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## 1. PURPOSE OF THIS HANDBOOK

This handbook will help and support the appointed FIVA Steward (or FIVA Observer) to monitor, in the spirit of FIVA, the Event for which he/she is appointed. It will not replace the FIVA Events Code that is binding. Always remember that as a FIVA Steward you are also an Ambassador for FIVA and thus represent and promote FIVA professionally to organisers, officials, media and entrants.

## 2. APPOINTMENT PROCESS FOR A FIVA STEWARD AT AN EVENT

### Responsibilities

The functions of the FIVA Steward are to constitute an impartial judicial body, to see that the event is run safely and in compliance with national laws, the FIVA Events Code, the FIVA Technical Code, the Organiser's Event Regulations and Supplementary Regulations.

### Independence

The FIVA Events Commission must ensure that a Steward is always independent from the organiser of the event. Thus there can be no real or implied conflict of interest.

### Expertise

Experience and knowledge of the specific type of event is taken into account.

## Languages

English is mandatory. However familiarity with the national language of the event organisers is also of benefit.

## Location and Nationality

To minimise any potential conflicts of interest the domicile and the nationality of the Steward will be taken into account prior to appointment to an event.

## 3. PRIZE GIVING


### Steward's Speech

The Steward should request the organiser to allow the Steward to make a short speech during the prize giving, including a short summary of his/her point of view about the event.  
Give thanks to the organiser and point out the importance of this special event for FIVA (spirit).

### Award Presentation


By prior agreement with the organiser, ensure that you can present any FIVA Awards at the Prize Giving Ceremony.

## 4. DISPUTES WITH AUTHORITIES

	<b>Do not interfere in any disputes between any local authority and organiser or competitors.</b>
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## 5. TRAFFIC INFRINGEMENTS BY PARTICIPANTS (PENALISING)

Were any participants charged by police for infringement of traffic laws?

	<b>If yes, make sure the organiser penalises the competitor. Exclusion or time penalties must be used as sanctions. The use of financial penalties is not allowed.</b>
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## 6. AFTER THE EVENT

### Thank the organising team

For his/her/their hospitality on behalf of yourself and FIVA.

### Final Results

Ask for a copy of the final results.



# ANNEX 1 - STEWARDS' HANDBOOK



## Settle your Expenses

Settle your agreed “Steward expenses” directly with the organiser. Where possible using the official expense claim form provided to you by the organiser.

## Disputed Expenses

If, for some reason beyond your control, the organiser fails to pay your agreed expenses then you must inform the EC Chairman and the General Secretary as soon as possible, so they can take action to resolve the situation. In these exceptional cases they will ensure that the Steward will not be out of pocket as a result of fulfilling his/her Steward duties.


## Steward's Report


Complete the FIVA Steward’s report immediately after the event and submit it via the FIVA website form within 14 days.


## 7. STEWARDS' CHECKLISTS

<b>APPENDIX 1 – PRE-EVENT CHECKLIST</b>		
<b>Event documentation should be made available to the Steward at least 2 weeks before the start of the event so the Steward can review and respond if required.</b>		
<b>The information required by the FIVA Steward is shown below...</b>	<b>Yes</b>	<b>No</b>
Detailed programme of the Event, entry form etc.		
The complete Event Regulations		
Were the Regulations published in English?		
Were the Regulations published in French?		
Were the Regulations published in other languages? (Specify).....		
<b>Regulations and entry form must contain:</b>	<b>Yes</b>	<b>No</b>
The name and the type of the Event (Regularity, Touring, Concours, Static Show/Exhibition)		
The name and address of the Organiser		
A statement that the Event incorporates the provision of the FIVA Events Code		
The FIVA Event Registration number		
The place and the date of the Event clearly mentioned		
Details of Sustainability actions taken by the Organisers		
Details of Sustainability actions to be made by the entrants.		
The Event's description		
Details of eligible competitors and vehicles, including their class and category		
The required documents as per Standard Rules for Regularity Events		
The maximum number of entrants and how entries are to be selected		
The opening and closing dates for entries		
Details of the Entry fee(s)		
<b>The names of the officials of the Event including</b>	<b>Yes</b>	<b>No</b>
The Secretary of the Event (with address)		
The Clerk of the Course		
The Competitor Relation/Liaison Officer		
The appointed FIVA Steward		
Photos and contact details for the CRO/CLO should also be included, plus any other relevant information e.g. languages spoken.		
The time, place and method of publication of the provisional and final results. Where practical a Digital Notice Board (DNB) is recommended (e.g. on the event website or by an app such as Sportity)		
Rules for the use of electric or electronic equipment. Organisers may forbid the use of electronic measuring devices if they wish to do so.		
Rules for service/assistance as per Standard Rules for Regularity Events		
Protest fee and procedure		
A list of prizes and/or awards		
Summary and scale of penalties		
Advice on competitors' dress code		


