

**A.I.D.K.A.**

**Australian Independant Dirt Kart Association Inc.**

**[www.aidka.com.au](http://www.aidka.com.au)**

***STEWARDS***

***AND***

***OFFICIALS***

***HANDBOOK***

# **STEWARDS & OFFICIALS HAND BOOK**

*This handbook is designed for all AIDKA Stewards and Officials as a guide only and contains some general rules and expectations of Chief Stewards, Stewards and Officials at all AIDKA affiliated dirt kart race meetings.*

*The objectives of Stewarding and officiating is to provide consistent interpretation of the rules of racing, conduct race meetings in an efficient and safe manner and at all times maintain a team environment ensuring good communication.*

*All Stewards and Officials have a "Duty of Care" which is imposed on each individual requiring adherence to a standard of reasonable care whilst performing their duties. Rules must be adhered too without exception and avoidance of all foreseeable risk to participating members or spectators.*

## **GENERAL GUIDELINES**

*Standard procedures apply when dealing with members as a Chief Steward, all penalties and warnings are required to be endorsed in Log Books. When requesting a driver to attend the Chief Steward the following should apply;*

- 1. Driver's Representative to be present when dealing with all members*
- 2. Junior driver's must have guardian and Driver's Representative present before dealing with issues*
- 3. Drivers to have log book and licence with them*
- 4. Adjudicate over any dispute that may arise throughout the race meeting*
- 5. Discuss dispute with the driver and give them the opportunity to respond*
- 6. Witnesses should be called if necessary*
- 7. On field Stewards should be called to seek clarification*
- 8. Notify any penalty imposed against the offender (driver or member)*
- 9. Rule and description to be written in log book (in accordance with the rule book)*
- 10. Complete Summary & Penalty form 4.1*

## **CHIEF STEWARD RESPONSIBILITIES**

*The Chief Steward is just like being a master key, you have the responsibility to ensure that the event is conducted in accordance with the rules and regulations issued by A.I.D.K.A.. The following tips will assist in making the day run smoothly;*

- 1. Punctuality is important, provide yourself a minimum of one hour prior to drivers briefing to allow for setup and ensure that sufficient Stewards, Officials and lap scorers are available to conduct the event. Other tasks could include checking radios, vests, fire extinguishers and flags etc.*
- 2. Meet with Stewards and Officials and outline your expectations, allocate tasks and outline event details*
- 3. Clear the Pit Area of all drivers and pit crew and congregate at a central point to conduct the drivers briefing prior to the commencement of racing*
- 4. It is necessary to sign the "Indemnity Form" and collect a wrist band*
- 5. No race meeting will commence without the presence of Ambulance personnel, medical officer or other first aid support relevant to each respective state.*
- 6. One of the least pleasant duties for a Chief Steward is to hand down all penalties incurred by members who have defaulted*
- 7. When dealing with members talk to them the way you would like them to speak to you. Ask the driver their point of view of the incident reported, once satisfied all parties have been heard, consider the severity of the incident before imposing a penalty*
- 8. Only take into account this incident and previous penalties for like-incidents endorsed in log book, judgement can only be made on the incident at this race meeting, previous incidents have no bearing on your decision*
- 9. Non finishers should be penalised in the same manner as those who did finish the race*
- 10. If a driver/member is angry and upset, send them away and ask them to come back in 10 minutes, this will give them time to settle down. Avoid confrontation, be discreet and do not deal with issues in front of other drivers or members of the public.*
- 11. It is unacceptable to intimidate or swear at any driver/member. You are bound by the same rules that they are with respect to behaviour.*
- 12. The Chief Steward is to complete all log books entries:*
- 13. Penalties, Warnings, Probationary Signings and Endorsements: when doing endorsements and probationary signings use the qualifying reports from the QuickGrid program, your QuickGrid collator should print this for you at the conclusion of the race meeting.*
- 14. Always write warnings in log books for future Stewards to consider.*

### **STEWARDS:**

1. As a Steward you must earn the respect from the drivers and others, so the way you conduct yourself at meetings and how you approach people will determine how we will be treated. A Steward must also abide by the AIDKA rule book and AIDKA code of conduct.
2. You will work in conjunction with the Chief Steward; all your recommendations of penalties are to be dealt with by the Chief Steward.
3. As an Accredited Steward when assisting at an AIDKA race meeting when assisting at an A.I.D.K.A race meeting and you identify a licence holder that has committed an offence under the behaviour rule or other serious offence you have the right to disqualify or penalise that licence holder. You must contact the Chief Steward of the day of your intentions and assist him/her with filling out the correct paperwork (Form 2).
4. All Stewards should know how to complete all relevant paperwork and ensure that it is done immediately following every race meeting.
5. Do not keep a black book on drivers, if you have a problem with a driver, record it in their log book this will then provide other Stewards a history of this particular driver's behaviour.
6. A.I.D.K.A rules are the only rules permitted to be used at sanctioned events, there are no other rule options open to Stewards to adjudicate with. Clubs are able to submit to the Association for Supplementary Regulations however these Supplementary Regulations will not change the interpretation of the A.I.D.K.A Rules.
7. When making a decision on penalties using APPENDIX "C", remember this is only a quick guide reference. Judge the offence on the seriousness of the offence.

