



**AIDE-MEMOIRE**  
for  
**CLERK of the COURSE**

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## **Preface**

This Aide-Memoire is designed as a step by step guide for the Clerk of the Course to assist with effective planning and organisation of a Speedway Meeting. It must be used in conjunction with the current edition of the SCB Regulations and all current Supplementary Regulations.

It is a fact that regardless of how well a plan is prepared or executed, some matters will not run as smoothly as was planned or expected, but fortunately, most mistakes are not seen by the public, the media or others, even though they can cause considerable issues behind the scenes. Therefore the most important point is that we learn from any mistakes and to take steps to avoid them in future. To do this it is vital that you have a system of continuous review, hence a key duty of the Clerk of the Course is to hold a Debrief after each meeting.

Remember that time spent planning will be saved many times over as you progress towards achieving your goal.

***“The future belongs to those who prepare for it”***

## **Introduction**

Speedway racing is probably one of the most exciting forms of motorcycle racing in the world where 4 Riders compete within an enclosed arena on a confined track. Races are over just 4 laps and completed within 60 seconds. Spectators are able to see the complete race and all the Riders from start to finish. Speedway motorbikes are 500cc \*\*, fuelled by methanol, weigh a minimum of 77kg without fuel, and can develop over 80 horsepower. They have a power to weight ratio similar to that of a Formula One racing car, can accelerate from zero to 60mph in less than 3 seconds with a top speed of over 100mph, but have no brakes or gears. Riders control the powerful machinery on loose shale as they broad slide and hold the Motorcycles that can throw a Rider onto the track or into the safety fence at high speed. Although Riders have to be physically fit and their equipment has to be in top condition, it is equally important the environs are also rigorously maintained, checked and pass inspection to aid the safety of Riders, Officials, the Public and others in attendance. Consequently every aspect needs to be inspected prior to a Meeting and must comply with stringent Regulations.

\*\* there is also a 250cc version that must weigh a minimum of 75kg without fuel.

# DUTIES of a CLERK OF THE COURSE

The Clerk of the Course is solely responsible to the Referee for the overall preparation, administration and conduct of a meeting and must be clearly identifiable and available. S/he should ideally have a permanent location in the Pits during the Meeting where s/he can be found when not otherwise involved elsewhere. S/he should never be on the infield during racing.

Furthermore the Clerk of the Course is responsible to ensure that all Officials, properly equipped are ready and available to ensure the smooth, safe running of a Meeting.

The Clerk of the Course having accepted the post of the Clerk of the Course undertakes to ensure loyal observance of The Speedway Regulations, the Appendices and Supplementary Regulations and will be expected to be fully conversant with the contents of this Aide-Memoire and the best practice it sets out.

## Essential duties of the Clerk of the Course at a Meeting

- To discharge all the roles set out in the Speedway Regulations, the Appendices and Supplementary Regulations for the pre-organisation of the meeting
- To be present at least one hour before official Start Time and be available throughout the entire meeting
- To advise the Referee regarding all organisational matters
- To inform the Referee of any matters requiring the Referee's intervention
- To inform the Promoter as applicable on all matters concerning the running of the meeting
- To inform Team Managers, of all local rules and conditions, and in particular the designated "no riding areas" in the Pits
- To be responsible for the actions of all Meeting Officials (except the Referee, Promoter or Team Manager) at the Meeting
- Ensure that a supply of all necessary Meeting Documents is available at the Track. All Meeting documents are available as a download from the SCB website ([www.scbgb.co.uk](http://www.scbgb.co.uk))
- Ensure that Track Photographers, Press, Hospitality Staff, Sponsors and others who may have access to the Pits and Infield are aware of the inherent risks of being in a Working Area and/or on the Infield. It is the responsibility of the Clerk of the Course to designate those areas on the Infield in which the various personnel are permitted to be. A pre-meeting review with the Referee regarding these areas is advisable.
- To inform the Promotion of all Health & Safety Issues that require attention that may have been brought to his/her attention and ensuring that those issues are addressed prior to the next speedway meeting at the track.
- Should there be a serious incident, that may involve loss of limb or life to a Rider, Official or other provide support to the Referee and ensure that all Officials and Staff remain in the Stadium to enable statements etc. to be taken and to remain until the Referee specifically permits them to leave.
- If any concerns are raised during the meeting in connection with the ACU Child Protection Policy, ensure these are the subject of a report to the ACU General Secretary or SCB Co Ordinator as soon as possible.
- Offer support where appropriate to the Machine Examiners and the Medical Team.

- Any other duty detailed in the current edition of the Speedway Regulations.

