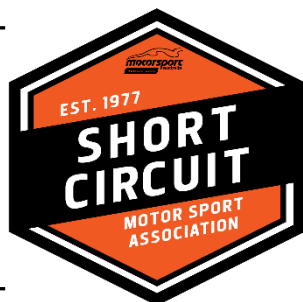


SHORT CIRCUIT MOTOR SPORT ASSOCIATION INC

Servicing motorsport in Queensland since 1977

President: Moss Lane
Vice-President: Dan O'Mara
Secretary: Charlotte Kelly
Treasurer: Cassie Lepp
ABN 52 502 752 630
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Toowoomba Qld 4350
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Role Description: Clerk of the Course - Short Circuit Motor Sport Association Inc.

Purpose of the Role

The Clerk of the Course is the lead official responsible for overseeing the safe, fair, and efficient conduct of Short Circuit Motor Sport Association Inc. events. This role involves managing event operations, ensuring compliance with Motorsport Australia regulations, and prioritising the safety of all participants, officials, and spectators. The Clerk of the Course serves as the central authority for operational decisions and works closely with the organising team and event officials.

Key Responsibilities

1. Event Leadership

- a. Supervise all aspects of event operations, including track activity, scheduling, and logistics.
- b. Act as the main decision-maker on operational and safety matters during the event.

2. Safety and Compliance Oversight

- a. Ensure the event adheres to Motorsport Australia rules, supplementary regulations, and the Short Circuit Motor Sport Association Inc.'s standards, policies and procedures.

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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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- b. Monitor and enforce safety protocols for competitors, officials, and spectators.
- c. Confirm all the necessary permissions, permits, and insurances are secured before the event.

3. Toolbox Talk

- a. Conduct a pre-event toolbox talk with the Event Coordinator and key officials to discuss safety, operational plans, and responsibilities.
- b. Facilitate a post-event debrief with the Event Coordinator to review the event's operations, identify any issues, and gather feedback for improvement.

4. Team Coordination

- a. Liaise with event officials, including marshals, stewards, and timekeepers, to ensure smooth operations.
- b. Assign duties to the Deputy Clerk of the Course and other officials, ensuring everyone is properly briefed and equipped.

5. Incident and Emergency Management

- a. Oversee responses to incidents on track or within the event precinct.
- b. Implement the emergency response plan as necessary to protect participants and spectators.

6. Decision-Making and Problem Solving

- a. Address disputes, rule violations, or issues arising during the event promptly and fairly.
- b. Collaborate with stewards on rule interpretations, penalties, or protests.

7. Reporting and Documentation

- a. Maintain detailed records of event decisions, incidents, and outcomes.

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- b. Prepare and submit post-event reports to the relevant authorities and to the Event Coordinator.

Accountability and Conduct

As the Clerk of the Course for Short Circuit Motor Sport Association Inc., the individual agrees to:

- Accept full responsibility for the event's operational integrity and safety.
- Adhere to all applicable policies, regulations, and standards, including Workplace Health and Safety guidelines of the club and Motorsport Australia.
- Conduct themselves in a respectful, professional, and impartial manner at all times.

Key Qualities and Knowledge

- Strong Leadership, decision-making, and organisational skills.
- Excellent communication and conflict-resolution abilities.
- Comprehensive knowledge of Motorsport Australia regulations, event operations, and safety standards relevant to Short Circuit Motor Sport Association Inc. events.
- The ability to remain composed and make sound decisions under pressure.

