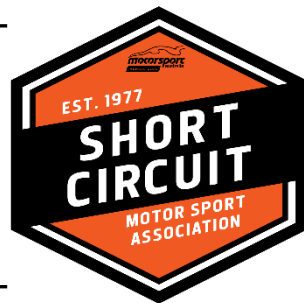


SHORT CIRCUIT MOTOR SPORT ASSOCIATION INC

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
www.scmsa.com.au



PO Box 2456
Toowoomba Qld 4350
Mobile: 0494 081 612
secretary@scmsa.com.au

Role Description: Deputy Clerk of the Course - Short Circuit Motor Sport Association Inc.

Purpose of the Role

The Deputy Clerk of the Course supports the Clerk of the Course in managing Short Circuit Motor Sport Association Inc. events. This role involves assisting in event operations, ensuring compliance with Motorsport Australia regulations, and promoting the safety and success of all participants, officials, and spectators. The Deputy Clerk of the Course also provides leadership and decision-making continuity if required to act as the Clerk of the Course.

Key Responsibilities

1. Support for Event Operations

- a. Assist the Clerk of the Course in overseeing the event, including track activity, scheduling, and overall operations.
- b. Take responsibility for specific tasks or areas as delegated by the Clerk of the Course.

2. Safety Management

- a. Monitor safety procedures for competitors, officials, and spectators, ensuring compliance with safety protocols.

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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. Assist in implementing emergency plans during incidents and ensuring appropriate responses.

3. Toolbox Talk

- a. Participate in and support the Clerk of the Course during a pre-event and post-event toolbox talks with the Event Coordinator.
- b. Provide input on safety and operational matters during these sessions and ensure follow-up actions are implemented where necessary.

4. Regulatory Compliance

- a. Ensure the event is conducted in line with Motorsport Australia rules, supplementary regulations, and the Short Circuit Motor Sport Association Inc's guidelines.
- b. Verify that all vehicles, drivers, and teams meet eligibility and compliance standards before and during the event.

5. Communication and Coordination

- a. Facilitate communication between the Clerk of the Course, officials and participants to ensure smooth operations.
- b. Brief officials on their roles, duties, and safety responsibilities, ensuring they have the necessary resources to perform effectively.

6. Leadership in Operations

- a. Supervise specific areas of the event as directed, maintaining operational control and addressing issues promptly.
- b. Step into the Clerk of the Course role when required, ensuring consistent event management.

7. Incident and Reporting Duties

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- a. Support the handling of incidents, rule breaches, or protests, ensuring timely and fair resolutions.
- b. Document and report incidents, outcomes, and other key details to the Clerk of the Course or event stewards.

Accountability and Conduct

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

- Take full responsibility for their delegated duties and actions during the event.
- Adhere to all policies, procedures, regulations, and standards, including Workplace Health and Safety guidelines of the club and Motorsport Australia.
- Demonstrate respectful and professional behaviour toward participants, officials, and spectators.

Key Qualities and Knowledge

- Strong Leadership and organisational skills.
- Excellent communication and teamwork abilities.
- Comprehensive knowledge of Motorsport Australia regulations, event procedures, and safety protocols relevant to Short Circuit Motor Sport Association Inc. events.
- The ability to remain composed and make informed decisions under pressure.

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