



## **The Role of Stewards of the Meeting**

On the day of an event, the Stewards are the most senior officials present, however they do not run the event, but oversee the entire meeting. The Stewards must have no executive duties in connection with the organisation of a meeting and are responsible only to the MSA. At all times, the Stewards of the Meeting should act through the Clerk of the Course.

The responsibilities of the Steward start by ensuring that the Clerk of the Course and the organisation team are running the event to the requirements of the MSA as contained in the Yearbook, and to any legislation that may affect the event. This includes preventing unnecessary danger and the MSA Steward has overriding authority in matters of safety. The Stewards of the Meeting also act as the second judicial body at any event, and are responsible for hearing and adjudicating upon any appeal against a decision by the Clerk of the Course or other Official.

Basic requirements for a Steward are: impartiality, common sense, experience in the running of events and a sound working knowledge of the Regulations – both event and MSA.

Where the MSA appoints a Steward of the Meeting, that Steward will act as Chairman of the Stewards of the Meeting. There must be three (and no more) Stewards at every meeting, one of whom should be MSA appointed. In the absence of an MSA-appointed Steward, the senior Club Steward will assume his duties. At least one of the Club Stewards should be a person whose motor sporting activity is not confined to that club alone and who is not an Official of that club.

Exceptionally, at Clubman Road/Navigational Rallies and Clubman or National B Autotests, Trials or Cross Country events, there may be a minimum of one Steward, but always an odd number. Following these events, the senior Club Steward should submit a Club Stewards Report Form to the MSA – this can be found on the MSA website under Organisers > Forms.

### **Points to consider when appointing Club Stewards**

- Ideally, the Club Steward should not be related to any other officials or any of the competitors. If this cannot be avoided, the Club Steward in question should stand down in the event of any hearing involving their relation and a replacement Club Steward should be appointed in their place.
- At least one of the Club Stewards should be a person whose motor sporting activity is not confined to that club alone and who is not an Official of that club.
- Club Stewards should have good knowledge of both the event and MSA regulations.
- Club Stewards should have appropriate experience in running events; however they should be aware that they must not interfere with the running of the event except in matters of safety. In this respect, the Stewards should always try and act as a body rather than individually.