### **Drivers Briefing:**

Chief Steward should conduct the briefing in coordination with Club Executive. The purpose of the drivers briefing is to provide important information relevant to the successful conduct of the event. Tips to conduct these briefings are listed below however they should include other information that is relevant for a respective club meeting.

1. Communicate to all Drivers and Pit Crew when and where the briefing will be conducted. A good practice is to have the Pit Area cleared whilst the drivers brief is being conducted.
2. Welcome all members and spectators
3. Acknowledge the efforts of all Volunteers who have carried out the preparation of track
4. Introduce all Officials e.g. Starter, Stewards, Drivers Representatives etc.
5. Reiterate the need of Drivers or Pit Crew if called to the Chief Steward they need to be escorted by a Drivers Representative and must produce their licence and log book
6. Advise if practise or warm up is to occur and in what direction and number of laps
7. Explain race format in regard to Starts, Restarts, Race direction and actions in the event of a roll over scenario
8. Inform drivers whether flags or lights are to be used
9. Plus any other points you may feel need explanation e.g. remind all about club and AIDKA Code of Conduct
10. Novice and Rookies should be asked to remain after drivers briefing so you can speak with them and ensure they understand the processes
11. Provide an opportunity to everyone present to ask questions
12. Finally wish them good luck and safe racing

### **Licence Suspension**

1. Ensure Drivers Representative is present with driver prior to advising suspension
2. Drivers licence and log book to be retained by Chief Steward
3. AIDKA Secretary to be advised
4. Forward licence & log book within 2 days of completion of race meeting to AIDKA
5. Driver advised on rights re: Appeal and given (Form 6)
6. Complete Penalty Charge Form (Form 2)
7. Complete Steward Summary Form (Form 4.1)
8. Complete Race Penalty Charge Form (Form 4.2)

**TECHNICAL FAULTS:** (e.g. Illegal motors/equipment/fuel)

1. Confirm technical faults were double checked
2. Chief Steward advised of technical fault and confirm penalty
3. Chief Steward or Clerk of Course to advised Driver of technical fault
4. Driver shown technical fault by Technical Adviser
5. Chief Steward advised then formally advises driver of penalty imposed
6. Log book recorded in and driver acknowledges penalty / suspension
7. Official Points Collator (where race meeting points may be affected) advised
8. Driver advised of Appeal process and provided with relevant documentation
9. If Appeal is lodged, engine to be retained and forwarded to AIDKA
10. Fill in Penalty Charge Form 2 and forward with licence & log book within 2 days of completion of race meeting to AIDKA

**A.I.D.K.A APPROVED FORMS:**

One of the most important roles of a Chief Steward is to ensure that the paper work has been completed correctly and returned to A.I.D.K.A Secretary within 2 days of completion of race meeting.

If email is used to send forms they should be directed to A.I.D.K.A Secretary at [aidka@bigpond.com](mailto:aidka@bigpond.com) or if posting forms please direct them to **A.I.D.K.A Secretary, 68 Trots Rd, McLaren Flat SA 5171.**

All Officials should make themselves familiar with the approved forms and ensure they are used correctly in conjunction with the conduct of each event. From time to time there are requirements of A.I.D.K.A to provide documentary evidence for the purpose of Insurance claims that may be lodged by members who have been involved in incidents and require medical treatment whether minor or major, other circumstances such as tribunals or investigations will also require the paperwork to be completed correctly and duly forwarded.

There are no exceptions to the rule for the completion of forms and follow up by National Steward Panel will occur.

Should Stewards or Officials experiencing difficulty completing the forms, speak with your Club Secretary, National Steward Panel members or A.I.D.K.A Secretary.

All approved A.I.D.K.A Forms are available on the website;

Step 1: [www.aidka.com.au](http://www.aidka.com.au)

Step 2: select Forms / Documents

Step 3: select appropriate forms from the links under "Meeting Administration Forms"

It is the desire of A.I.D.K.A to proceed with the introduction of electronic format of Forms and Reports in the future that will enable Chief Stewards to complete all detail on line. Clubs will be advised when this development becomes operational.

