



CHECKLIST FOR EVENT DOCUMENTATION FOR THE EVENT SECRETARY

Non-Race Events

The following completed documentation must be returned to the AASA Head Office within seven days of the completion of the Event:

✓	Document	Comment if unavailable
	Clerk of Course Report	
	Officials' Sign On Sheet	
	Licence Holder Details	
	Any accident/incident reports (including photographs)	

Race Events

The following completed documentation must be returned to the AASA Head Office within seven days of the completion of the Event:

✓	Document	Comment if unavailable
	Clerk of Course Report	
	Stewards Report(s)	
	Officials' Sign On Sheet	
	Licence Holder Details	
	Any accident/incident reports (including photographs)	
	Event Bulletins	
	Race Event Log	
	Race Results	

All documents and photographs can be emailed to info@aasa.com.au