



Australian Government

AURMDA007 Act as a steward at motor sport events

Release: 1

AURMDA007 Act as a steward at motor sport events

Modification History

Release	Comment
Release 1	New unit of competency.

Application

This unit describes the performance outcomes required to act as a steward at a motor sport event. It requires strong verbal and written communication skills, as well as extensive knowledge of the conduct of the applicable motor sport category, its rules and regulations, and its judiciary processes.

The steward is usually appointed by the motor sport controlling body and has the authority to act on the body's behalf to ensure the event is conducted in compliance with all applicable rules and regulations. This includes ensuring all aspects of the event organisation meet requirements before the event can proceed. During the event, the steward must ensure it is conducted according to the rules and regulations and has the power to stop the event or suspend participants. The steward can also adjudicate on protests, disputes or breaches of the rules.

It applies to those working in the motor sport industry.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Competency Field

Motor Sport

Unit Sector

Officiating

Elements and Performance Criteria

Elements Elements describe the essential outcomes.	Performance Criteria Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold and italicised text is used, further information is detailed in the range of conditions section.
1. Authorise the commencement of event	1.1 Event documentation is evaluated for clarity and compliance with controlling body requirements 1.2 Confirmation is made that all essential official positions are filled by suitably qualified or experienced people 1.3 Confirmation is made that facilities, equipment, personnel and safety arrangements meet controlling body requirements 1.4 Commencement of event is ordered according to category rules and supplementary regulations
2. Monitor the event	2.1 Event progress is monitored to ensure that rules and regulations are followed, and issues that arise are settled and penalties imposed subject to the right of appeal, according to category rules and supplementary regulations 2.2 Communication is maintained with Clerk of Course throughout the event according to category rules and supplementary regulations 2.3 Modifications to program or event conditions reflecting safety requirements or exceptional circumstances are authorised in consultation with Clerk of Course and according to category rules and supplementary regulations 2.4 Vehicles deemed unsafe or non-compliant and participants deemed unfit are excluded from event according to category rules and supplementary regulation 2.5 Vehicle, fuel or other compliance test is ordered as required and according to category rules and supplementary regulations 2.6 Event results are amended as required according to category rules and supplementary regulations
3. Adjudicate on protests or disputes	3.1 Persons involved in attending hearings on protests and disputes are notified according to category rules and supplementary regulations 3.2 Nature of protest or dispute is clarified and applicable rules and regulations are identified 3.3 Evidence is heard and evaluated according to category rules and supplementary regulations 3.4 Decision is made and required penalty imposed according to category rules and supplementary regulations 3.5 Procedures for appeal are implemented as required and according to category rules and supplementary regulations

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold and italicised text is used, further information is detailed in the range of conditions section.
	3.6 Accurate records of proceedings and outcomes are maintained according to category rules and supplementary regulations
4. Complete final report	4.1 Personal notes, event documentation and results on which report will be based are collected at conclusion of event 4.2 Event report is written according to category rules and supplementary regulations 4.3 Evidence for appeals is secured and stored for future reference 4.4 Final report is submitted to controlling body within designated timeframe and according to category rules and supplementary regulations

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance and are not explicit in the performance criteria.

Skills	Description
Learning skills to:	• apply procedures to different situations and motor sport events • keep abreast of motor sport event rules and regulations.
Reading skills to:	• evaluate event documentation • interpret category rules and supplementary regulations.
Writing skills to:	• produce accurate and legible records of protests and disputes.
Oral communication skills to:	• gather, interpret and relay information with other stewards, officials and event personnel.
Planning and organising skills to:	• ensure events run according to timelines.
Self-management skills to:	• work autonomously.
Teamwork skills to:	• lead and work effectively with others.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

<i>Event report</i> must include:	• details of conduct of event • results of each competition • details of any protests, decisions, penalties and appeals.
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Unit Mapping Information

Equivalent to AURMDA3007 Act as a steward in a motor sport event

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b4278d82-d487-4070-a8c4-78045ec695b1>

Assessment Requirements for AURMDA007 Act as a steward at motor sport events

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Performance Evidence

Before competency can be determined, individuals must demonstrate they can perform the following according to the standards defined in this unit's elements, performance criteria, range of conditions and foundation skills:

- act as a steward in two different motor sport events, one of which must be a sanctioned event and must include an adjudication of a protest or dispute
- produce a final report for each event.

Knowledge Evidence

Individuals must be able to demonstrate knowledge of:

- motor sport events in performance evidence, including:
 - organisational structures of events, including authority and communication lines
 - category rules and supplementary regulations of events
- motor sport officiating at above events, including:
 - responsibilities and tasks of a steward
 - protocols for communicating with other officials
 - professional and ethical responsibilities of stewards
 - personal preparation, resources and equipment required for officiating
 - motor sport protest, inquiry and appeal processes and procedures
 - principles of administrative law and natural justice when applied to motor sport investigations, protests, inquiries and appeals
 - conflict management techniques
- applicable commonwealth, state or territory legislation, regulations, standards and codes of practice relating to motor sport events, including work health and safety (WHS) and environmental regulations

- organisational policies and procedures relating to acting as a motor sport steward, including:
 - emergency response procedures
 - risk management procedures
 - reporting and recording procedures
 - planning processes for event.

Assessment Conditions

Assessors must satisfy NVR/AQTF assessor requirements.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessment must include direct observation of tasks.

Where assessment of competency includes third-party evidence, individuals must provide evidence that links them to having acted as a steward at a motor sport event, e.g. event sign on-sheet.

Assessors must verify performance evidence through questioning on skills and knowledge to ensure correct interpretation and application.

The following resources must be made available:

- two different motor sport events, including one sanctioned event
- motor sport event officiating documentation, including rules and regulations, safety procedures and event procedures
- motor sport event officiating equipment.

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