

MEMORANDUM

For RACE Event Secretary

1. Please provide the MSA Steward at the end of the meeting with the following:
 - One copy of the complete Race Results
 - Any bulletin or written instruction issued to Competitors
 - The Chief Scrutineer's Report
 - The Personnel and Equipment Form
 - The Signing on Declaration Record
 - The Rescue Crew/s Attendance Form
 - All paperwork for any judicial
 - The Signed Medical Statistics Form from the Doctor(s)/Paramedic(s)
(This will still need to be signed even if no treatment has been administered during the meeting).

2. In the case of an accident involving injury:
 - The report/s of the witnesses

3. Any licence fines that have been collected, together with the appropriate completed MSA forms.

4. Your Senior Clerk of the Course is to complete and return to the MSA by post, the MSA Steward Appraisal Form