**FORM DESCRIPTION**

FORM 1	Chief Stewards Report
FORM 2	Penalty Charge (licence suspension)
FORM 3	Accident / Incident Report
FORM 4.1	Stewards Summary and Penalty Report
FORM 4.2	Race Penalty Charge Form
FORM 5	Protest Form
FORM 6	Appeals Form
FORM 7	Infield Steward Report Form
FORM 8	Steward Procedure Form

**FORM 1: CHIEF STEWARD REPORT:**

The Chief Steward appointed at every A.I.D.K.A sanctioned event shall complete "Form 1: Chief Steward Report" at the completion of each race meeting. Please ensure that all detail has been included, it is necessary that this form is forwarded to A.I.D.K.A Secretary within 2 days of completion of race meeting. Where a Chief Steward has had reason to retain a licence, this must be returned with Form 1 and all other documents. This information goes directly to the AIDKA Secretary who will then forward to the National Steward Coordinator and any other relevant A.I.D.K.A Officials.

**FORM 2: PENALTY CHARGE FORM:** (licence suspension)

This form is used when any AIDKA member has a penalty or suspension imposed on them for any reason, abuse, misconduct, illegal fuel or engine, where there have been three endorsements in a log book for the same rule the offender shall surrender their licence and log book which will be returned to A.I.D.K.A. Secretary within 2 days of the completion of race meeting. Ensure that all details are correctly entered in log book.

Where there is refusal to relinquish a licence and log book, Chief Steward is required to notify A.I.D.K.A Secretary immediately following the event. It may be possible to have another person of authority at the club speak to the offender to endeavour to get possession of the licence and log book.

NOTE: If you are filling in a hard copy scan it and email to AIDKA (Please ask your Club Secretary's to help if you do not have the facilities to scan.)

**FORM 3: ACCIDENT / INCIDENT FORM**

Complete this form when any person at any AIDKA sanctioned meeting is seen by St Johns Ambulance personnel or Medical Officer of the event.

Form to be completed for all members who are seen by a medical person, file a separate form for all incidents. Please contact A.I.D.K.A Secretary if any claims are likely to be submitted. Forward to the AIDKA secretary within 2 days of the completion of race meeting.

**FORM 4.1: STEWARD SUMMARY & PENALTY REPORT FORM**

This is to be completed when giving any penalties or warnings to drivers during the course of all race meetings.

This form gives details of all offences at an AIDKA sanctioned event, and is for the benefit of the Chief Steward to keep details of the full days penalties.

**FORM 4.2: STEWARD RACE PENALTY CHARGE FORM**

Complete this form when handing down all penalties given to any drivers.

Forward form to the AIDKA Secretary with Chief Steward Report (Form 1).

**FORM 5: PROTEST FORM** (Rule 31.1 (a) (b) (c))

A driver has 30 minutes to lodge their protest after the completion of a race. A driver can protest against:

- (a) Another Driver - If they consider themselves aggrieved by the actions of a fellow driver in an incident or
- (b) Drivers Equipment - the technical specifications of a fellow driver's equipment

Fee of Protest:	Rule 31.1 (a)	\$150.00
	Rule 31.1 (b)	\$300.00
	Rule 31.1 (c)	\$150.00

All payments are to be Cash or (debit/credit card if available). Cheques are not to be accepted.

Clubs can access these forms from A.I.D.K.A website ([www.aidka.com.au](http://www.aidka.com.au)) quantities of this form should be available to members wishing to exercise their right to lodge a protest.

**FORM 6: APPEAL FORM** (Rule 32)

A driver has 2 HOURS to lodge an Appeal against a Stewards decision

Fee for Appeal: \$500.00 plus Hearing Fee \$100.00 (not refundable) = \$600.00 total fee to be received at the time of lodgement.

All payments are to be Cash or (debit/credit card if available). Cheques are not to be accepted.

Appeals are to be forwarded to the A.I.D.K.A Secretary immediately to enable a hearing date to be set and selection of Appeal Panel.

Clubs can access these forms from A.I.D.K.A website ([www.aidka.com.au](http://www.aidka.com.au)) quantities of this form should be available to members wishing to exercise their right to lodge a protest.

**FORM 7: INFIELD STEWARD REPORT FORM**

This form is for Clubs who don't use radios or wish their Stewards to fill in forms to hand to the Chief Steward.

