

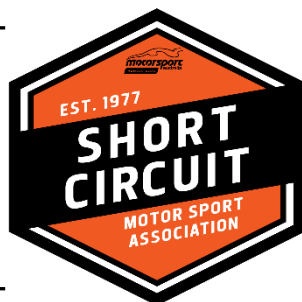
# SHORT CIRCUIT MOTOR SPORT ASSOCIATION INC

*Servicing motorsport in Queensland since 1977*

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## **Role Description: Eligibility Officer - Short Circuit Motor Sport Association Inc.**

### **Purpose of the Role**

The Eligibility Officer ensures that all competitors, vehicles, and associated documentation meet the standards, ensuring compliance with Motorsport Australia regulations and event rules required for participation in events organised by the Short Circuit Motor Sport Association Inc. This role is essential for maintaining the integrity of competition and prioritising the safety of all participants. The Eligibility Officer collaborates with other officials, including the Event Coordinator, Event Secretary, and Scrutineers, and actively participates in pre- and post-event toolbox talks to communicate issues and suggest improvements for future events.

### **Key Responsibilities**

#### **1. Competitor Eligibility**

- a. Verify that all competitors meet licencing, age, and entry requirements for the event.
- b. Confirm that competitors hold valid licenses and any required insurance coverage.
- c. Address competitor-related eligibility questions or disputes in collaboration with event officials.

#### **2. Vehicle Compliance**

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#### **Clubs affiliated with SCMSA**

Downs Motorsport Club - Lotus Club of Qld  
Ipswich West Moreton Auto Club  
Tamworth Sporting Car Club - Millmerran Auto Club



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- a. Conduct inspections to confirm vehicles comply with technical and safety regulations specific to their class or category.
- b. Ensure vehicles are properly marked with identification such as logbooks, racing numbers, and compliance stickers.
- c. Collaborate with Scrutineers to resolve technical issues or irregularities.

### **3. Documentation Review**

- a. Review and validate all required documentation, including competitor licences, entry forms, and vehicle logbooks.
- b. Ensure timely submission and accuracy of all documents in compliance with event requirements.

### **4. Pre-Event and On-Site Checks**

- a. Participate in the **pre-event toolbox talk** with the Event Coordinator and other officials to review schedules, safety measures, and roles.
- b. Perform pre-event reviews of competitor entries and vehicle details to identify potential issues.
- c. Conduct on-site checks before the event starts to validate compliance and address concerns.
- d. Engage in additional inspections during the event if required, especially in response to protests or compliance issues.

### **5. Collaboration and Communication**

- a. Work closely with the Event Coordinator to ensure smooth operations and communicate any eligibility issues or concerns promptly.
- b. Collaborate with the Event Secretary to ensure all documentation is properly recorded and archived
- c. Provide updates to the Clerk of the Course and other key officials on eligibility status and compliance issues.

## 6. Post-Event Responsibilities

- a. Participate in the **post-event toolbox talk** to provide feedback, discuss challenges encountered, and suggest improvements for future events.
- b. Prepare detailed reports on non-compliance cases, resolutions, and recommendations for event enhancements.
- c. Ensure all documentation and records are submitted to the Event Secretary for archiving.

## 7. Fairness and Dispute Resolution

- a. Act impartially in making eligibility decisions to ensure fairness for all competitors.
- b. Escalate unresolved disputes or significant compliance issues to the Clerk of the Course or Stewards for review.

## Key Qualities and Knowledge

- **Attention to Detail:** Ability to identify discrepancies and ensure accuracy in competitor and vehicle compliance.
- **Knowledge of Regulations:** Familiarity with technical and Motorsport Australia regulations relevant to events.
- **Effective Communication:** Ability to provide clear and professional communication with competitors, volunteers, officials, and the event team.
- **Problem-Solving Skills:** Capability to address disputes or issues effectively and fairly.
- **Collaboration:** Ability to work effectively with the Event Coordinator, volunteers, and other officials to ensure event success.
- **Professionalism and Integrity:** Commitment to impartiality, fairness, and maintaining the integrity of the competition and the Association.

## Key Behaviours

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### Clubs affiliated with SCMSA

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- Be respectful and professional in interactions with competitors, volunteers, officials, and stakeholders.
- Adhere to all organisational policies, Motorsport Australia regulations, and safety standards.
- Take responsibility for decisions and maintain accurate records for actions taken.
- Contribute constructively to toolbox talks and event improvement discussion.

### **Relationship with Other Officials**

- **Event Coordinator:** Collaborate closely to ensure smooth operations and timely communication of issues.
- **Event Secretary:** Work on the verification and management of competitor documentation.
- **Scrutineers:** Collaborate on vehicle inspections and technical compliance.
- **Clerk of the Course:** Provide updates and escalate unresolved compliance issues or disputes.

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