



# ***Stewards Training Manual***

***Revision 1 – 22/3/2021***

## **1.0 OFFICIALS ROLES AND RESPONSIBILITIES**

### **1.1 PIT MARSHALL – OUTGRID**

- Be responsible for the organisation and control of the pit area.
- Check that all karts have taken up the correct grid positions and are ready to enter the track when requested.
- Check that all Drivers are ready to form up into their grid position when the preceding event has entered the First lap.
- Send Drivers to the rear of the grid when they are deemed to be delaying the meeting.
- Check that karts have the correct scrutineering identification displayed.
- Notify the lap scorer(s) and Steward(s) of any alterations to the program as soon as practical.
- Allow karts to enter the track once signalled to by the Starter.

### **1.2 STARTER**

- Indicate to the Outgrid that the track is clear and the next race can enter the track.
- Notify drivers to form up with crossed green and yellow flags.
- Start and finish a race.
- In the Event of a false start or poor grid formation has the authority to send offending driver/s to the rear of the field or allow the race to start and then report the offending driver/s to the Chief Steward for them to action/penalise.
- Assist with Stewarding when requested by the Chief Steward.
- Communicate with the drivers through flags, lights and boards as necessary.
- Starter must hold a current stewards accreditation.

### **1.3 CORNER STEWARDS**

- Be familiar with all rules of the current edition of the AIDKA Rule Book.
- Report any indiscretions of the rule book to the Chief Steward for them to action/penalise.
- Observe racing standards and report observations to the Chief Steward for them to action/penalise.
- Observe driver behaviours and report observations to the Chief Steward for them to action/penalise.
- Observe pit crew behaviours and report observations to the Chief Steward for them to action/penalise.
- Assist the Chief Steward as requested by the Chief Steward

### **1.4 INGRID OFFICIAL**

- Manage the track Ingrid area.
- Report any witnessed driver or pit crew behavioural indiscretions to the Chief Steward for them to action/penalise.
- Hold the drivers and their karts in the Ingrid following a race until released by the Chief Steward.
- Pass on Chief Steward messages regarding tear offs and numbers to drivers as requested.
- Advise drivers if they are to report to the Chief Steward.

### **1.5 SCALES OFFICIAL**

- Randomly check weights of karts (combined and maximum kart weight) in accordance with AIDKA Rules of Racing during the course of a race meeting.
- Check weights of karts (combined and maximum kart weight) in accordance with AIDKA Rules of Racing during the course of a race meeting as requested by the Chief Steward.
- Report any weight indiscretions to the Chief Steward for them to action/penalise.

## 1.6 DRIVERS REPS

- Be available to receive any protest, query or complaint from a Driver. Ensure a driver under 18 years old taken to a steward is accompanied by parent/guardian.
- Advise drivers when they are requested to be seen by the Chief Steward.
- Accompany drivers when called to the Chief Steward.
- Be present, as an independent witness, to all conversations between the Chief Steward and drivers.
- Provide independent witness statements to the Chief if and when requested.
- Sign as a witness Penalty Charge Forms as required.

## 1.7 CHIEF STEWARD

- Be familiar with all rules of the current edition of the AIDKA Rule Book.
- Conduct Officials Brief prior to commencement of race meeting.
- Conduct Drivers Brief prior to commencement of race meeting.
- Enforce the Rules of Racing as laid down by A.I.D.K.A.
- Adjudicate over any disputation to arise during a race meeting.
- Decide and impose penalties for any breach of the Rules of Racing.
- Notify the Driver of any penalty imposed in the presence of a driver's rep.
- Prohibit from competing any Driver or kart which is considered to be dangerous as reported by meeting officials.
- Expel from the grounds any person(s) who refuses to obey the instructions of an official.
- Postpone or alter the conditions of a competition for reasons of safety or 'Force Majeure'.
- Appoint temporary substitutes to replace Stewards unable to perform their duties.
- Authorise alteration of the official program.
- Accept a correction by a judge.
- Allow a title or meeting to be declared after four heats for reasons of safety or 'Force Majeure'.
- The Chief Steward has the authority to deduct a nominal number of points at any time.
- The Chief Steward has the authority to instruct drivers to have their karts re-scrutineered in the interest of safety or any other reason.
- Complete appropriate forms and paperwork as required.
- In theory, the Chief Steward does not need to see any of the racing, they rely on the other officials fulfilling their roles and reporting back to the Chief Steward what they see happen so the Chief Steward can make decisions and issue warnings or penalties as appropriate.