### Prior to the start of a Season

- Agree the staffing requirements with your Promoter, ensuring suitable cover for Official's holidays, sickness or other absences, especially those of other key Officials including yourself.
- An SCB Track Officials Licence now covers all licensed duties (except that of Clerk of the Course and Machine Examiner which requires a separate notation on the Licence) it is advisable to establish which roles each Official will carry out and arrange training for those Officials to carry out roles, other than their normal ones, resulting in greater flexibility.
- Ensure that a replacement Clerk of the Course is ready to undertake your duties at short notice by making sure that access to all Records, Documentation and Information is available
- When allocating Official's roles, take into account the Officials qualifications, capabilities and suitability for the role.
- Where it is necessary for an Official to be SCB Licensed ensure an Application is made on time and that Applicants who will carry out Clerk of the Course or Machine Examination duties at any time apply for the additional Categories.
- Applicants for the position Clerk of the Course or Machine Examiner will also be required to attend an SCB Seminar, if the applicant has not attended a seminar within the past 3 Seasons. It is advisable for the Clerk of the Course to a) check the Applicants standing and b) personally establish the date and venue of the Seminars.
- Arrange for a pre-Season session for all Officials at which you, as the Clerk of the Course, preferably in conjunction with the Promoter should;
  - a) Record the Personal Details of each Official and Staff member, to include, as a minimum their name, address, Contact telephone numbers and next-of-kin details.
  - b) Establish each person's availability
  - c) Carry out specific Duty Training
  - d) Carry out Health & Safety Training
  - e) Arrange for all necessary documents to be issued including Duty Descriptions, Risk assessments, Passes etc.
  - f) Arrange for any and all Indemnities to be signed
- Collate and familiarise yourself with the appropriate SCB Documentation. The Speedway Regulations, SCB Codes, SCB Aide-Memoires and SCB Meeting documents are available to download at the SCB Website [www.scbgb.co.uk](http://www.scbgb.co.uk) as are all SR's issued throughout the season.

### Equipment for a Clerk of the Course to carry or have access to for use at a Speedway Meeting

1. The current edition of the SCB Speedway Regulations.
2. Copies of all Supplementary Regulations
3. Speedway Meeting Certificate
4. Meeting Signing-On Form
5. Chief Medical Officer documentation
  - a) Aide-Memoire for Speedway Medical Officers
  - b) Injured Rider Certificate (3-part)
6. A couple of Pens.
7. A Note Book

8. A Tape rule or measure.
9. A Tyre marker pen.
10. A good torch.
11. Equipment to repair a Fence, including a supply of Cable Ties.
12. Personal Protection Equipment (i.e. Gloves and Ear defenders).

### Prior to a Meeting

- Meet with the Promoter to receive an update on all matters affecting the Meeting, making particular reference to the Medical, Safety and Security arrangements.
- Obtain a copy of the previous Meeting Report.
- Prepare a list of Officials who are expected to attend, covering those duties for known absences, arranging training for any Official who is not familiar with a role and where applicable, prepare a "One Event Registration" application.
- Arrange for a Signing-On Form to be available at the appropriate Gate.
- Ensure there is sufficient space to park Riders' vehicles in the Paddock area.
- In conjunction with the Machine Examiner check that Tyres are available as required.
- Liaise with the Track Electrician to confirm that all Track Lighting and signals are in good working order; checking that an Electrician remains on duty throughout the Meeting and arranging means of contact.
- Liaise with the Track Curator to check the Track and environs are in good condition, that it and the necessary equipment (and is in full working order) complies to the Track's Homologation Certificate and the Speedway Regulations and is ready for inspection by the Referee.
- With the Track Curator and Referee plan for Track Grading during the Meeting.
- Confirm with the Track Curator that the minimum Equipment requirements are met.
- Liaise with the Pit Marshal to ensure that the Pits Area is laid out to allow all participating Riders to be satisfactorily positioned.
- Be satisfied that Changing Rooms are clean, tidy and that all equipment (showers, toilets etc.) are in good order, that official SCB Notices are posted and that toilets with direct access from the pits are available
- Ensure that communication to the Referees box is in good working order.
- Ensure the requirements of the Speedway Regulations are met in regard to;
  - a) Fire Extinguishers
  - b) Notices and Signs
  - c) Waste Disposal
  - d) Supply of Drinking Water
- Confirm to the Meeting Referee that all duties are covered, that Officials are correctly licensed as appropriate and details of the Medical arrangements indicating whether or not the Chief Medical Officer is a regular or not.
- If requested accompany the Referee whilst s/he undertakes a Track / Pits Inspection.
- Arrange for any remedial work to be carried out following the Referee's Inspection.
- Inform Team Managers of relevant information concerning local rules (e.g. Riding into / out of Pits, etc.) and arrangements for the Pre-Meeting Parade.
- Liaise with the Start Marshal regarding the Pre-Meeting parade.
- Ensure a Viewing area is available for the riders, mechanics and managers.
- Ensure only Riders, Mechanics and Officials involved in the Meeting remain in the Pits from 15 minutes prior to the start until 15 minutes after the end of the Meeting.
- Ensure all Officials are present and ready to carry out their functions.
- Be familiar with all possible Security related announcements.

- Complete the Meeting Certificate and pass to the Referee in order that the Meeting may commence.

