requirements
- Advise the Club Secretary where any permits are required for the Secretary to obtain
- Organise a float for each meeting
- Keep all money received secure
- Hand takings to Treasurer at conclusion of meeting
- Keep all receipts
- **DOES require a WWC Check**

CANTEEN ASSISTANT

Duties:

- Assist the manager as required
- Serve food to customers
- Receive money and give change
- Be pleasant and courteous at all times when dealing with the public
- **DOES require a WWC Check**

TRACK MANAGER

Duties:

- Ensure track is prepared prior to each meeting
- Organise volunteers to assist
- Instruct volunteers on use of machinery
- Arrange repairs and maintenance of machinery
- Advise in good time to the President any repairs required
- **Does NOT require a WWC Check**

GATE KEEPER

Duties:

- Take entry money from public
- Hand out an entry ticket to every person entering venue
- Be responsible for security of takings
- Account to Treasurer for al takings
- Sell programs
- Seek assistance where required
- **DOES require a WWC Check**

GRANTS/SPONSORSHIP OFFICER

Duties:

- Identify potential grants and apply as required
- Acquit funding as required
- Ensure all conditions of grants are complied with
- Identify and approach sponsors
- Provide potential sponsors with a sponsorship package
- Ensure sponsors commit to a contract
- Look after sponsors to ensure they receive value for sponsorship
- Arrange any signage with the sponsor
- Advise publicity officer of current list of sponsors/grants
- Provide VIP service to sponsors as required and appropriate
- **Does NOT require a WWC Check**

SOCIAL COMMITTEE

Duties:

- Organise raffles etc
- Lead the provision of the end of year function
- Organise relevant social events for members
- **Does NOT require a WWC Check**

BAR MANAGER

Duties:

- Obtain the necessary bar managers licence as required by legislation
- Ensure licence requirements are met, including retraining and training of staff
- Ensure bar area fully complies at all times
- Order Stock
- Account for all stock
- Keep stock secure
- Responsible for security of takings
- Account to Treasurer for all takings
- Keep receipts for all expenditure
- Prepare float
- **Does NOT require a WWC Check**

BAR ASSISTANT

Duties:

- Assist the manager as required
- Serve beverages' to customers over 18 years of age
- Receive money and give change
- Be pleasant and courteous at all times when dealing with the public
- **Does NOT require a WWC Check**

SENIOR RIDERS REP.

Duties:

- Be point of contact for all senior solo riders
- Convey any concerns to President
- Provide a monthly report on the progress of the division, issues, outstanding performances to the monthly SMCWA meeting
- Promote the division to potential riders
- **Does NOT require a WWC Check**

JUNIORS REP

Duties:

- Be point of contact for all junior solo riders
- Convey any concerns to President
- Provide a monthly report on the progress of the division, issues, outstanding performances to the monthly SMCWA meeting

- Promote the division to potential riders
- **DOES require a WWC Check**

SIDECARS REP

Duties:

- Be point of contact for all sidecar riders/passengers
- Convey any concerns to President
- Provide a monthly report on the progress of the division, issues, outstanding performances to the monthly SMCWA meeting
- Promote the division to potential riders
- **Does NOT require a WWC Check**

250 SOLO REP

Duties:

- Be point of contact for all 250 solo riders (junior and senior)
- Convey any concerns to President
- Provide a monthly report on the progress of the division, issues, outstanding performances to the monthly SMCWA meeting
- Promote the division to potential riders
- **DOES require a WWC Check**

PEEWEE REP

Duties:

- Be point of contact for all peewee riders
- Convey any concerns to President
- Provide a monthly report on the progress of the division, issues, outstanding performances to the monthly SMCWA meeting
- Promote the division to potential riders
- **DOES require a WWC Check**

MEDIA OFFICER

Duties:

- Produce regular media releases
- Distribute releases to media and website officer
- Organise publicity for all meetings
- Identify opportunities to gain exposure for Pinjar Park and our events
- Forward images and information to the website officer for use on website and online
- **Does NOT require a WWC Check**

WEBSITE OFFICER

Duties:

- Maintain the website
- Keep up to date with new features of the website provided by Sporting Pulse (the developers)
- Manage the online entry and membership system
- Produce regular and timely e-news letters
- Forward all online members to the Secretary
- **Does NOT require a WWC Check**

EVENT PROGRAMMER

Duties:

- Coordinate the nominations with the Race Secretary
- Conduct the draw for each event
- Send through the draw to the person responsible for producing the program
- **Does NOT require a WWC Check**

This list is representative but certainly not comprehensive; please apply the following principles to any roles carried in your club that is not listed.