## 2.0 GRIDS AND STARTING POSITIONS

- **Rule 14** If a nominated driver cannot make their dummy grid position, then the rest of the field will be adjusted by moving all Drivers up one grid position accordingly. If Drivers fail to take up their grid position once on the track, moving the row forward will close up the grid, unless a red flag complete restart occurs, drivers will move up grid positions.
- **Rule 9.5c)** Drivers can be sent to the rear of the grid by the Pit Marshall – Outgrid when they are deemed to be delaying the meeting.

### **3.0 RACE STARTING PROCEDURE**

- **Rule 14** If a nominated driver cannot make their dummy grid position, then the rest of the field will be adjusted by moving all Drivers up one grid position accordingly. If Drivers fail to take up their grid position once on the track, moving the row forward will close up the grid, unless a red flag complete restart occurs, drivers will move up grid positions.
- **Rule 14.5** From the time karts are released from the grid until the start is given, Drivers are under Starters order. Karts will cover one (1) formation lap before start may be given. The start shall be a rolling start. At the end of formation lap(s) Drivers will approach start area at a slow speed in two (2) lines. No lights will be on during the approach stage. Karts must maintain formation. No kart shall accelerate before the green light/flag is given. If starter is not happy with procedure, he/she will switch on yellow light indicating a further form-up lap.
- **Rule 14.6** The pole position holder governs the speed of a rolling start. This speed shall not be excessive as to make it difficult for the karts at the rear of the field to keep formation.
- **Rule 14.7** No karts shall accelerate faster than the pole position holder until the start signal is given.
- **Rule 14.8** No karts shall break formation until the start signal is given unless they break formation and decelerate because of unforeseen circumstances

### **4.0 FIRST CORNERS**

#### **4.1 FIRST CORNER MARKERS**

- It is good practice to use first corner markers to define the boundary of the first corners; one marker on the inside of the track and one on the outside of the track making an imaginary straight line across the track.

#### **4.2 FIRST CORNER INCIDENTS**

- **Rule 14.10** A restart will occur when 3 or more of the field stops in the first corner following the start of the race.

### **5.0 RACING ROOM & KART CONTACT**

- **Rule 14.12** A Driver who causes a kart to make contact with another kart or who drives or acts in a manner that could endanger them or any other persons may be penalised.
- **Rule 14.13** A Driver that is deemed to have deliberately displaced or spun out a fellow competitor shall receive: A penalty greater than or equal to the points that the competitor would have received had the Driver not been disadvantaged. Or: A deduction of points agreed upon by the stewards.
- How much overlap is considered acceptable before one driver has right of way over another driver?? The Chief Steward should explain this expectation at the drivers brief.
  - Any overlap, no matter how small???
  - Front wheels of the kart attempting to make the pass being in front of the other driver's helmet before the other driver starts to turn in???
  - Front wheels of the kart attempting to make the pass being in front of the other kart's front wheels before the other driver starts to turn in???
- When is a pass considered complete and when does the kart making the pass has right of way?? The Chief Steward should explain this expectation at the drivers brief.

