



FIVA Stewards' Handbook Edition 2021

FIVA Events Commission

For the latest information visit our website at

<https://fiva.org/en/commissions/events-commission/>

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1. General

This handbook will help and support the appointed FIVA International Steward 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.

2. Appointment

Nomination 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 on and competing in historic vehicle Events to join the panel of FIVA Stewards by submitting a Nomination Form (See Annex 1B) to the Chairman of the FIVA Events Commission.

Procedure:

1. The Nomination Form must be requested by FIVA Members and sent to them by the FIVA Office.
2. FIVA Members may nominate potential Steward(s) and must complete the Application Form in full.
3. FIVA Members must send the completed form(s) to the FIVA Office.
4. The FIVA Office will send a copy of the completed form(s) to the Chairman of the FEC who will, in conjunction with his/her Vice-Chairman and Secretary, consider the application.

When approved, a Licence for the FIVA Steward will be issued that is valid for a period of two years and is renewable.

The FIVA Events Commission is empowered to accept or to refuse any application without giving a reason. The FIVA Events Commission is free to sanction Stewards not acting according to their responsibilities and duties.

3. Appointment as a FIVA Steward for an Event:

The FIVA Events Commission must ensure that a Steward is always independent from the Organiser of the Event. 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.

Criteria:

1. Experience and knowledge of the specific type of the Event.
2. Language abilities.
3. Location (Steward/Event).
4. Each FIVA Steward is required to attend a FIVA Stewards' Seminar, organised biennially, at least every second Seminar.

4. Events Checklists- See Appendices

<i>Appendix 1</i>	<i>Pre - Event Checklist</i>
<i>Appendix 2</i>	<i>On Arrival at Event Checklist</i>
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5. Prize Giving

- a) Be present at the prize giving.
- b) Request the Organiser to allow you to make a short speech during the prize giving.
 - Short summary of your point of view about the Event.
 - Thanks to the organiser and point out the importance of this special Event for FIVA (spirit).
- c) Ask for a copy of the final results.

6. Disputes with Authorities



Do not interfere in any disputes between any local authority and organiser or competitors.

7. Traffic Infringements by Participants (penalising)

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

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.

8. After the Event

- a) Thank the Organiser for his/her/their hospitality.
- b) Settle your agreed “Steward expenses” directly with the Organiser. Where possible using the official expense claim form provided to you by the Organiser.
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. Please refer to Appendix 6 of this document.

Steward’s Report

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

For the latest information always visit our website at <https://fiva.org/en/commissions/events-commission/>



Appendix 1 Pre - Event Checklist

2 weeks before the event

Information sent to the FIVA Steward

- | | Yes | No |
|--|--------------------------|--------------------------|
| a) Detailed programme of the Event, entry form etc. | <input type="checkbox"/> | <input type="checkbox"/> |
| b) The complete Event Regulations | <input type="checkbox"/> | <input type="checkbox"/> |
| Were the Regulations published in English? | <input type="checkbox"/> | <input type="checkbox"/> |
| Were the Regulations published in French? | <input type="checkbox"/> | <input type="checkbox"/> |
| Were the Regulations published in other languages (Specify)..... | <input type="checkbox"/> | <input type="checkbox"/> |

Regulations and entry form must contain:

- | | | |
|--|--------------------------|--------------------------|
| 1) The name and the type of the Event (Regularity, Touring, Concours d' Elegance, Static Show/ Exhibition) | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) The name and address of the Organiser | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) A statement that the Event incorporates the provision of the FIVA Events Code | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) The FIVA Registration number | <input type="checkbox"/> | <input type="checkbox"/> |
| 5) The place and the date of the Event clearly mentioned | <input type="checkbox"/> | <input type="checkbox"/> |
| 6) The Event's description | <input type="checkbox"/> | <input type="checkbox"/> |

- | | | | |
|-----|--|--------------------------|--------------------------|
| 7) | Details of eligible competitors and vehicles, including their class and category | <input type="checkbox"/> | <input type="checkbox"/> |
| 8) | The required documents as per Standard Rules for Regularity Events art. 6 (valid driving licence) and FEC art. 6.5. (a valid FIVA ID-Card) | <input type="checkbox"/> | <input type="checkbox"/> |
| 9) | The maximum number of entrants and how entries are to be selected | <input type="checkbox"/> | <input type="checkbox"/> |
| 10) | The opening and closing dates for entries, details of the entry fee | <input type="checkbox"/> | <input type="checkbox"/> |
| 11) | The name of the officials of the Event including the Secretary of the Event (with address), the Clerk of the Course and the appointed FIVA Steward should be mentioned | <input type="checkbox"/> | <input type="checkbox"/> |
| 12) | The time, place and method of publication of the provisional and final results | <input type="checkbox"/> | <input type="checkbox"/> |
| 13) | Rules for the use of electric or electronic equipment. Organisers may forbid the use of electronic measuring devices if they wish to do so. | <input type="checkbox"/> | <input type="checkbox"/> |
| 14) | Rules for service/assistance as per Standard Rules for Regularity Events Articles 14 | <input type="checkbox"/> | <input type="checkbox"/> |
| 15) | Protest fee and procedure | <input type="checkbox"/> | <input type="checkbox"/> |

