



Australian Government

AURMDA3007 Act as a steward in a motorsport event

Release 1

AURMDA3007 Act as a steward in a motorsport event

Modification History

Release	Comment
Release 1	Replaces AURMO3005A Act as a steward in a motorsport event Unit code updated to meet policy requirements Reference to OHS legislation replaced with new WHS legislation

Unit Descriptor

Unit descriptor	This unit of competency describes the skills and knowledge required to act as a steward in a motorsport event. It requires strong verbal and written communication skills, extensive knowledge of the conduct of the applicable motorsport category, its rules and regulations and judiciary processes. Licensing, legislative, regulatory or certification requirements may apply to this unit in some jurisdictions. Users are advised to check with the relevant regulatory authority.
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Application of the Unit

Application of the unit	This unit applies to individuals who perform the duties of a steward in a motorsport event, including practice sessions. The steward is usually appointed by the motorsport controlling body and has the authority to act on their 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 in accordance with the rules and regulations and has the power to stop the event or suspend participants, if necessary. The steward can also adjudicate on protests, disputes or breaches of the rules.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Authorise the commencement of the event	1.1. Evaluate all event documentation for clarity and compliance with controlling body requirements 1.2. Ensure all essential official positions are filled by suitably qualified or experienced people 1.3. Ensure facilities, equipment, personnel and safety arrangements meet controlling body requirements 1.4. Order the commencement of the event
2. Monitor the conduct of the event	2.1. Ensure the meeting is run in accordance with the published program and all applicable rules and regulations 2.2. Maintain communication with the Clerk of Course throughout the conduct of the event 2.3. In consultation with the Clerk of the Course, authorise any modifications to the program or event conditions deemed necessary to meet safety requirements or in exceptional circumstances 2.4. Settle any issue that might arise, and impose penalties, subject to the right of appeal 2.5. Exclude from the event any vehicle deemed to be unsafe or non-compliant and any participant deemed to be unfit 2.6. Order the administration of any vehicle, fuel or other compliance test 2.7. Amend the results in accordance with rules and regulations
3. Adjudicate on protests or disputes	3.1. Notify persons involved to attend the hearing 3.2. Clarify the nature of the protest or dispute 3.3. Identify the applicable rules and regulations 3.4. Hear and evaluate the evidence 3.5. Make decision and impose penalty, if required 3.6. Implement procedures for an appeal, if necessary 3.7. Maintain accurate records of the proceedings and the outcomes
4. Complete final report	4.1. At the conclusion of the meeting, collect all personal notes, event documentation and results on which the report will be based 4.2. Write a report detailing the conduct of the meeting, the results of each competition, and details of any protests, decisions, penalties and appeals

ELEMENT	PERFORMANCE CRITERIA
	4.3. Secure any evidence for appeals or future reference 4.4. Submit the report to the controlling body within the designated time after the event

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- technical skills to the level required to use communications, information and business technology to access and produce event information and results and maintain contact with event personnel
- communication skills to the level required to gather, interpret and relay information with other stewards, officials and event personnel, to conduct hearings and manage conflict, and to relate to people from a range of social, cultural and ethnic backgrounds and of varying physical and mental abilities
- literacy skills to the level required to read, interpret and apply information related to event operations, rules and regulations, and to complete detailed written reports
- problem-solving skills to the level required to modify event proceedings to ensure safety, adjudicate protests and disputes, apply relevant rules and regulations and assign penalties
- team skills to the level required to lead and work effectively with others

Required knowledge

Required knowledge includes:

- organisational structure of the motorsport event, including authority and communication lines
- extensive knowledge of rules and regulations pertaining to the motorsport event
- professional and ethical responsibilities of stewards
- potential risks associated with motorsport
- application of risk management principles
- protest, inquiry and appeal processes and procedures
- principles of administrative law and natural justice when applied to motorsport investigations, protests, inquiries and appeals
- conflict management techniques
- reporting requirements and procedures

REQUIRED SKILLS AND KNOWLEDGE

- procedures for operation and maintenance of required equipment and technology
- applicable commonwealth, state or territory legislation, regulations, standards and codes of practice, including workplace health and safety (WHS) and environmental regulations, relevant to motorsport events
- organisational policies and procedures, including ethical requirements, emergency response, reporting and recording procedures, and work organisation and planning processes, related to motorsport events

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessors must be satisfied that the candidate can competently and consistently:

- demonstrate extensive knowledge of rules and regulations applicable to the motorsport category
- undertake pre-event inspections and authorisation in a systematic manner
- apply rules and regulations correctly to facilitate safe and effective conduct of a motorsport event
- communicate effectively with other personnel involved in the event
- participate effectively in protests and hearings, make decisions and impose penalties
- complete a written final report to the controlling body.