## 6.0 RED FLAGS

- A race will be stopped by way of red flags and/or red lights after any roll over or suspected injury that may require medical treatment.
- **Rule 14.15** Any driver who as a result of a rollover or potentially serious injury (RED Flag/RACE stoppage) shall not be able to compete in any restart of that race, nor shall they be able to compete in any other immediate class of racing, until they have been cleared by St John or State Ambulance Service or have been observed for a minimum of 30 minutes by First Aid personnel to not have any residual effects of rollover or injury.  
**Rule 14.15** Any person refusing assessment by First Aid personnel will be excluded from further participation in the race meeting and will be required to provide A.I.D.K.A Secretary with a medical clearance from a recognised medical practitioner to confirm the person is fit to compete in motorsport.
- **Rule 14.15** Any person, who as a result of a rollover or potentially serious injury (Red Flag/Race Stoppage), will not receive any points for that heat.
- **Rule 14.16** Any driver that is
  - a) taken to hospital
  - b) suspected of a concussion type head injury by St Johns (or state) Ambulance Service or the race meeting first aid in conjunction with the chief stewardwill take no further part of that meeting, any other AIDKA race meetings or education days until reviewed by a Medical Practitioner and a medical certificate produced to the AIDKA Secretary. (Entry to be made into log book). Medical certificate must contain the words “fit to compete in motorpsort”
- **Rule 14.10** A restart will occur when: **a)** 3 or more of the field stops in the first corner following the start of the race. **b)** A kart rollover occurs in which case Rule 7.17 shall apply.
- **Rule 14.17** All restarts are to go back to the lap prior to the incident causing the race stoppage. Only Drivers that are recorded as completing this lap will be eligible to restart provided they have not been a kart which has rolled over or deemed to have caused the race stoppage. Restarts after one (1) lap will be Single Indian File.
- The lap prior can be defined as being the last lap that the last placed running kart on the lead lap was recorded completing that lap.
- **Rule 14.21** If 2/3rds of the race has been completed, the race will be declared.
- **Rule 14.19** Race stoppage offenders may be sent R.O.F at the discretion of the Chief Steward at all A.I.D.K.A. Events.
- **Rule 14** If a nominated driver cannot make their dummy grid position, then the rest of the field will be adjusted by moving all Drivers up one grid position accordingly. If Drivers fail to take up their grid position once on the track, moving the row forward will close up the grid, unless a red flag complete restart occurs, drivers will move up grid positions.
- An Accident Report Form must be completed for every roll over, every injury and every suspected or potential injury. Including but not limited to every red light situation.

## 7.0 SCALES AND WEIGHING

- **Rule 21.4** A person who contravenes Rule 21.1(Table) will be guilty of an offence and be liable to penalty. The offence shall be Appendix “C” Penalty C (loss of points for heat).
- **Rule 21.5** Maximum kart weight for J Junior Heavy when a Light Class is offered shall be 70kg or a combined weight of 105kgs when a light class is not offered. A J Junior driver may race in one (1) weight class only on the day. Maximum Kart weight for KT Medium and KT Heavy classes when a light class is offered shall be 75kg and 85kg in 125cc Heavy Class when a Light class is offered. Clubs may elect to run 125cc at a combined weight of 150kg where numbers do not allow for split field.
- **Rule 21.5** Maximum kart weight can only be determined before the start of the race as the kart is presented on the out grid. An official, weigh Marshall or Driver can request that mud be scraped from a kart before or after weighing if they think it will have an effect on the weight of the kart or combined weight. The

driver only with the use of a scraper has up to 2 minutes with the presence of an official to remove any excess dirt. If the kart fails to comply the driver will be excluded from the race.

- **Rule 21.7** No additional weight is to be carried on person. Penalty to be imposed, immediate loss of licence for up to 3 months.
- **Rule 21.2** It is the driver's responsibility to ensure the combined kart and driver weight is above minimum weight specified in Rule 21.1 for the nominated class. Scales shall be available for drivers to use at all times. Officials may check kart weights or kart and driver combined weight at any time during the race meeting.
- **Rule 21.3** Competitors must weigh to the scales of the day. Should a Competitor fail their first (1st ) weigh test they may request one additional test. This reading shall not be questioned and will be considered correct. No further correspondence shall be entered into. Karts and Drivers may be weighed at any time.

## **8.0 USE OF HANDS AND FEET**

- **Rule 14.14** No kart shall be restarted during the running of a race once the race has been started. Clutch driven karts are exempt provided the driver has not left the seated position and assistance is not received to restart. No use of feet, hands or any part of the body is allowed. If the kart does not start immediately and move under its own power it must be removed from the track as per all classes. Assistance of any kind to restart karts during a race is not allowed. Penalty loss of points for heat. Any driver that continues to attempt to restart their kart with field approaching for the next lap will lose all points for that heat and a further penalty shall be imposed, "recommend 5 points".