**REMEMBER ALL OF THESE FORMS ARE LEGAL DOCUMENTS AND MUST BE COMPLETED ACCURATELY  
ALL STEWARDS AND OFFICIALS ARE REQUIRED TO FOLLOW THESE PROCEDURES CAREFULLY  
ANY QUESTIONS PLEASE CONTACT THE NATIONAL STEWARD PANEL MEMBER OR THE AIDKA SECRETARY**

**APPENDIX "C"**  
**A.I.D.K.A PENALTIES**

- A. Verbal Reprimand / Written Reprimand (written reprimand is not an offence)
- B. Rear of Field
- C. Loss of Points for Heat
- D. Loss of Points of Day
- E. Exclusion from Race or Meeting
- F. Expulsion from Course or Precincts
- G. Recommend A.I.D.K.A Tribunal

**Note:** All penalties from B to G shall be recorded in the Driver's Log Book, recorded onto the Stewards Report Form, and forwarded to the AIDKA Secretary.

**Quick Reference Guide**

<b><u>Offence</u></b>	<b><u>Suggested Penalties</u></b>
	<b><u>Penalty Reference</u></b>
Smoking in pits: person	E or F
Smoking in pits: Driver	E or F
Not attending driver's briefing	E
Failing to obey a red flag or light	C to E
Passing under a yellow flag	C
Intentionally failing to remove kart from track	C to E
Restarting motor during race	E
Speeding into pits	C
Deliberate lifting of front wheels	C
Verbal, intimidation or physical abuse	F to G
Racing after chequered flag	C
Not reporting to Steward	C
Deliberately causing a race stoppage	E
Illegal Motor(s) and or fuel	D, E and G
Dangerous re-entry to track	C
Gaining position on re-entry	C
Over aggressive or dangerous driving	C to E
Jumping start	B
Breaking formation	C
Deliberate shunting	D or E
Deliberate baulking	C or D
Illegal use of side pods/bars	D or E
On St. John's advice	E
Consumption of Alcohol and other Drug related substances	F to G

**Note:** - The Penalties in the Guide are only suggested penalties therefore harsher or leaner penalties may be imposed depending on the situation.

### **PROTEST PROCESS – RULE 31**

- 31.1 A driver may lodge a protest if they consider themselves aggrieved by any of the following:
- (c) The actions of a fellow driver in an incident occurring at the venue
  - (d) The technical specifications of a fellow driver's equipment
  - (e) Conduct of an Official
- 31.2 All protests must be lodged no later than thirty (30) minutes after the completion of the race.
- 31.3 A protest can only be submitted by the driver concerned. In the case of a Junior Driver, parent or guardian assistance is permitted.
- 31.4 All protests shall be in writing, signed by the driver and accompanied by the appropriate fee as per Appendix "E" clause 7. This fee shall be refunded in full if the protest is upheld; if the protest is lost the fee is forfeited to:
- (a) A.I.D.K.A
  - (b) The owner of the equipment shall be compensated as determined by A.I.D.K.A
- 31.5 All protests and correspondence for the Protest Committee of the meeting shall be directed through the Driver's Representative, if appointed, otherwise the Chief Steward.
- 31.6 The Protest Committee will be a panel of three (3) people nominated by A.I.D.K.A for Title events or the Stewards of the meeting for Club events. Any member of the Protest Committee who has a conflict of interest shall step down as a member for that hearing and a substitute nominated.
- 31.7 Race Meeting results cannot be finalised for any affected class while any protest is pending a decision by the Protest Committee.

