



**STATE POLICY
RACE REPORTS - COMPLAINTS**

For all race meetings Stewards are required to complete a race report. The report is in a standard format and provides an opportunity to document activities that occurred during the event. Incidents such as the need for a red flag stoppage must be included. Any track issues should be included in the affiliated club's logbook and if deemed appropriate by the Stewards in the race report as well.

The Clerk of Course reads, suggests input where appropriate and signs this report. As a result of reports from officials, the AKA may find it necessary to investigate incidents that may have occurred during a race meeting.

The State Secretary is person responsible for the receipt of race reports.

When they are received the State Secretary will peruse them to see that they are complete and as to whether officials have raised any matters for further attention.

Where any matter is reported by a race official or there is an irregularity in the report the State Secretary shall record that matter on the "record of race reports" and then forward the matter to the Secretariat / Executive of AKA Qld Inc. for further consideration.

If the Secretariat considers that the matters raised are significant then the relevant paperwork shall be forwarded to other appropriate persons for detailed investigation and for the findings of those investigations to be reported to the next Council meeting for additional action.

Approved – Council Meeting - Date – SKC 27 August,2003

Modified – Date / / Council Meeting Date / /