## **9.0 BEHAVIOUR**

- **Rule 11.3** No Driver, crew or participant shall verbally or physically abuse or intimidate an official or fellow competitor, crew or participant. Any person acting in this manner will be guilty of an offence and shall surrender their Log Book and be liable to a penalty as follows. First offence suspended from any organised A.I.D.K.A. race meeting for a minimum period of 3 months/ up to 6 months for physical abuse, up to 3 months for verbal abuse. For any subsequent offence, suspension from any organised A.I.D.K.A. race meeting for an extra twelve (12) months.
- Every person has different tolerances for intimidation, as officials we have a responsibility to ensure that all participants feel safe and comfortable at all times. If any participant feels intimidated in any way we (as officials) have a responsibility to act on it, whether it be a verbal warning, written warning or penalty.
- **Rule 11.4** Any A.I.D.K.A. licence holder or affiliated official at any sanctioned A.I.D.K.A. event will conduct themselves in a professional sportsman like manner at all times. This is particularly important when in the presence of members of the public. Any person found guilty of this offence could be suspended from all A.I.D.K.A. events for a period of up to three (3) months for the first offence or up to twelve (12) months for a second offence.
- This can include obscene or inappropriate gestures and body language.
- **Rule 11.5** Australian Independent Dirt Kart Association encourages good sportsmanship at all levels of competition. AIDKA Codes of Conduct must be adhered to by all members. Please refer to AIDKA code of conduct. Any person found guilty of this offence could be suspended from all AIDKA events for a period of up to three (3) months for the first offence or up to twelve (12) months for a second offence.
- **Rule 11.6** If a Driver, crew or participant is excluded from an event, they have 30 minutes to pack up their belongings and depart the premises. A Drivers Representative or appointed Official must be present during this 30-minute period.
- **Rule 15.8** Senior Drivers will be responsible for the behaviour of their respective Pit Crews including crew members that have gained access to the pits with a casual pit pass. Any violation will be charged directly to the Driver &/or crew.
- **Rule 15.9** Junior Drivers shall not be responsible for any adult involved with them. That adult will be responsible for their own behaviour.

## **10.0 OFFICIALS BRIEF**

- The Officials Brief is the time for all officials to make sure that all official points are covered.
- Run through each position and make sure they are aware of what their roles and responsibilities are.
- It is good practice for all officials to refer to kart numbers and try to avoid using drivers' names.

## **11.0 DRIVERS BRIEF**

- The Drivers Brief is the opportunity to set the tone for the race meeting and run through your expectations.
- Please ensure that you thank all drivers for supporting the club and attending the event.
- Start by introducing your fellow officials.
- Try and make sure you cover the following points
  - Procedure for the starts
    - Pole sitter sets a reasonable pace but can still not accelerate (that means to increase speed) until the green is given.
    - All other karts must hold formation.
  - Point out the first corner markers.
  - Your expectations with regards to racing room and what you expect to see.
- Try and avoid comments like "If you do such and such, x, y, z will be the penalty". You can quickly lose credibility.
- Try comments like "as a stewarding group such and such is what we will be looking for"
- It is always good to remind everyone that we are all there in our leisure time, doing what we love with friends and family that we care about. Let's enjoy the race meeting for what it is, our free time.
- Cover any other points you feel are relevant for the event.

## **12.0 CALLING UP DRIVERS**

- It is good practice to speak with the "innocent party" first.
  - They may have a different interpretation to what the officials reported in. Eg half spun, engine issues etc
  - Or they may support what the officials reported in, confirming the stewards interpretation.
- Don't be rushed, take your time if need be, ask them to wait if you need to clarify something or if you need to double check yourself in the rule book, or if you want clarification from your officials.
- Ring me for a second opinion if you need to.
- Be consistent.
- Be unbiased.
- Talk in kart numbers, not drivers' names. Makes it less personal.
- If the driver being penalised does not agree with your decision explain to them that they are welcome to submit an appeal against your decision.
- Listen to the drivers' but be firm and back your corner stewards and officials.
- For behavioural misdemeanours, witnesses can be called by yourself to assist.