- | | | |
|---|--------------------------|--------------------------|
| 16) A list of prizes and/or awards | <input type="checkbox"/> | <input type="checkbox"/> |
| 17) Summary and scale of penalties | <input type="checkbox"/> | <input type="checkbox"/> |
| 18) Advice on competitors' dress code | <input type="checkbox"/> | <input type="checkbox"/> |
| 19) Any additional information that the organisers consider appropriate including how a tie is to be decided. | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Information sent to the entrants | <input type="checkbox"/> | <input type="checkbox"/> |

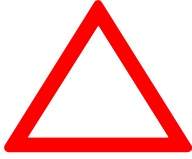
Information sent to the competitors must contain:

- | | | |
|--|--------------------------|--------------------------|
| 1) The exact place and reporting time for registration and scrutineering | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) The registration arrangement for late arrivals | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) The parking arrangement for trailers and non- competing vehicles | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) The details of hotel(s) including full addresses and phone numbers | <input type="checkbox"/> | <input type="checkbox"/> |
| 5) The address and phone number of the Rally HQ and any phone numbers for emergency calls during the Event | <input type="checkbox"/> | <input type="checkbox"/> |
| 6) Advice on competitors' dress code | <input type="checkbox"/> | <input type="checkbox"/> |
| 7) The list of entrants accepted for the Event | <input type="checkbox"/> | <input type="checkbox"/> |

- d) Road map with the complete route indicating the locations of all controls and tests
- e) Complete entry list including the number of FIVA ID Cards for vehicles participating
- f) Clarify with the organiser the means you will travel to the event and what additional accommodation you may require

On the following points you must have a documented agreement with the organiser covering:

- 1) Arrival and departure date
- 2) Method of travel (by air, car, or train)
- 3) Estimated cost of your travel
- 4) Who will organise the travel (the organiser or yourself)
- 5) 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 has to cover only the cost of the fuel used.
- 6) 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!

Appendix 2 On Arrival at Event Checklist

- | | Yes | No |
|--|--------------------------|--------------------------|
| a) Provision of all detailed road books including all tests together with an up-to-date marked road map | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Copies of all required authorisations (ANF and local authorities) | <input type="checkbox"/> | <input type="checkbox"/> |

These authorisations must contain:

- | | | | |
|-----------|--|--------------------------|--------------------------|
| 1) | Name of the Event | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) | Date | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) | Name of the organiser | <input type="checkbox"/> | <input type="checkbox"/> |
| c) | Copy of the insurance policy/certificate | <input type="checkbox"/> | <input type="checkbox"/> |

This insurance policy must contain:

- | | | | |
|----|-----------------------|--------------------------|--------------------------|
| 1) | Name of the Event | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) | Date | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) | Name of the organiser | <input type="checkbox"/> | <input type="checkbox"/> |



If there is no insurance policy/certificate available, the Event cannot be held under a FIVA registered number. You have to inform the organiser and withdraw the FIVA registration. Your presence is no longer needed! You must inform the Chairman of the Events Commission.

- | | | | |
|-----------|--|--------------------------|--------------------------|
| d) | List of all officials with functions and phone numbers (mobile). | <input type="checkbox"/> | <input type="checkbox"/> |
|-----------|--|--------------------------|--------------------------|

- e)** Up-to-date list of all entered participants.

This list must contain:

- 1) Name of participant (driver and co-driver)
- 2) Nation of the participants
- 3) Name, type and engine capacity of the car
- 4) Year of manufacture of the car
- 5) Number of the FIVA ID-card
- f)** 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.
- g)** The FIVA Steward should be introduced to the participants and the officials at a pre start briefing.
- h)** Explain your primary tasks during the introduction to the participants as well as the officials.