### During a Meeting

- To ensure that the Pre-Meeting parade is well organised and to inform riders that where helmets are not worn that there must be NO Practice Starts.
- To be available in the Pits at all times, except when carrying out Track / Fence inspections.
- In the event of a re-run to inform the Referee that the Track, Safety Fence and / or Additional Protective Device (APD) have been satisfactorily re-instated.
- To verify the identity of the riders, and that there is nothing to prevent a rider from participating, e.g. disqualification or has been withdrawn on Medical Grounds.
- To prevent a rider or a motorcycle from starting, if such action is necessary for safety or medical reasons.
- To contact the Referee concerning any action you have taken, (e.g. any accidents, disturbances etc. that occur in the Pits, or any disputes involving Officials etc.)
- To order the removal from the circuit, track or venue and its vicinity of any person refusing to obey the orders of an official in charge
- To notify the Referee of any protest addressed to him.
- Carry out all instructions given by the Referee.
- Ensure the Track is clear before any Parade is held using Motorcycles, giving clear instructions to Riders not to make any Practice Starts if the Riders do not use Helmets.
- In the event of a re-run to inform the Referee of the Chief Medical Officer's decision regarding a Competitor's fitness.
- To prevent any approach in person or by telephone to the Referee unless the Referee has given prior permission.
- Keep the Referee informed if at any time, there is insufficient Medical Cover.
- To check and continually assess the ability of Officials to perform their duties in a proper and effective manner.
- Keep each Staff Member informed of his duty prior to and during the Meeting
- Should a Security Announcement ("coded" or otherwise) be made then ensure that all Riders and Officials act in the correct pre-agreed manner.
- To receive reports, collect all information of the other Officials and all other information for either the Referee or Promoter
- To ensure that the Victory Presentation / Parade is well organised

### After a Meeting

- To pass to the Referee any necessary documents.
- To pass to the Promoter any necessary documents
- To thank all Officials for their work during the Meeting.
- To arrange for a Debrief Session
- To make entries in the Track Log Book regarding all Health & Safety or Environmental Issues, bringing all adverse comments to the attention of the Promoter.

## **Other Meeting Official's Duties**

### **Assistant to the Clerk of the Course**

Assist the Clerk of the Course prior, during and after the meeting.

### **Pits Marshal**

The Chief Pits Marshal is responsible for preparation and all equipment needed in the pits, as well as maintenance of the pits, prior and during the meeting and whose Essential duties are:

- To monitor Personnel access to / from the Pits, ensuring that only Persons necessarily involved remain in the Pits and no-one under 16 years old unless SCB Registered.
- To be available at all times to the Clerk of the Course, Riders and other Officials.
- To be responsible for the Pits Area layout.
- To ensure Riders are advised regarding the cleaning of bikes, waste oil etc.
- To be responsible for the Lining-Up Zone

### **Other Marshals**

*Suggestions only as these are dependent upon local Track Layout and conditions.*

Two Marshals responsible for the Pit Gate to the Track

A Marshal responsible for checking the passes at the Pits Entrance (see above regarding access)

A Marshal permanently by Pits telephone, especially if the Telephone has no Audible Bell & Flashing Light.

### **Machine Examiner**

The Machine Examiner is responsible for confirming that all riders' equipment conforms to the Technical Rules as at every Speedway Meeting inspection and verification is compulsory. Refer to the Aide-Memoire for Machine Examiners.

NB: **Fuel area:** If, either due to local Regulations or upon the instructions of the Promoter a permanent Fuel Area is at a Track, then this must be adequately supervised by Marshals.

### **Track Curator**

The Track Curator and his Officials are responsible for the maintenance and preparation of the track, prior and during the meeting. The track surface, infield, markings etc. should ideally be completed 2 hours before Start Time, but certainly no later than 1 hour. NB. If the APD is an Inflatable one then it is permitted to wait until a minimum of 30 minutes before Start Time to inflate, although it is prudent to check for leaks etc. before then.

Essential duties:

- To be available at all the times, prior, during and after the Meeting.
- To ensure that the orders and instructions given by the Referee or Clerk of the Course regarding the track preparation are fulfilled.
- To proceed with the improvement to the condition of the track, in any weather conditions.
- To make sure that all necessary machines and equipment for track maintenance, such as tractors, graders, blade graders, water tankers, in good working order as well as extra dry track surface material, are available and ready to use

### **Medical Officer (MO)**

The CMO must be either a Doctor (GMC registered) or a Paramedic (HPC registered) ideally experienced in treating motorcycle-racing type injuries. S/he must be issued with a copy of the current SCB Aide-Memoire for Speedway Medical Officers and a copy of Article Section 8 of the current Speedway Regulations.

Responsibilities include:

- Familiarity with the stadium and track facilities.
- the positioning of ambulances and paramedic staff.
- Ensure all staff under his/her control are suitably qualified and familiar with the requirements of their duties.
- Ensure that the medical facilities and vehicles used are in accordance with the requirements of the SCB Medical Code.
- Ascertain that any fallen riders are fit to resume racing.

### **Electricians, Stewards and a Security Officer**