## **13.0 FORMS**

- Forms and lots of them, lol.
- The forms are an important part in helping the association record information, so please take the time to correctly and accurately fill them out. Your assistance here is greatly appreciated.



## FORM 1 – CHIEF STEWARD REPORT - 2020 Season

**Name of Club:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This report is to be emailed, together with any other reports etc., to the A.I.D.K.A Secretary and the National Steward Coordinator within two days of completion of race meeting. Send to: [secretary@aidka.com.au](mailto:secretary@aidka.com.au) and mail to: PO Box 1108 LOXTON SA 5333

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

Start Time:		Was event run under lights?	YES / NO
Finish Time:		Was St John First Aid in attendance?	YES / NO
No. of Karts nominated:		If no St Johns, names of Senior First Aid attendants (min of 2):	

Weather Conditions: <i>Hot / Cold / Wet / Windy</i>	Comments:
Track Conditions: <i>Wet/Rough/Fair/Good</i>	Comments:

POSITION:	NAME:	AIDKA LICENCE #
Chief Steward		
Cnr Steward No. 1		
Cnr Steward No. 2		
Cnr Steward No. 3		
Cnr Steward No. 4		
Scrutineer No.1		
Scrutineer No.2		
Scrutineer No.3		
Starter		
Pit Marshall/Out Grid		
In Grid/Scales		
Drivers Representative 1		
Drivers Representative 2		
Drivers Representative 3		

How many Penalties or Written Warnings were handed down?	<i>Penalties</i>	
	<i>Written Warnings</i>	

Were any Accident / Incident Forms filled out? YES / NO	If YES how many?
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Were there any Protests or Appeals lodged on the day? YES / NO

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 of the day.
- All Penalties from B – G shall be recorded in the drivers log book as per Appendix “C” and recorded on the Penalty Charge Form(Form 2) and forwarded with this report to the AIDKA Secretary within two days of completion of the race meeting.
- All red light incidents and/or suspected injuries (on or off track) shall be recorded on an Incident Report Form (Form 3) and forwarded with this report to the AIDKA Secretary within two days of completion of the race meeting.

Chief Steward Signature: \_\_\_\_\_





**FORM 2 - STEWARD RACE PENALTY CHARGE FORM - 2020 Season**

This form must be completed and emailed to AIDKA Secretary and the National Steward Coordinator within 2 days of completion of race meeting.

Chief Steward name:			
Drivers name:		AIDKA Licence #	
Heat:	Description of Offence:		
Class:			
Kart No:			
Time of Incident:	Penalty Recorded in Log Book:	Yes	No
	Time Driver Informed of Penalty imposed:		
Rule No:	Protest Lodged:	Yes	No
	Appeal Lodged:	Yes	No
Penalty Imposed:			
Penalty dates: ____/____/____ to ____/____/____			
Drivers Signature:			
Drivers Representative Signature:			
Chief Steward Name & Signature: AIDKA Lic # Date:			



## FORM 3 - ACCIDENT REPORT FORM - 2020 Season

**PLEASE USE ONE FORM PER ACCIDENT - PLEASE CONSULT DRIVERS**

This form must be completed by the Chief Steward on the day of the accident and emailed to A.I.D.K.A Secretary and the National Steward Coordinator within 2 days of the accident – **ALL SECTIONS ARE TO BE COMPLETED**

