

Clerks and Stewards Guidance

under COVID-19 – procedures and guidelines



FREQUENTLY ASKED QUESTIONS: STEWARDS AND CLERKS

This document will be regularly updated in line with any new government guidance **Updated 14 July 2020**

Where should the Motorsport UK Steward and the Event Stewards spend their day at an event?

Where possible all Officials should remain outdoors for the duration of the event, maintaining social distancing. However, where there is a need to be located indoors, this should be in a well-ventilated room with hand sanitiser on entry and exit with strict adherence to social distancing. Should the Stewards wish to remain in their vehicles, this is acceptable, however they should ensure that they are contactable at all times.

Will PPE and hygiene measures be provided for both Clerks and Stewards by the Organising Club?

The event organisers will be responsible for providing PPE for all Officials at the event, including the Motorsport UK Steward.

If I do not feel comfortable attending an event to which I have been allocated, what should I do?

If you do not feel comfortable attending an event to which you have been allocated as an Official, please inform the Organising Club at the earliest opportunity. If you have been appointed as the Motorsport UK Steward, please inform both the Organising Club and the Motorsport UK Stewards Administrator as soon as possible.

If I feel unsafe during the running of an event, can I choose to leave?

In the first instance you should discuss your concerns with the Senior Clerk. If the situation cannot be rectified, you must make sure that the Clerk is aware of your decision to leave the meeting and ensure that a replacement Official is nominated in accordance with the General Regulations.

As a Steward, what happens if I arrive at an event and do not believe that enough COVID-19 provisions have been put in place and there is no prospect of the situation being resolved? Can I withdraw the permit?

It is important to liaise with the Event COVID 19 Officer prior to reaching this conclusion. In addition, the Motorsport UK COVID-19 Officer can also be consulted. PLEASE REFER TO REGULATION G2.3.1 The Stewards must satisfy themselves that the conditions of the Permit are complied with and have the power to withdraw a Permit in the event of non-compliance.

Why is the Steward not to inspect the track/course?

Due to the provisions which must be in place to comply with COVID-19 it is important that no requirement suggests that personnel are required to be within close proximity unnecessarily.

It is the responsibility of the Clerk of the Course to ensure the Track Licence is complied with and, upon completion of their track inspection, they must complete the relevant document to confirm that Marshals are located in the appropriate areas in accordance with that track licence.

~~It is the responsibility of the Clerk of the Course to ensure that the event is in compliance with the regulations and track licence (if any) and~~ We note that the FIA have no requirement for the Stewards to undertake such an examination. It is also considered there may be additional pressures on an event timetable and therefore while a track or hill walk may be possible whilst adhering to social distancing it is considered that this is not necessary. It will be the Clerk of the Course responsibility to report to the Steward that the event is set-up according to the track licence and safety plan and that all officials and marshals are in place as required, with the exception of Rallies where the Motorsport UK Steward would undertake this task.

Can I have a Trainee Official in attendance with me?

During this first phase of the resumption of Motorsport activity, the act of trainee officials shadowing other officials is temporarily put on hold. However, if the trainee is fulfilling a function as an official for the event and "learning on the job" this can continue if the current guidance around social distancing is adhered to.

Trainees can complete an online version of the first part of their modular training programme by visiting Motorsport UK's Learning Hub. More information on the Learning Hub can be found [HERE](#).

Will there be a drivers' briefing template that I can use?

Motorsport UK are in the process of creating a briefing template which Clerks of the Course can use to supplement their normal briefings. Videos are also being created which will communicate the basic principles to Competitors and Officials and can be distributed in advance of the meeting.

Is there any requirement for the Steward to monitor and report on COVID-19 related aspects of how the meeting is run?

Yes, there will be a specific pro-forma report to be submitted along with the Stewards report

If all paperwork is to be submitted electronically, where can I find digital forms for my role?

Editable PDF documents can be found in the Officials' Resource Centre on the Motorsport UK website.

How will the other Officials (e.g. Secretary of the Meeting, Scrutineers) provide me with their documentation?

All paperwork is to be completed and distributed electronically.

Where can I find guidance on carrying out the judicial process?

The Motorsport UK Regulatory Counsel has created a guidance document which provides information on how to carry out the judicial process digitally and in adherence to social distancing rules. The document will be published on Friday 05 June.

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