Any additional information that the organisers consider appropriate including how a tie is to be decided		
<b>Information sent to the entrants / competitors must contain:</b>	<b>Yes</b>	<b>No</b>
The exact place and reporting time for registration and scrutineering and the start location along with the GPS coordinates.		
The registration arrangement for late arrivals		
The parking arrangement for trailers and non-competing vehicles		
Details of sustainability procedures required by the entrants during the event		
The details of hotel(s) including full addresses GPS coordinates and phone numbers		
The address and phone number of the Rally HQ, GPS coordinates and any phone numbers for emergency calls during the Event		
Advice on competitors' dress code		
The list of entrants accepted for the Event		
Road map with the complete route indicating the locations of all controls and tests		
Complete entry list including the number of FIVA ID Cards for vehicles participating.		
<b>You must have a documented agreement with the organiser covering</b>	<b>Yes</b>	<b>No</b>
Arrival and departure date		
Clarify with the organiser the means you will travel to and from the event (e.g., by air, car, or train)		
Estimated cost of your travel		
What additional accommodation you may require		
Who will organise the travel (the organiser or yourself)		
Means of travel to/from and during the Event (with your own car, you drive yourself with a car hired or provided, or you are driven round) If you use your own or a hire/provided car the organiser must cover just the cost of the fuel used.		
The reimbursement method agreed between the Steward and the Organiser.		
The organiser must provide the FIVA Steward with accommodation and meals. This means you are a guest of the organisation so accept graciously what is offered. Do not expect a suite in a five (5) star hotel. Often the officials and organisers themselves are lodged in a more affordable hotel than the participants!		

<b>APPENDIX 2 - ON ARRIVAL AT THE EVENT CHECKLIST</b>	<b>Yes</b>	<b>No</b>
Provision of all detailed road books including all tests together with an up-to-date marked road map		
Copies of all required authorisations (ANF and local authorities)		
<b>These authorisations must contain:</b>		
Name of the Event		
Date		
Name of the organiser		
Copy of the insurance policy/certificate		
<b>This insurance policy must contain:</b>		
Name of the Event		
Date		
Name of the organiser		
The insurance cover provided (e.g. Third party, indemnity for Organisers, Officials and crews) and any applicable limits or restrictions.		
<p><b>If there is no insurance policy/certificate available, the Event cannot be held under a FIVA registered event number.</b></p> <div style="text-align: center;">  </div> <p><b>You must inform the organiser and withdraw the FIVA registration. Your presence is no longer needed! You must inform the FIVA Stewards' Coordinator and/or the Chairman of the Events Commission.</b></p>		
<b>List of all officials</b>	<b>Yes</b>	<b>No</b>
Names, functions, photos, contact phone numbers (mobile).		
Entry List with up-to-date list of all entered participants and vehicles.		
Name of participant (driver and co-driver)		
Nation of the participants		
Name, type and engine capacity of the car		
Year of manufacture of the car		
Number of the FIVA ID-card (where applicable)		
<b>Steward Activities plan</b>	<b>Yes</b>	<b>No</b>
Plan and discuss with the Clerk of the Course your activities during the event and make appointments for further meetings as required during the Event.		
The FIVA Steward should be introduced to the participants and the officials.		
Explain your primary tasks during the introduction to the participants as well as to the officials.		

<b>APPENDIX 3 - SCRUTINEERING CHECKLIST</b>	<b>Yes</b>	<b>No</b>
Are all vehicles entered in the Event examined by the scrutineers appointed by the organiser?		
Are the scrutineers performing their duties as you would expect?		
Are all vehicles examined before the start? The emphasis of the examination must be directed towards legality, safety and roadworthiness		
Are the scrutineers checking the conformity of the vehicles with their FIVA ID card and the Event Regulations?		
<b>These checks should cover at least three points:</b>	<b>Yes</b>	<b>No</b>
Type and make of the vehicle.		
Comparison of the Chassis Number		
Comparison of the Engine Number		
Checking of the vehicle's registration plate with that recorded by the issuing ANF on the FIVA ID card (The country of the ANF must correspond with country of the number plate)		
Validity of the ID card (less than 10 years since the card was issued)		
Comparison of the ID Card photo with the car as presented		
Where any FIVA ID cards are found to be invalid the Scrutineer must inform the Steward. The Steward should document the problem (e.g. with photographic evidence) and report this to the chairman of the Technical Commission for investigation.		
Have you received a copy of the report made by the scrutineer for the organiser (list of accepted, refused cars etc.)?		
Were any vehicles excluded from the Event (e.g. deemed unsafe, invalid FIVA ID card or not compliant with the requirements of the Event)?		
 <b>The scrutineers' examination does not imply that FIVA or the organisers accept responsibility for legality, safety and roadworthiness of the vehicles. Do not sign documents accepting responsibility for such matters.</b>		