### **APPEAL PROCESS – RULE 32**

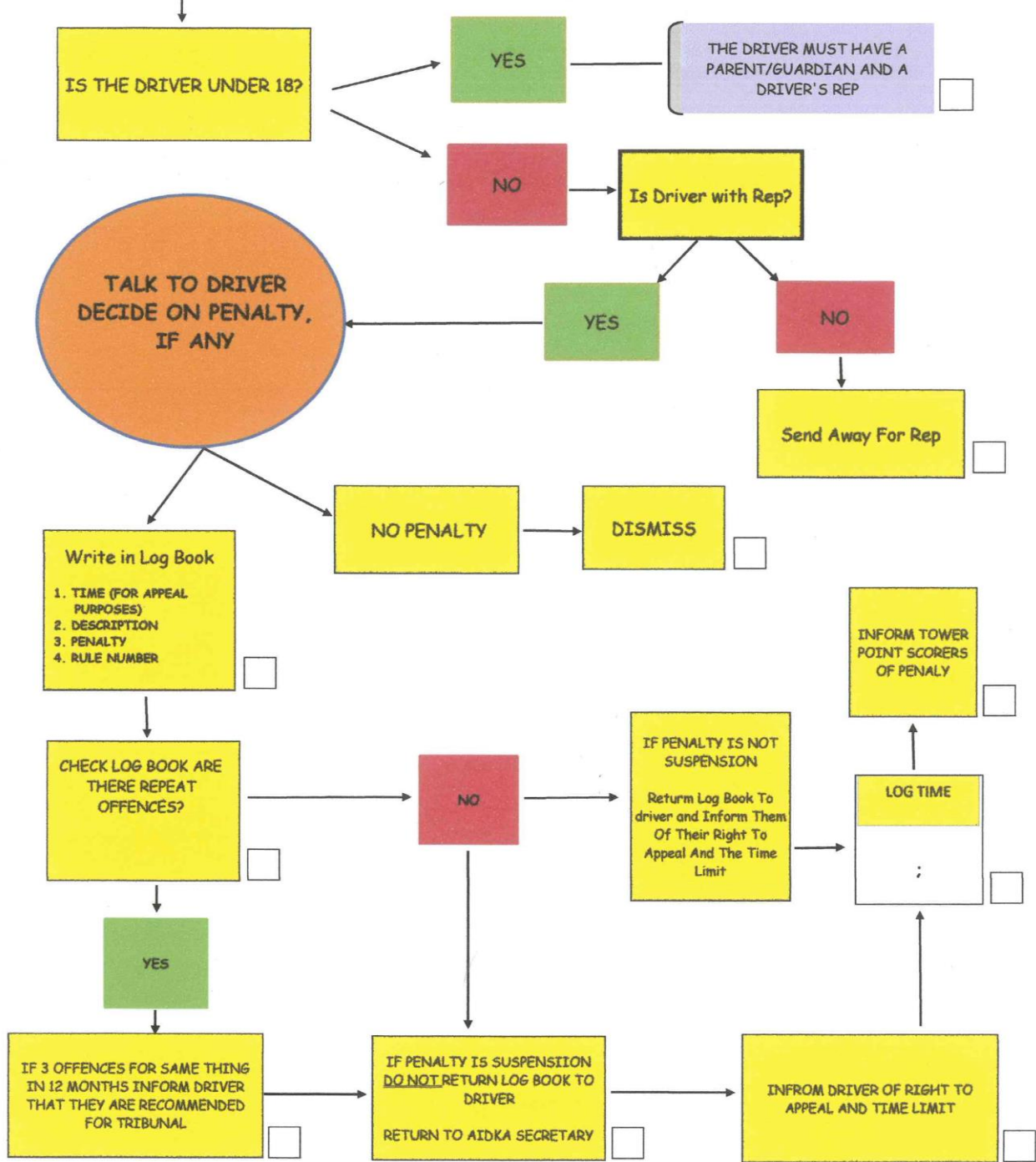
- 32.1 A driver may lodge an appeal if they consider themselves aggrieved by a decision or ruling.
- 32.2 All Appeals shall be in writing and presented on the correct form, accompanied by the appropriate fees as per Appendix "E" and handed to the Clerk of the Course or, if the Clerk of the Course is not appointed, the Chief Steward within two (2) hours of the decision or ruling being made. In the Case of a Junior Driver / Junior Pit crew, parent or guardian assistance is permitted. The completed forms and fees will then be forwarded to the A.I.D.K.A Secretary
- 32.3 An Appeal can only be submitted by the individual concerned in the Appeal. In the case of a Junior Driver, parent or guardian assistance is permitted
- 32.4 This appeal shall have the effect of suspending a sentence of suspension, disqualification or exclusion until the appeal is heard by the A.I.D.K.A appointed committee
- 32.5 An A.I.D.K.A appointed Appeal Committee shall hear all Appeals
- 32.6 On receiving an appeal, the Secretary of A.I.D.K.A shall initiate the appointment of an Appeal Committee. A meeting of the Appeal Committee shall be scheduled as soon as possible for the purpose of hearing the appeal
- 32.7 All parties involved in the appeal shall be given notice of the date, time and place of the hearing and shall be allowed to provide witnesses or evidence as determined by the Appeal Committee without setting precedence
- 32.8 After hearing evidence from the appellant, the respondent and their associated witnesses, the Appeal Committee will adjourn to make a decision. The Committee has the authority to either uphold or dismiss the appeal
- 32.9 The decision of the Committee is to be conveyed to the appellant forthwith and entered in the appellant's log book
- 32.10 If the appeal is dismissed or reduced /increased as decided by the appeals committee, the penalty will commence forthwith. If a driver has been suspended or excluded for any penalty other than Technical issues and the appeal is dismissed any points received from any class of racing during the meeting will be forfeited and they will be ineligible to receive any trophies, state plates etc.
- Technical penalties will forfeit all points, trophies and title plates for that class only
- 32.11 The decision of the Appeals/ Technical Committee shall be final
- 32.12 If the appeal is upheld the appeal fee is to be refunded otherwise the fee shall be forfeited to A.I.D.K.A

