

THE ROLE OF A CLUB STEWARD

The duties of a Steward are fully explained in the MSA Blue Book, a copy of which every Club Steward should have. The Club Stewards form part of the team of three Stewards of which the MSA Steward is the Chairperson. Stewards do not work on their own but together as a team dealing with Judicial Matters. They do not get involved with the running of a meeting unless assisting the MSA Steward on a matter of Safety. Stewards, being senior officials, should present themselves smartly dressed, looking neat and tidy.

Prior to the event:-

All Stewards should receive a copy of all regulations and notices in advance of the event. However with multi championship events, it is not always feasible to send copies of the various regulations, instead they are made available on the day. Entry lists, final instruction, tickets etc should be sent to you as far as possible in advance of the event.

At the event:-

Stewards duties commence from the start of Scrutineering or documentation and it is important that Club Stewards should sign on before this time. Stewards should be aware of who the Senior Officials are and where they are located.

Introduce yourself to the MSA Steward, the other Club Steward and Senior Officials as necessary.

Assist the MSA Steward in locating the Clerks Office, Secretary's Office, Scrutineering Bay, Medical facilities and Stewards Room, as required.

At all venues take part in the Stewards Safety Inspection and be aware of any local features such as gates, which may need attention, which may be unknown to your fellow Stewards. Be satisfied that there are an adequate number of marshal's manning the meeting and where appropriate that all signal lights are in working order

Take note of all paperwork generated for the Stewards and follow the progress of the meeting during the day.

Ensure that your colleagues, the Clerk and the Secretary of the Meeting know of your whereabouts throughout the day. Leave you mobile number with appropriate the people should you have a stroll around the Paddock or visit the cafeteria

Club Stewards should be aware of the Judicial Procedures and Penalties booklet produced by the MSA. If in doubt ask the club for a copy of the booklet along with the MSA Yearbook and always remember that you can ask your colleagues for advice.

At a Stewards Judicial Meeting, (e.g. an Appeal), you should form your own views from the evidence presented, taking into account the rules/regulations applicable and be prepared to discuss these with your colleagues.

The Stewards duties at the meeting finish when all judicial procedures are concluded and the results are declared final.