



# CLERK OF COURSE REPORT

CLUB / PROMOTER: \_\_\_\_\_ VENUE: \_\_\_\_\_ MSA PERMIT NO: \_\_\_\_\_

STATUS OF EVENT: \_\_\_\_\_ EVENT NAME: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

**Was the pre-event track inspection completed?** Yes  No   
 If yes, any comments. If no, why not? \_\_\_\_\_

MSA Steward: \_\_\_\_\_

Club Steward: \_\_\_\_\_

MSA Enviro Steward: \_\_\_\_\_

Clerk of the Course: \_\_\_\_\_

Assistant Clerk of the Course: \_\_\_\_\_

Chief Scrutineer: \_\_\_\_\_

Chief Marshal: \_\_\_\_\_

Chief Timekeeper / Lap Scorer: \_\_\_\_\_

No of Ambulances present: \_\_\_\_\_

No of Scrutineers present: \_\_\_\_\_

No of Marshals present: \_\_\_\_\_

No of Breakdowns: \_\_\_\_\_

No of Fire Extinguishers: \_\_\_\_\_

How many races were restarted and why? \_\_\_\_\_

Were any incidents/accidents reported? \_\_\_\_\_

Were any competitors warned/black flagged? \_\_\_\_\_

Were any competitors penalized? \_\_\_\_\_

Were any misconduct reported: \_\_\_\_\_ during the event?  
 \_\_\_\_\_ during the prize giving?

Were all timetables adhered to as per Regs? Yes  No

Was a fire vehicle available? Yes  No

Were all flags and signals present? Yes  No

Were all Officials in radio contact? Yes  No

Were both Stewards present: \_\_\_\_\_ at the start? Yes  No

\_\_\_\_\_ during the event? Yes  No

\_\_\_\_\_ at the end of the event? Yes  No

\_\_\_\_\_ at prize giving? Yes  No

Was pre-race scrutiny carried out? Yes  No

Were post-race scrutiny checks called for? Yes  No

Were d/BA tests carried out? Yes  No

Did all competitors comply with d/BA requirements? Yes  No

Were any drug/alcohol tests carried out? Yes  No

Were any entries rejected as unfit to compete? Yes  No

Were any entries excluded as per post-race scrutiny? Yes  No

Did the organisers attain an acceptable standard? Yes  No

Number of Entries per Category (Please give category name and no. of entries)			
CATEGORY / CLASS	NO.	CATEGORY / CLASS	NO.

**GENERAL REMARKS REGARDING THE EVENT:**

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**SIGNATURE:** \_\_\_\_\_

**LICENCE NO:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**NOTE: PLEASE REFER TO PART VI OF THE CURRENT MSA HANDBOOK WHICH STATES: "CLERKS OF THE COURSE HAVE SEVEN DAYS IN WHICH TO SUBMIT THEIR REPORTS BEFORE PENALTIES ARE AUTOMATICALLY APPLIED." ACTION WILL AUTOMATICALLY BE INSTITUTED AGAINST THE ORGANIZING CLUB FOR FAILURE TO SUBMIT PROPERLY COMPLETED REPORTS WITHIN 7 DAYS. (Refer to Appendix "R" - Article 2 d).**