# PROCEDURE

STEWARD CALLS INCIDENT

ASK FOR DRIVER TO REPORT TO C/S WITH DRIVER'S REP

TICK BOXES TO CONFIRM  
PROCEDURE IS FOLLOWED



## QUICK GUIDE

- 7.11 POINTS
- 7.12 POINTS
- 7.16 POINTS/HEAT
- 30.1 SUSPENSION

SIGN OFF THAT PROCEDURE IS FOLLOWED

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_





**AUSTRALIAN INDEPENDENT DIRT KART ASSOCIATION INC.  
FORM 1 - CHIEF STEWARD REPORT**

**Name of Club:** .....**Date:**...../...../20.....

**Please complete the boxes below or circle appropriate responses**

This report is to be forwarded, together with any other hard copy reports etc., to the A.I.D.K.A Secretary within two days of completion of race meeting.

It is mandatory that this report is completed by the Chief Steward or the Steward of the day.

Please indicate boxes below by circling appropriate responses

Start Time:		Was event run under lights:
Finish Time:		Was an Ambulance in attendance:
		Was St John / First Aid in attendance:

Number of karts nominated:

Weather Conditions: *Hot / Good / Cold / Wet / Fine / Windy* - Comments:

Track Conditions: *Wet / Rough / Fair / Good* – Comments:

Pit Conditions: *Wet / Untidy / Fair / Good* – Comments:

POSITION:	NAME:	AIDKA LICENCE No:
Chief Steward		
Steward No. 1		
Steward No. 2		
Steward No. 3		
Steward No. 4		
Steward No. 5		
Steward No. 6		
Scrutineer No.1		
Scrutineer No.2		
Starter		
Pit Marshall		
Drivers Representative 1		
Drivers Representative 2		
Drivers Representative 3		

Were any Penalty Forms filled out		If so how many	Penalties	
			Warnings	
Were any Accident / Incident Forms filled out		If so how many		
Was there any Protests lodged on the day		Has appropriate paperwork been handed in		
Was there any Appeals lodged on the day		Has appropriate paperwork been handed in		

Drivers with a Probationary Licence or having Licence Endorsement must have their log book filled out in the appropriate section of the log book and be signed by the Chief Steward or Steward of the day.

All Penalties from C – G shall be recorded in the drivers log book as per Appendix “C” and recorded on an Incident Report Form.

Penalties greater than E as per Appendix “C” will be recorded on the Penalty Charge Form and forwarded with this report to the AIDKA Secretary within two days of completion of the race meeting.

Chief Steward Signature:







**AUSTRALIAN INDEPENDENT DIRT KART ASSOCIATION INC.  
FORM 4.1 - CHIEF STEWARD PENALTY & SUMMARY REPORT**

This form must be completed by the Chief Steward whilst the driver is present and forwarded to A.I.D.K.A Secretary within 2 days of completion of race meeting.

Name of Club: .....Date: ...../...../20....

Drivers Name:	Kart No	Class Heat	Licence No	Penalty Given	Rule No	Was Log Book Filled In	Was Driver Present	Was Protest Lodged	Was Appeal Lodged	Time
						Yes / No	Yes / No	Yes / No	Yes / NO	

Details:

Drivers Name:	Kart No	Class Heat	Licence No	Penalty Given	Rule No	Was Log Book Filled In	Was Driver Present	Was Protest Lodged	Was Appeal Lodged	Time
						Yes / No	Yes / No	Yes / No	Yes / NO	

Details:

Drivers Name:	Kart No	Class Heat	Licence No	Penalty Given	Rule No	Was Log Book Filled In	Was Driver Present	Was Protest Lodged	Was Appeal Lodged	Time
						Yes / No	Yes / No	Yes / No	Yes / NO	

Details:

Chief Steward Name:  Chief Steward Signature:		...../...../20.....
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**AUSTRALIAN INDEPENDENT DIRT KART ASSOCIATION INC.  
FORM 4.2 - STEWARD RACE PENALTY CHARGE FORM**

This form must be completed and forwarded to AIDKA Secretary within 2 day of completion of race meeting.

Reporting Steward Name:					
Name of Driver:		A.I.D.K.A Licence No:			
Event No:	Brief Description of Offence:				
Class:					
Kart No:	Protest Lodged:	YES	NO		
	Appeal Lodged:	YES	NO		
	Penalty Recorded in Log Book:	YES	NO		
Rule Number:	Time Incident Occurred:	AM	PM		
	Chief Steward Notified:	YES	NO		
Recommendation:					
Chief Steward Signature:		A.I.D.K.A Licence No:	DATE:  ...../...../20.....		



