



Australian Government

AURMDA107 Act as a steward at motor sport events

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with AUR Automotive Retail, Service and Repair Training Package Version 6.0

Application

This unit describes the skills and knowledge 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.

This unit 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.

Unit Sector

Motorsport Officiating

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Authorise the commencement of event	1.1 Evaluate event documentation for clarity and compliance with controlling body requirements 1.2 Confirm that all essential official positions are filled by qualified or experienced people as required 1.3 Confirm that facilities, equipment, personnel and safety arrangements meet controlling body requirements 1.4 Order commencement of event according to category rules

ELEMENTS	PERFORMANCE CRITERIA
	and supplementary regulations
2. Monitor the event	2.1 Monitor event progress to ensure that rules and regulations are followed, settle issues that arise and impose penalties subject to the right of appeal, according to category rules and supplementary regulations 2.2 Communicate with Clerk of Course throughout the event according to category rules and supplementary regulations 2.3 Authorise modifications to program or event conditions reflecting safety requirements or exceptional circumstances in consultation with Clerk of Course and according to category rules and supplementary regulations 2.4 Exclude vehicles deemed unsafe or non-compliant and participants deemed unfit from event according to category rules and supplementary regulation 2.5 Order vehicle, fuel or other compliance test as required and according to category rules and supplementary regulations 2.6 Amend event results as required according to category rules and supplementary regulations
3. Adjudicate on protests or disputes	3.1 Notify persons involved in attending hearings on protests and disputes according to category rules and supplementary regulations 3.2 Clarify nature of protest or dispute and identify applicable rules and regulations 3.3 Hear and evaluate evidence according to category rules and supplementary regulations 3.4 Make decision and impose required penalty according to category rules and supplementary regulations 3.5 Implement procedures for appeal as required and according to category rules and supplementary regulations 3.6 Maintain records of proceedings and outcomes according to category rules and supplementary regulations
4. Complete final report	4.1 Collect personal notes, event documentation and results on which report will be based at conclusion of event 4.2 Write event report according to category rules and supplementary regulations 4.3 Secure and store evidence for appeals for future reference 4.4 Submit final report 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 but not explicit in the performance criteria.

SKILL	DESCRIPTION
Learning	• Locates required sources of information efficiently • Applies procedures to different situations and motor sport events • Keeps abreast of motor sport event rules and regulations.
Oral communication	• Gathers, interprets and relays information with other stewards, officials and event personnel.
Reading	• Evaluates event documentation • Interprets category rules and supplementary regulations.
Writing	• Produces legible records of protests and disputes.
Teamwork	• Leads and works effectively with others.
Planning and organising	• Ensures events run according to timelines.
Self-management	• Works autonomously.

Unit Mapping Information

Supersedes and is equivalent to AURMDA007 Act as a steward at motor sport events.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b4278d82-d487-4070-a8c4-78045ec695b1>

Assessment Requirements for AURMDA107 Act as a steward at motor sport events

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- 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

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- methods to locate and interpret information required to act as a steward at motor sport events, including:
 - information provided by customer and supervisors
 - manufacturer specifications and procedures or equivalent documentation
 - information provided by controlling body
 - event documentation
- workplace procedures required to act as a steward at motor sport events, including:
 - documentation procedures
- key features of motor sport events, 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
- key features in event reports, including:
 - details of conduct of event
 - results of each competition
 - details of any protests, decisions, appeals and penalties
- 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

Competency is to be assessed in the workplace, for one sanctioned event.

Other competencies are 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.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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