Report Writing Tips

v2026r2

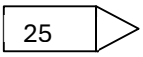
Race Control may ask you for a written report for incidents including vehicle contact, barrier contact, injuries, crossing blend lines, passing under yellow or red flag or where further risks remain after an incident.

General reminders

- You can write a report for someone else but ensure they sign as a witness.
- Ask all Marshals what they saw. Do not just assume you saw the most or that you were the only witness.
- Ensure reports have a witness noted.
- Ensure your report contains all the information given in the Comms call to Race Control.
- Include intervention vehicles that attended the incident.
- If Flags/Lights were displayed prior to the incident, include approximately how long the Flags/Lights were displayed prior to the incident.
- Include a diagram that matches your written description.
- Note if a fire extinguisher was used.
- If Race Control issues you a report number, make sure this is noted on the report.
- Ask your Sector Marshal or Senior Official to read over the report before you submit.
- A photo of the report should then be sent to Race Control via "REPORTS" WhatsApp Group by your Sector Marshal or Senior Official (or delegate) for processing.
- Reports must be submitted promptly, generally no later than 30 minutes from the time of the incident. Stewards may need to apply an in-race penalty.

Key reminders

- Make sure you have the:
  - Correct Date
  - Race or Practice number (ie Session number)
  - Your location around the circuit
- Write the time and/or lap number:
  - It is good practice to lap count
  - Look at your watch as soon as you can and note the time
- If you're not sure of the time or lap:
  - Ask Race Control, as they log the time it was called in to them
- Identify the cars involved by their number:
  - The correct car numbers are very important
- If you miss the car number:
  - Take note of the car livery, colour, driver name, some other identifying feature and try to get the car number on the next lap
  - Otherwise write "Car # Unknown"
- Always give the exact locations:
  - Drivers left or driver right (in relation to racing direction)
  - Marshal Post numbers
  - Barrier Gate numbers
  - Distances
  - Turn numbers
- When writing what happened:
  - Stick strictly to the facts. You are not there to apply blame.
  - Don't give personal opinions.
  - Describe only what was observed.
- Describe what happened before, during and after your incident
- Ensure your diagram matches your written description
- Include the following in your diagram:
  - Outline of the track sector
  - Position of Posts
  - Any flags displayed
  - Barrier and wall alignments
  - Corner numbers
  - Cars and numbers in a sequence match what happened in the text
- Draw cars and their numbers like this



Refer to the following pages for tips on filling in a Motorsport Australia incident report form EP-107.

INCIDENT REPORT
ALL EVENTS
EP-107

This report is to be completed and forwarded to the Clerk of the Course following any incident involving car-to-car contact, car-to-barrier contact, apparent injury to any person or possible infringement of the rules (particularly where danger has been created by the action).

Additional reports (eg. Injury and/or accident reports) must be attached to this form.

OFFICE USE Do not use

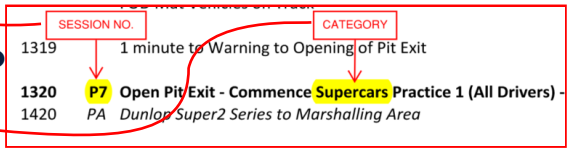
IMPORTANT INFORMATION

Before completing a incident report ask all officials in your area what they saw.
Do not assume you were the only witness.
Others may have seen the start, middle, or end of the incident and it all helps explain the entire incident.

DETAILS

If you cannot call RC straight away, record the time the incident occurred, when you can call RC, advise them of the time it occurred

REPORTED BY	Name of person writing the report. Note - You can write the report for someone else (even if you did not see it).		
DATE	☐☐ – ☐☐ – ☐☐☐☐	**TIME**	Time you called RC / Time of incident
LOCATION	This is your FLAG POST number (your location around the circuit). NOT BATHURST for example		
EVENT	Name of the ENTIRE EVENT. For example - BATHURST 1000, GT FESTIVAL QUEENSLAND RACEWAY etc.		
CATEGORY	Category on the circuit. Eg. Supercars	**SESSION NO.**	This is the SESSION NO. found in the MxM
CAR NUMBER/S	All cars# involved; "Car# unknown" if unsure	**REPORT NO.**	Provided by Race Control if in use



DESCRIPTION OF INCIDENT & CIRCUMSTANCES ASSOCIATED

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How cars entered your vision (EG. Cars 97 and 17 exited Turn 20 side by side).

Where cars were positioned in relation to each other (EG. Car 97 on Driver Left, Car 17 on Drivers Right).

What happened and where (EG. Cars made light side by side contact at the apex of Turn 21. Car 97 Drivers right hand side with Car 17 Drivers left hand side).
How did they leave your area/vision, was there advantage (EG. Car 17 ran wide drivers right and resumed at approximately 22.1. Car 97 continued ahead of Car 17).

***Remember to only state the facts! It is not your job to accuse, blame, use suggestive language or give opinions.**

If the Incident caused a Red Flag or Safety Car include this in the report.

If the driver was taken by medical/Alpha also include this in the report.

If the Incident involved passing under Yellow flag, please also include length of time flag was displayed (EG. 1 second, 5 seconds, 1 lap, 5 laps etc.) and what the flag was displayed for. Also add the flag status of the next post (eg. Post 22.2 was displaying the green flag).

There is plenty of space, so please be very descriptive and include all information which may be relevant

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DIAGRAM (USE BLANK PAPER IF REQUIRED)

Draw your section of circuit and run-offs or tyre buffers (if applicable).
Show your post location and an arrow showing race direction.
Draw all of the above written sequence, not just the contact/incident.
Put a triangle point on car rectangles to denote the front of the car, so the direction the car is pointing can be noted.
Write car numbers on each car all the way through the sequence.
Join sequences by dashes to show what car went where.
Show point of contact with a 'X' and write "contact" .
Show how cars left scene.

WITNESS DETAILS

WITNESS ONE
(INCLUDING PERSON WRITING THIS REPORT IF YOU WITNESSED THE INCIDENT)

NAME Person Submitting the report must also write their name here, unless you didn't see it and writing on behalf of others. **LOCATION** Your Flag Post/location around the circuit or course

WITNESS TWO

NAME Anyone else that witnessed the Incident as described **LOCATION** Your Flag Post/location around the circuit or course

WITNESS THREE

NAME Anyone else that witnessed the Incident as described **LOCATION** Your Flag Post/location around the circuit or course

REMARKS & RECOMMENDATIONS For use by Clerks of the Course, Race Directors or Driver Standards Advisers only

DECLARATION

Sector Marshal must read and ensure all sections are filled in correctly prior to submitting on WhatsApp (sending on WhatsApp is confirmation you have checked and confirmed the report is completed correctly and the description matches the diagram etc.)

NAME OF PERSON SUBMITTING REPORT Same name as Page1-Details Section **MOBILE** Your Phone Number

SIGNATURE Signature of person submitting the report. (even if you are not a witness). **DATE** __ __ – __ __ – __ __

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