Appendix 3 Scrutineering Checklist

- | | Yes | No |
|--|--------------------------|--------------------------|
| a) Are all vehicles entered in the Event examined by the scrutineers appointed by the organiser? | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Is the scrutineer(s) appropriately qualified | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Are all vehicles examined before the start? | <input type="checkbox"/> | <input type="checkbox"/> |
| d) The emphasis of the examination must be directed towards legality, safety and roadworthiness | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Driving licence | <input type="checkbox"/> | <input type="checkbox"/> |
| f) Is the scrutineer checking the conformity of the vehicles with their FIVA ID card and the Event Regulations? | <input type="checkbox"/> | <input type="checkbox"/> |

These checks should cover at least three points:

- | | | | |
|----|--|--------------------------|--------------------------|
| 1) | Type and make of the vehicle | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) | Comparison of the Chassis Number | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) | Comparison of the Engine Number | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) | 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) | <input type="checkbox"/> | <input type="checkbox"/> |

- 5) Validity of the ID card (less than 10 years since the card was issued)
- 6) Comparison of the photo with the presented car
- g)** Where any FIVA ID cards are withdrawn by the Scrutineer or FIVA Steward a FIVA receipt must be issued to the vehicle owner/driver.
- h)** Have you received a copy of the report made by the scrutineer for the organiser (list of accepted, refused cars etc.)?
- i)** Are there vehicles excluded from the Event which do not comply with the FIVA ID card or do not satisfy the requirements of the Event?



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.

Appendix 4 During the Event Checklist

	Yes	No
a) Check the communication between the marshals and officials and be prepared to marshal if required	<input type="checkbox"/>	<input type="checkbox"/>
b) Make sure the organiser checks, at least once a day, the speed or driving behaviour of participants	<input type="checkbox"/>	<input type="checkbox"/>
c) Check the daily publication of provisional results	<input type="checkbox"/>	<input type="checkbox"/>
d) Is there an official "Rally time" announced?	<input type="checkbox"/>	<input type="checkbox"/>
e) Are the official cars clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>
f) Are the marshals and officials provided with distinctive identification?	<input type="checkbox"/>	<input type="checkbox"/>
g) Compare the road book with the average speed in theory <u>and</u> practice	<input type="checkbox"/>	<input type="checkbox"/>
1) Are the sections set to test the skill and judgment of the crew?	<input type="checkbox"/>	<input type="checkbox"/>
2) Are the speeds set for Regularity sections suitable?	<input type="checkbox"/>	<input type="checkbox"/>
3) Are the start, intermediate timing points and the finish of all Regularity sections clearly marked and in suitable positions?	<input type="checkbox"/>	<input type="checkbox"/>
4) Did the timetable take into account the difficulties of traffic and the crossing of built up areas?	<input type="checkbox"/>	<input type="checkbox"/>

- | | | | |
|-----------|--|--------------------------|--------------------------|
| h) | Is the road book clear and comprehensive? | <input type="checkbox"/> | <input type="checkbox"/> |
| i) | Check the Rally clocks to see if they are accurate and not manipulated. | <input type="checkbox"/> | <input type="checkbox"/> |
| j) | Check the regularity timetable to ensure it does not cause excessive speeding. | <input type="checkbox"/> | <input type="checkbox"/> |
| 1) | Delayed arrival – effect on next road section. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) | Is there a penalty foreseen for early and late arrival? In particular check that there is an early penalty so that there is no benefit for being the fastest car. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) | 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] | <input type="checkbox"/> | <input type="checkbox"/> |
| k) | 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| | The Organiser has, in such cases, to provide you with a written report. | <input type="checkbox"/> | <input type="checkbox"/> |

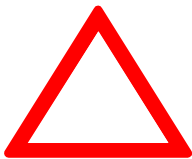


Listen to the participants but do not comment or make any decision on their suggestions.

If there are criticisms, do not stress these, but stay political and highlight the positive side of the event.

Appendix 5 Protests Checklist

	Yes	No
a) In case of an official protest:		
1) Have you been informed by the Clerk of the Course about the protest, time and place of the meeting with the parties involved?	<input type="checkbox"/>	<input type="checkbox"/>
2) Check if the protest has been made within the time limit stipulated in the Event Regulations	<input type="checkbox"/>	<input type="checkbox"/>
3) Has the Clerk of the Course given notice to all parties involved in the hearing?	<input type="checkbox"/>	<input type="checkbox"/>
4) Is the complainant satisfied with the decision of the Clerk of the Course?	<input type="checkbox"/>	<input type="checkbox"/>
5) Has the protest fee been returned in case of a successful protest?	<input type="checkbox"/>	<input type="checkbox"/>



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.

Appendix 6 Stewards Expenses Claim Process

It is intended that Stewards expenses will always be settled between the Steward and the event organiser at, or shortly after, the completion of the event. The method of settlement may vary, but it is up to the Steward and the Organiser to agree, and document this before the event takes place.

In exceptional cases where the Steward Expenses are not paid by the Organiser (despite having been previously agreed between the Organiser and the Steward) then the Steward should notify the EC Chairman (events@fiva.org) and the General secretary (secretary@fiva.org). They will review the situation and agree a course of action.

Once approved the Steward expenses will be paid from the EC budget.

Subsequently, the General Secretary will attempt to reclaim the Steward expenses from the Organiser.

If the Organiser still fails to pay FIVA this could result in the Organiser being barred from submitting further event applications.