AUSTRALIAN INDEPENDENT DIRT KART ASSOCIATION INC.  
FORM 5 - PROTEST FORM P1

**DRIVER TO COMPLETE AND RETURN TO NOMINATED AIDKA OFFICIAL  
WITHIN 30 MINUTES**

31.1a	Protest the actions of a fellow driver in an incident occurring at the venue <b>Fee \$150.00 CASH ONLY OR CREDIT CARD IF FACILITIES ARE AVAILABLE</b>
31.1b	Protest the technical specifications of a fellow drivers equipment <b>Fee \$300.00 CASH ONLY OR CREDIT CARD IF FACILITIES ARE AVAILABLE</b>
31.1c	Protest the conduct of an Official <b>Fee \$150.00 CASH ONLY OR CREDIT CARD IF FACILITIES ARE AVAILABLE</b>

Event Name:			
Club Name:		Date:	..... / ..... / 20.....

**DETAILS OF PERSON / DRIVER LODGING PROTEST**

Name:					
Class:		Kart No:		A.I.D.K.A Licence No:	
Address:					
Contact No:					
RULE(S) Alleged to have been infringed:					

**DETAILS OF PERSON / DRIVER WHO IS BEING PROTESTED AGAINST**

Kart No:		Class:	
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AUSTRALIAN INDEPENDENT DIRT KART ASSOCIATION INC.  
FORM 5 - PROTEST FORM P2

*Show a diagram of where the incident took place*

Description of Incident:

.....  
.....  
.....  
.....  
.....  
.....  
.....

WITNESSES

ONLY WITNESSES LISTED BELOW WILL BE HEARD AT ANY HEARING

WITNESS 1 - NAME:

WITNESS 2 - NAME:

WITNESS 3 - NAME:

CLERK OF COURSE

Time Protest  
Received:

Protest Fee  
Paid:

\$.....

Driver's Representative Name:

Clerk of Course Name:

Signature Clerk of Course:



**AUSTRALIAN INDEPENDENT DIRT KART ASSOCIATION INC.  
FORM 5 - PROTEST FORM P3  
PRE PROTEST HEARING DOCUMENTATION**

<b>PROTEST COMMITTEE USE ONLY</b>					
	Date:	Time:	Parties Notified of Hearing:		
Protest Time Limit:			Person Lodging Protest:	Yes	No
Protest Received:			Person Protest Lodged Against:	Yes	No
Was Black and Yellow Flag Shown: Rule 16.6				Yes	No
Hearing Scheduled:				Yes	No
<b>PROTEST TRIBUNAL COMMITTEE MEMBERS</b>					
Chair Person:					
Secretary:					
Committee Member:					
Committee Member:					
Committee Member:					





**AUSTRALIAN INDEPENDENT DIRT KART ASSOCIATION INC.  
FORM 5 - PROTEST FORM P4  
PROTEST HEARING DOCUMENTATION**

<b>PROTEST COMMITTEE USE ONLY</b>			
Protest Lodged By:			
Name of Persons Under 18 To Be Represented by Guardian:			
Protest Lodged Against:			
Name of Persons Under 18 To Be Represented by Guardian:			
Objection Lodged Against Committee or Person:	Yes	No	Comments:
Nature Of The Incident Identified In The Protest Is Filed:	Yes	No	
Protest Lodged Within Time Limit:	Yes	No	
Protest Fee Paid:	Yes	No	
<b>CONCLUSION</b>			
Protest Valid	Hearing Will		Proceed
Protest Invalid	Hearing Is		Refused



AUSTRALIAN INDEPENDENT DIRT KART ASSOCIATION INC.  
FORM 5 - PROTEST FORM P5  
PROTEST HEARING DOCUMENTATION

**PROTEST COMMITTEE USE ONLY**

**DECISION OF PROTEST COMMITTEE**

Reports of a technical nature, diagrams or relevant information submitted admissible to hear the Protest:

Conclusion and Rule No applicable:

Recommendations as a result of the Protest Committee decision:

Decision of Protest Committee:

Chair Person Signature & Date:



**AUSTRALIAN INDEPENDENT DIRT KART ASSOCIATION INC.  
FORM 5 - PROTEST FORM P6  
PROTEST HEARING DOCUMENTATION**

<b>PROTEST COMMITTEE USE ONLY</b>			
<b>DECISION OF PROTEST COMMITTEE</b>			
Person Protesting or Representative Notified:		Yes	No
Person Protest Lodged Against or Representative Notified:		Yes	No
Date of Hearing:		Date of Decision:	
Were All Parties Notified:		Yes	No
Location where Protest Hearing:			
<b>A.I.D.K.A SECRETARY OR MINUTE RECORDER</b>			
Written Decision Requested:		Yes	No
Date of Request by Person Protesting or Representative:			
Date of Request by Person Protest Lodged Against or Representative:			
Date Transmitted and Method Used:			
A.I.D.K.A Secretary or Minute Recorder Signed Off Process as Completed and Date:			



