



VENUE INSPECTION CHECKLIST

<i>Item</i>	<i>Satisfactory</i>	<i>Unsatisfactory</i>
<i>TRACK SURFACE/LAYOUT</i>		
<i>Run-offs</i>		
<i>Fences/Walls</i>		
<i>Barrier protection</i>		
<i>Track markings</i>		
<i>Starting mechanism</i>		
<i>Starting line width conforms to standard</i>		
<i>Pit entry/exit</i>		
<i>Emergency access</i>		
<i>Spectator control fencing</i>		
<i>Lighting (if required)</i>		
<i>Public amenities (Stands, toilets, etc)</i>		

Note: Unsatisfactory matters must be rectified prior to the commencement of competition. Participant and/or spectator safety must not be compromised.

Points to consider:

- 1. Track - quality of surface, construction of jumps, dust, excess water*
- 2. Run-offs - evenly graded run-offs clear of obstacles and holes*
- 3. Fences/walls - correct minimum height with no gaps/holes or extrusions*
- 4. Barrier protection - bags/buffers tied together, no gaps under railings, no obstacles (eg vehicles) within 5 metres*
- 5. Track markings - must be clear*
- 6. Pit entry/exit - control of these points critical*
- 7. Emergency access - vehicle access to parts of circuit*
- 8. Lighting - sufficient standard*
- 9. Public amenities - stands/toilets safe and hygienic.*



INCIDENT PROCEDURE

1. Offer comfort and assistance but:
 - (a) DO NOT admit fault;
 - (b) DO NOT make a public statement;
 - (c) DO NOT discuss the issue with the media.

2. Obtain accurate details of:
 - (a) the incident;
 - (b) Third Party involvement;
 - (c) the site of the incident – photograph;
 - (d) statements from witnesses including contact details.

3. If the incident is:
 - (a) fatal; or
 - (b) is a potential serious permanent disability; or
 - (c) involves the public;

contact the relevant person of the RCB immediately;

MA	-	David White	0418 372 203
QLD	-	Allan Halley	0417 614 540
NSW	-	Christine Tickner	0427 214 026
VIC	-	Darryl Hiddle	0418 399 236
TAS	-	Peter Kitto	03 6331 2411
SA	-	Ivan Golding	0417 138 378
WA	-	Paul Foster	0418 943 269
NT	-	Ian Jordan	0417 842 480

4. Cooperate with Police and representatives of Statutory Authorities

5. **Submit a comprehensive written report to the RCB as soon as practicable.**