<b>Chief Steward:</b>		<b>CS Licence No.</b>	<b>Date:</b>	<b>Time:</b>	<b>Day/Night:</b>	<b>Club/Track:</b>
<b>Class &amp; Kart No.:</b>	<b>Name:</b>	<b>Licence No.</b>	<b>Nature of Injury: eg Ribs, Arm, Foot etc</b>		<b>Medical Treatment:</b>	<b>Cleared to Race By:</b>
					First Aid / St John / Hospital	First Aid / St John
<b>Direction of Racing:</b>		<b>Lap No.</b>		<b>No. of Karts in Race:</b>	<b>No. of Karts Involved in Incident:</b>	
Clockwise / Anti Clockwise						
<b>Details of the Incident:</b>			<b>A rough sketch of where the accident/incident occurred on the track must be completed</b>			
			North			
			South			
<b>KART CONTACT TYPE</b> (please answer "yes" or "no" to all, can be more than one "yes")						
<b>Roll Over</b>	<b>Single Kart Incident</b>	<b>Wheel to Wheel (Wheel Riding)</b>	<b>T-Bone</b>	<b>Side to Side</b>	<b>Front to Rear</b>	
Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
<b>TRACK CONDITIONS AT INCIDENT LOCATION</b> (please answer "yes" or "no" to all)						
<b>Wet</b>	<b>Good to Fair</b>	<b>Dry to Dusty</b>	<b>Rough or Rutted</b>	<b>"Black"</b>		
Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
<b>CONTRIBUTING FACTORS OF INCIDENT</b> (please answer "yes" or "no" to all, can be more than one "yes")						
<b>Wet Section of Track</b>	<b>Dry Section of Track</b>	<b>Rough Track</b>	<b>Contact with Outside Barrier/Fence</b>	<b>Contact with Windrow</b>	<b>Sand Trap/Run Off Area</b>	
Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
<b>Sun/Poor Vision</b>	<b>Poor Lighting</b>	<b>Limited Passing Opportunities</b>	<b>Driver Error</b>	<b>Driver Education</b>	<b>Penalty Given</b>	
Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
<b>Chief Steward Signature</b>					...../...../20.....	



**FORM 4 - INFIELD STEWARD REPORT FORM - 2020 Season**

Stewards Licence No:	Reporting Stewards Name:	Date:
Class Name:	Kart No:	
Heat No:		
Rule No:	Time of Incident:	
Recommended Penalty:		
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Brief Description of Incident: .....		
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Stewards Licence No:	Reporting Stewards Name:	Date:
Class Name:	Kart No:	
Heat No:		
Rule No:	Time of Incident:	
Recommended Penalty:		
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Brief Description of Incident: .....		
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## FORM 7 - PROTEST / APPEAL PAPERWORK - 2020 Season

**Definition of Protest:** Rule 29 in 2020 Rule Book

A driver may lodge a protest if they consider themselves aggrieved by any of the following:

29.1 a) The actions of a fellow driver in an incident occurring at the venue = \$150.00 fee

29.1 b) The technical specifications of a fellow driver's equipment = \$300.00 fee

29.1 c) Conduct of an Official = \$150.00 fee

Drivers have 30 minutes after completion of race to lodge a Protest

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**Definition of an Appeal:** Rule 30 in 2020 Rule Book

A driver may lodge an appeal if they consider themselves aggrieved by a decision or ruling

Appeal fee - \$400 & Hearing fee- \$100 (non-refundable) = \$500 total

Drivers have 1 hour after ruling to lodge an Appeal

Cash only (or Credit Card if facilities are available)

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I, (Name of driver) ..... wish to lodge a:

Protest

Appeal (tick applicable box)

AIDKA Licence # \_\_\_\_\_

**Event details**

Event Name: \_\_\_\_\_

Club: \_\_\_\_\_

Date: \_\_\_\_\_

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**Details of Driver/Guardian lodging Protest/Appeal**

Name of Driver: \_\_\_\_\_

Name of Guardian (if applicable): \_\_\_\_\_ on behalf of above Driver

Class of Driver: \_\_\_\_\_ Kart # \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_

**Who/What are you Protesting / Appealing against?**

Full details: ie: Other drivers name, class racing, heat #, Official's name, Rules alleged to have infringed

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**Witness details**

Witness 1 Name: \_\_\_\_\_ Contact Ph: \_\_\_\_\_

Witness 2 Name: \_\_\_\_\_ Contact Ph: \_\_\_\_\_

All witnesses must be named or they may be refused to be heard by panel.

**Declaration**

I have given my account of the incident and believe it to be true and correct.

Drivers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Drivers Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**Official Use Only**

Position of official receiving Protest/Appeal money: \_\_\_\_\_

Name & Signature: \_\_\_\_\_

Date and Time money received: \_\_\_\_\_ Fee received: \$ \_\_\_\_\_