**AUSTRALIAN INDEPENDENT DIRT KART ASSOCIATION INC.  
FORM 6 - APPEAL FORM P1**

<b>Driver to complete this form and return it to appointed Official with correct fees within two hours of the ruling. Rule 32.1: A driver may lodge an Appeal if they consider themselves aggrieved by decision or ruling.</b>	
Appeal Fee: \$500.00	Hearing Fee: \$100.00 (Non-refundable)
Total Fee: \$600.00 (Cash only or Credit Card if facilities are available)	
Name of Club: .....	
Time:.....Date ...../...../20.....	
Race No: (e.g. 200cc Open, Heat 2):	
Appellant Full Name: .....	
I .....	
A.I.D.K.A Licence No: .....hereby appeal against the decision of .....	
.....given to me by.....	
.....name of Steward	
I feel the following information would be helpful to my case:	
.....	
.....	
.....	
Witness 1:	.....
Witness 2:	.....
(All witnesses must be listed or they may be refused by Appeal Panel)	
Appellant Signature: .....	
Phone No: .....	
Email: .....	
Position of Official receiving Appeal .....	
Name & Signature: .....	
Time & Date Appeal Received: .....Fee Received: \$ .....	



**AUSTRALIAN INDEPENDENT DIRT KART ASSOCIATION INC.  
FORM 6 - APPEAL FORM P2  
APPEAL HEARING DOCUMENTATION**

	Date:	Time:	Parties Notified of Hearing		
Name of Appellant:				Yes	No
Appeal Lodged Within Prescribed Time:				Yes	No
Appeal Lodged Outside of Prescribed Time:				Yes	No
Appeal Fee Received:				Yes	No
Hearing Scheduled:				Yes	No
<b>PARTIES PRESENT AT APPEAL HEARING</b>					
Chair Person:					
Secretary:					
Committee Member:					
Committee Member:					
Committee Member:					
Appellant:					
Guardian Representing Appellant U18 Member					
Steward:					
Appellant Witness:					
Steward Witness:					
All Witnesses Heard at Hearing:				Yes	No



**AUSTRALIAN INDEPENDENT DIRT KART ASSOCIATION INC.  
FORM 6 - PROTEST FORM P3  
APPEAL HEARING DOCUMENTATION**

**APPEAL COMMITTEE USE ONLY**

**DECISION OF APPEAL COMMITTEE**

Reports of a technical nature, diagrams or relevant information submitted admissible to hear the Appeal:

Conclusion and Rule No applicable:

Recommendations as a result of the Appeal Committee decision:

Decision of Appeal Committee:

Chair Person Signature & Date:



**AUSTRALIAN INDEPENDENT DIRT KART ASSOCIATION INC.  
FORM 6 - PROTEST FORM P4  
APPEAL HEARING DOCUMENTATION**

<b>APPEAL COMMITTEE USE ONLY</b>			
<b>DECISION OF APPEAL COMMITTEE</b>			
Appellant Notified:	Yes	No	
Steward Notified:	Yes	No	
Date of Hearing:		Date of Decision:	
Were All Parties Notified:	Yes	No	
Location where Protest Hearing:			
<b>A.I.D.K.A SECRETARY OR MINUTE RECORDER</b>			
Written Decision Requested:	Yes	No	
Date of Request by Appellant:			
Date of Request by Steward:			
Date Transmitted and Method Used:			
A.I.D.K.A Secretary or Minute Recorder Signed Off Process as Completed and Date:			



**AUSTRALIAN INDEPENDENT DIRT KART ASSOCIATION INC.  
FORM 7 - INFIELD INCIDENT REPORT FORM**

Steward's Licence No:		Steward's Name:		Date:..../..../20.....
Class Name:			Kart No:	
Heat No:				
Rule No:			Time of Incident:	
Recommended Penalty: .....				
Brief Description of Incident: .....				
.....				

Steward's Licence No:		Steward's Name:		Date:..../..../20.....
Class Name:			Kart No:	
Heat No:				
Rule No:			Time of Incident:	
Recommended Penalty: .....				
Brief Description of Incident: .....				
.....				

Steward's Licence No:		Steward's Name:		Date:..../..../20.....
Class Name:			Kart No:	
Heat No:				
Rule No:			Time of Incident:	
Recommended Penalty: .....				
Brief Description of Incident: .....				
.....				
.....				