APPENDIX 4 - DURING THE EVENT CHECKLIST	Yes	No
Check the communication between the marshals and officials and be prepared to marshal if required		
Make sure the organiser checks, <b>at least once a day</b> , the speed or driving behaviour of participants		
Check the daily publication of provisional results		
Is there an official “Rally time” announced?		
Are the official cars clearly marked?		
<b>Are the marshals and officials provided with distinctive identification?</b>		
Compare the road book with the average speed <b>in theory and in practice</b>		
Are the sections set to test the skill and judgment of the crew?		
Are the speeds set for Regularity sections suitable?		
Are the start, intermediate timing points and the finish of all Regularity sections clearly marked and in suitable positions?		
Did the timetable consider the difficulties of traffic congestion and the crossing of built-up areas?		
Is the road book clear and comprehensive?		
Check the Rally clocks to see if they are accurate and not manipulated.		
Check the regularity timetable to ensure it does not cause excessive speeding.		
Delayed arrival – effect on next road section.		
Is there a penalty foreseen for early and late arrival? <b>In particular check that there is an early penalty so that there is no benefit for being the fastest car.</b>		
Check that the minimum distance between regularity timing points on open public roads complies with the National rules [e.g. 2 miles; 4 minutes at 30 mph in the UK]		
In case of any incident or breach of the regulations or local laws the Steward must bring this issue to the attention of the Organiser. The Organiser has, in such cases, to provide you with a written report.		
<div style="text-align: center;">  </div> <p><b>Listen to the participants but do not comment or make any decision on their suggestions. If there are criticisms, do not stress these, but stay neutral and highlight the positive side of the event.</b></p>		



APPENDIX 5 - PROTEST CHECKLIST	Yes	No
Have you been informed by the Clerk of the Course about the protest, time and place of the meeting with the parties involved?		
Check if the protest has been made within the time limit stipulated in the Event Regulations and that any applicable fees have been paid.		
Has the Clerk of the Course given notice to all parties involved in the hearing?		
Is the complainant satisfied with the decision of the Clerk of the Course?		
Has the protest fee been returned in the case of a successful protest?		
<div style="text-align: center;">  </div> <p><b>Only a written protest is an official protest. If the complainant is not satisfied with the decision of Clerk of the Course he has the right, at no extra fee, to appeal to the FIVA and other event Stewards whose verdict is final.</b></p>		



## 8. APPLICATION PROCEDURE TO BECOME A FIVA STEWARD

FIVA Members, upon request from the Chairman of the FIVA Events Commission (FEC), may nominate persons with significant experience of the organisation of, officiating at, and competing in, historic vehicle Events. To apply to join the FIVA Stewards panel, each nominated applicant must complete and submit the online Steward Application Form.

### Steward Nomination Procedure

FIVA Members may be invited by the EC Chairman to nominate potential Steward(s). The FIVA EC Coordinator will provide login details giving access to the online application form. The nominee must complete the Steward Application Form in full. Completed form(s) will automatically be forwarded to the FIVA Events Chairman and Stewards Coordinator for initial review.

### Steward selection process

The FIVA EC Chairman will, in conjunction with his/her Vice-Chairman, Steward Coordinator and Secretary, consider each application.

Normally each applicant will be interviewed by the EC Chairman, or his/her delegate.

If approved, the nominee will be notified and a provisional Licence will be issued.

Each provisional Steward will be mentored by an experienced Steward in order to gain experience at a FIVA event. Post event, the mentor will report back to the Chairman and recommend whether the candidate is suitable, and if so, a Stewards Licence will be issued.

The FIVA Events Commission is empowered to accept or to refuse any application without giving a reason.

### Steward Training

Every FIVA Steward is required to take part in a FIVA Stewards' Seminar every two years. The intention is to hold the in-person Seminars in different continents each year. Where possible remote access to each seminar will also be available. Online and on demand training modules will be released as and when required by the EC.

The FIVA Events Commission is free to sanction or remove Stewards not acting according to their responsibilities and duties to FIVA.

## 9. FURTHER INFORMATION

If you have any questions or require further information please email [events@fiva.org](mailto:events@fiva.org).