

# 2021 - Actions to be taken by the Clerk of the Course in the event of a Serious Incident involving a Competitor, Official or Spectator

Active post incident management and adopting a pro-active approach to investigations after an incident has occurred should ensure the circumstances of the incident are accurately recorded.

If incidents are investigated at an early stage and a pro-active approach adopted it should then be possible to place Insurers in the position where if a claim is received they are able to respond immediately with all necessary evidence to hand.

In that context it is important to recognise that all personal injury incidents have the following key issues:

- Who has been injured?
- The nature of extent of the injury?
- Who was responsible for the incident?
- Understand the position clearly on the question of responsibility (liability) for the incident?

It is essential therefore to investigate all **fatalities and serious personal injury** incidents that occur at a motor sports event immediately after they have occurred, to gather the necessary information and documentation as quickly as possible after the incident and to help Insurers by having all the evidence to hand in the event a personal injury claim is made or to deal with any threat of prosecution.

## **Roles and Responsibilities**

**Governing Bodies** – the governing bodies permit motor sport events

Steward – the on site representative of the governing body at a motor sport event

Clerk of the Course / Race Director – overall control of the meeting

**Insurance Broker** – arranges the insurance for the governing bodies, circuit owner, organiser, venue operator, promoter, track day hirer and the like

Specialist Loss Adjusters – investigates the incidents on behalf of the insurer

Insurers - ACU Insurance Ltd, Liberty and QBE

#### **Protocol**

The following flowchart has been adopted by the Auto-Cycle Union and is delegated to the Clerk of the Course / Steward responsible for the event or in the case of a track day event the Organiser or Venue Operator.

## A full investigation is required in the event of the following: -

Fatalities, loss of sight or limb/s, paralysis, serious head injuries, potential fatality or paralysis

(It is the responsibility of the Steward/Clerk of the Course to use experience/common sense)

## Telephone: In the event of a fatality or Serious Incident

- 1) Police
- 2) Off Road only Neil Doctor (07908 581928
- 3) Road Race only: Rowena Perks (07805 898584) Dr Paul King (07767 635420)
- 4) Advise ACU as soon as possible

## Immediate information gathering for Insurer by the Steward / Clerk of the Course / Organiser / Venue Operator

- Photographs of Scene
- Impound vehicles
- Obtain witnesses names, addresses and telephone numbers
- Seek and obtain video and photographic evidence from any source. Be cautious if asking spectators.

## Information to be forwarded to Governing Body / Insurer

- Steward's Report
- Marshal / Observer Reports
- · Any other witnesses reports
- Medical Log / Report
- Scrutineers Report
- Racing / Radio Log
- · Signing on sheet
- Risk Assessment

## Forward to Insurer: -

- Documents provided by Steward / Organiser as listed.
- Event Regulations
- Event Final and Supplementary Instructions
- Event Programme
- Track Plan
- · Copy of Permit