



## North American Trials Council

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# SPORTING STEWARD GUIDELINES

The NATC Sporting Stewards have three jobs *prior to the event*, (1) to ensure that the sections and loop are appropriate and that section difficulty is appropriate for each class skill level, (2) to assist the organizers in fine tuning the event to make it successful and enjoyable, and (3) to insure uniform overall quality throughout the series. The Steward must inspect the course prior to the event. If problem areas are found, the Steward has absolute power over the sections how they are marked, course and time limit, and is permitted to delay the start of the event until all necessary changes are made. The Sporting Steward may make major changes to a maximum of 4 sections and may solicit the council of any non-participant in the event. ”

### **1. Responsibilities**

The Steward is the representative for the NATC at each event and as such should do whatever they can to ensure the event is a success by offering support to the organizers at all times.

### **2. One Month Prior to Event**

Steward will call the NATC Rep for the event. The purpose of this contact will be to:

- a. Obtain the names of Trials Organizer, Referee, Trials-master and any other officials for the event;
- b. Establish the date and time for Steward to review the course, at least two days prior to the event. Inform the NATC Rep and Referee that both of them and the Trials Master are expected to review the sections with the Steward, along with sufficient manpower to make changes determined by the team;
- c. Ensure receipt of National Trials Organizers Checklist and Sporting Steward Guidelines documents;
- d. Discuss section orchestration;
- e. Remind officials ideal section length should not exceed 50 seconds to ride.
- f. Arrival date at site of Sporting Steward should be confirmed at this time.

### **3. At least Two days Prior to Event**

Steward will meet with NATC Rep, Referee and Trials-master to review the role of the Steward during the event:

- a. Ensure a checker packet for each section that contains whistle, 2 punches, stopwatch and 5 point un-sportsman-like-conduct yellow card and a copy of Supplemental Rules Organizer information Sect. 5;
- b. Attend the checker meetings (whenever they are scheduled in the next two days) to answer any questions about section scoring;
- c. Ensure official clocks for the scoring table and the last section.
- d. Will serve on the protest jury with the Referee and his appointed third member of the jury;
- e. Review section orchestration;
- f. Review Organizers Checklist.



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Steward will review each section with the NATC Rep, Referee, Trials-master and section workers. Steward will ensure:

- a. The sections and loop are of appropriate difficulty,
- b. Section markings are clear and are placed so that there will be a minimal amount of displacement by riders,
- c. The loop is well marked,
- d. The time limit is reasonable.
- e. Spectator barriers are in place where needed.

#### **4. Day of Event**

- a. Steward will provide checker packets to the Referee or his designee.
- b. Steward will also be available to attend checker meeting to respond to questions.
- c. Steward will place the official clocks at start line and at the last section(s).
- d. Steward will remain available to assist with protests or other administrative issues that may arise. Radio contact with Referee and Trials-master is **mandatory**. It is important that protests be addressed during the event to ensure timely completion of scoring and trophy presentations.
- e. Steward will work closely with Scoring Steward to resolve issues and protests.
- f. Steward will notify the Scoring Steward of the Protest Jury member's names.

#### **5. After Event**

- a. Ensure that checker packets **and radios** are gathered and complete. Replace used whistles with new whistles to prepare for inclusion in packets for next event.
- b. Gather clocks from start and sections
- c. Write report summary for NATC, CFO, CEO and COO. This report describes your observations of the organization of the event, trials site, unusual circumstances, documentation of all protests and resolution and any other items you deem of value to the NATC leaders. ***These reports will be discussed at the NATC annual meeting.***
- d. For replacement of observer punches contact Dick Oliver at Oliver Tool and Machine in Towanda, PA, on 570-268-2971. and / or Ray Peters.