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| KNSW Logo - small.jpg | **Stewards Report** |

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| **EVENT NAME** |  | **PERMIT #** |  |
| **CLUB / ORGANISER** |  | **DATE/S** |  |
| **TRACK** |  | **ENTRIES #** |  |

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| **OFFICIALS** | | | |
| Chief Steward |  | Clerk of Course |  |
| Stewards |  | | |
| Assistant Clerk/s of Course |  | | |
| Starter |  | Grid Marshall |  |
| Chief Scrutineer |  | Scales Marshall |  |
| Chief Timing Officer |  |  |  |

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| **Documents Attached** | **Number of** | **Comments** | | |
| Event Bulletin Form |  |  | | |
| Sign on Indemnity Form |  |  | | |
| Pre Event Checklist and Track Log |  |  | | |
| Infringement Protest Forms |  |  | | |
| Judge of Fact Penalty Forms |  |  | | |
| Incident Report |  |  | | |
| Injured Driver Clearance Form |  |  | | |
| Notice of Appeal Form |  |  | | |
| Official Receipt Form |  |  | | |
| Provisional Results |  |  | | |
| Hazard Report Form |  |  | | |
| Technical Complaint Form |  |  | | |
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| **COMMENCEMENT OF EVENT – DAY ONE** | | | |
| **Track Approved for the Event as per Pre-Event Checklist and Track Log** | | | **Yes / No** |
| **Ambulance / First Aid in Attendance** (Must be briefed by the Clerk of Course) | | | **Yes / No** |
| **Approval to Commence** (The Chief Steward will grant approval to the Clerk of Course when all Officials are at their posts) | | | **Yes / No** |

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| **MEETING REPORT (Please enter details as per examples below, plus other relevant information)** | | | | |
| **Start Time:**  **Weather Conditions:**  **Practice Start Time:**  **Qualifying Start Time:**  **Heat 1 Start Time:**  **Heat 2 Start Time:**  **Lunch Break Time:**  **Finals Start Time:**  **Meeting Completion Time:**  **Any Red or Black Flags issued:**  **Please provide any information on issues with:**  **Class Kart Parity:**  **System Timing or MyKarting Portal:** | | | | |
| **Clerk of Course  Signature** |  | **Chief Steward Signature** |  | |
| **Date** |  | | | |
| **COMMENCEMENT OF EVENT – DAY TWO** | | | | |
| **Track Approved for the Event as per Pre-Event Checklist and Track Log** | | | | **Yes / No** |
| **Ambulance / First Aid in Attendance** (Must be briefed by the Clerk of Course) | | | | **Yes / No** |
| **Approval to Commence** (The Chief Steward will grant approval to the Clerk of Course when all Officials are at their posts) | | | | **Yes / No** |

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| **MEETING REPORT (Please enter details as per examples below, plus other relevant information)** | | | | | | | | |
| **Start Time:**  **Weather Conditions:**  **Practice Start Time:**  **Qualifying Start Time:**  **Heat 1 Start Time:**  **Heat 2 Start Time:**  **Lunch Break Time:**  **Finals Start Time:**  **Meeting Completion Time:**  **Any Red or Black Flags issued:**  **Please provide any information on issues with:**  **Class Kart Parity:**  **System Timing or MyKarting Portal:** | | | | | | | | |
| **Clerk of Course  Signature** | |  | | | **Chief Steward Signature** | |  | |
| **Date** | |  | | | | | | |
| **PENALTIES (Inf = Infringement, Pro = Protest, JOFP = Judge of Fact Penalty, Tech = Tech Complaint)** | | | | | | | | |
| **Penalty Type / Number** | **Driver Name** | | **Licence #** | **Rule Number** | | **Penalty Applied** | | **Appeal Y/N** |
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| **WRITTEN WARNINGS** | | | | | | |
| **Driver Name** | **Licence #** | | **Rule Number** | **Written Warning** | | |
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| **DRIVER ENDORSEMENTS** | | | | | | |
| **Driver Name** | | **Licence #** | **Endorsement Type** | | **Granted (Y/N)** | **Other Information** |
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**Released: Feb 2019**