

Please email this form and a copy of the results to [cnw.secretary@gmail.com](mailto:cnw.secretary@gmail.com) or post to **Centre Secretary** (Mr Nick Bird, 15 Heol Offa, Tanyfron, Wrexham, LL11 5TN) within 17 days of the Competition. Please advise him of how you want your fee dealt with.



## CHESHIRE & NORTH WALES CENTRE STEWARDS REPORT FORM FOR TRIALS

EVENT:

STATUS OF EVENT:

DATE:

STEWARDS NAME:

PERMIT No:

LOCATION OF START & TIME:

ORGANISING CLUB:

**RESULTS: ATTACH A COPY OF THE PUBLISHED RESULTS**

**STEWARDS COMMENTS:**

WERE ANY PROTESTS RECEIVED? If Yes give details

WERE ANY INJURIES REPORTED? If Yes give details

Signed:

Date

NAME OF CLERK OF COURSE:

LICENCE No:

NAME OF SECRETARY OF THE MEETING:

The following notes are intended to guide the steward on what should be considered by the trial organisers. Most events will not require any comments on most/all of the subjects. Stewards are invited to comment on anything to do with the event especially where they can advise on improvements. By sending a copy of the results you will give numbers and overview of how difficult the competitors found the course.

#### ORGANISATION

1. Did you receive enough information in advance of the event?
2. If there was a programme did it contain - List of Entries / Map of Course / Official Information / List of Sections?
3. Did you (the steward), observers and officials sign on?
4. Was the permit available at the start?
5. Was a Risk Assessment done/copy available?
6. Were the Centre / Club Stewards available? Names:
7. Were there sufficient observers in position by the required time?
8. Were observers briefed especially about what method of marking stop not/allowed?
9. Were final instructions (if any) made clear to competitors?
10. How soon were provisional results available after the last competitor had completed the course? *Typically that evening.*
11. How soon were results published? *Typically the next day.*
12. What method was used to publish the results?  
*Clubs own Web page, Centre Web page, Email, Facebook, Trials Central, Other.*

#### FACILITIES & ENVIRONMENT

13. Was route to start clearly marked?
14. Was there adequate parking at the start?
15. Was the starting area well situated creating little difficulties with local residents?
16. Toilets? Refreshments?
17. Was there adequate parking at sections?
18. If it was a two day event, was water provided?
19. Were adequate waste bins provided?

#### MACHINE EXAMINING

20. Were machines checked for compliance with ACU regulations?
21. Name of Machine Examiner?

#### LIAISON

22. Did liaison between Police and L.A appear to be satisfactory?
23. Did you feel that the Organisers had attended to P.R where the route passed resident communities?

#### NOISE

24. Name of the Noise Meter Operator?
25. Was the Noise Test correctly carried out?
26. Noise Meter Operator's Form. Copy attached?

#### COURSE

27. Type of Course: Number of laps: Number of Sections:
28. Was the route marking clear and well placed and was a plan in place to remove it?
29. Were sections generally of a type suitable for inclusion in a Trial of this status?
30. Was the Trial free of serious delays?
31. Was there a time limit. If so was the schedule made clear to competitors?
32. Was the time allowed reasonable? *Time Allowed:*
33. Was there any road riding involved? *Total Mileage:*