Context of, and specific resources for assessment

- The application of competency is to be assessed in the workplace or a simulated environment that reflects as far as possible the actual working environment.
- Assessment is to occur using standard and authorised work practices, safety requirements and environmental constraints.
- Assessment is to comply with relevant regulatory requirements, including specified Australian standards.
- Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability.
- The following resources should be made available:
 - access to suitable motorsport events
 - all documentation, including rules and regulations, safety procedures and event procedures
 - all equipment, including communications and personal safety equipment.

Method of assessment

- Assessment must satisfy the endorsed Assessment Guidelines of this Training Package.
- Assessment methods must confirm consistency and accuracy of performance (over time and in a range of

EVIDENCE GUIDE

	workplace relevant contexts) together with application of Required Skills and Knowledge. • Assessment methods must be by direct observation of tasks and include questioning on Required Skills and Knowledge to ensure its correct interpretation and application. • Assessment may be applied under project-related conditions (real or simulated) and require evidence of process. • Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances. • Competence in this unit may be assessed in conjunction with other functional units which together form part of the holistic work role.
Guidance information for assessment	Assessment processes and techniques must be culturally sensitive and appropriate to the language and literacy capacity of the candidate and the work being performed.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Motorsport

Motorsport may include:

- automobile (car, truck and cart), motorcycle and powerboat events
- competitions and practice sessions
- circuit, track, speedway, rally, road and off-road events
- club, state/territory, national and international events

Rules and regulations

Motorsport rules and regulations may include:

- National Competition Rules (NCR)

RANGE STATEMENT	
	• National Rally Code (NRC) • event supplementary regulations • technical regulations • association and club rules, regulations and codes • Officials Code of Conduct • international sporting code • Federation Internationale de l'Automobile (FIA) • Federation Internationale Motocycliste (FIM)
Professional and ethical standards	Professional and ethical standards for officials may include: • dress, personal presentation, preparedness and personal conduct • respect for the rights and responsibilities of others • commitment and responsibility to safety • confidentiality, impartiality and no conflict of interest • contribution to the overall effectiveness of the team • self-improvement through feedback, performance appraisal and training
Pre-event inspection	Items to be checked before authorising an event to proceed may include: • applicable rules and regulations, including supplementary regulations • event program • instructions for participants • appointment of essential officials • number of officials and volunteers • adequacy and condition of facilities and equipment • safety arrangements, including emergency response • communication systems • eligibility of vehicles and participants • event documentation and information • suitability of signs and advertisements
Information and documents	Information and documents may include:

RANGE STATEMENT	
	- controlling body rules, category rules and supplementary regulations - event policies and procedures relating to work areas, authorities and lines of communication - task instructions, including briefings, worksheets, checklists and plans - industry codes of practice - instructions issued by authorised internal or external persons - material safety data sheets (MSDS) - diagrams or sketches
Legislative requirements	Legislative requirements are to be in accordance with applicable commonwealth, state or territory legislation, regulations, certification requirements and codes of practice, and may include: - award and enterprise agreements - industrial relations - confidentiality and privacy - WHS - the environment - equal opportunity - anti-discrimination - duty of care
WHS requirements	WHS requirements are to be in accordance with applicable commonwealth, state or territory legislation and regulations, and organisational safety policies and procedures, and may include: - personal protective equipment and clothing - safety equipment - first aid equipment - hazard and risk control - elimination of hazardous materials and substances - manual handling, including shifting, lifting and carrying - emergency procedures
Environmental requirements	Environmental requirements may include: - waste management - noise - dust

RANGE STATEMENT	
	• habitat, flora and fauna protection • clean-up management
Organisational policies and procedures	Organisational policies and procedures may include: • WHS, sustainability, environment, equal opportunity and anti-discrimination policies and procedures • codes of practice • safe work procedures • reporting and recording procedures

Unit Sector(s)

Unit sector	Motorsport
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Co-requisite units

Not applicable.

Competency field

Competency field	Officiating
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