

## MOTORSPORT UK RECOGNITION OF MOTOR SPORTS CLUBS

### Procedure for Recognition

In order to become recognised by Motorsport UK, a club must have at least 25 members and its rules must have been approved by Motorsport UK. The names and addresses of the members must be supplied with the application. In addition, if your club uses or incorporates the registered trade name of a commercial company e.g. Land Rover, Ford etc., written permission must accompany your application.

Within this information pack, you will find a copy of our Draft Club Rules document which many clubs have found to be suitable for use. You do not have to follow the Draft Rules exactly and in some places there is provision to vary them; for example the size of the Committee, but essentially these Draft Rules cover most possible situations. When we look at Club Rules, we are mainly concerned that there are proper arrangements for Annual General Meetings, Committee Elections and Meetings, membership requirements and that the club is being run in a proper fashion.

Motorsport UK, having satisfied itself regarding your Rules, will then announce on the website ([www.motorsportuk.org](http://www.motorsportuk.org)) that you are applying for recognition, giving existing clubs one month to comment. If no objections are received, we will then forward you the Club Registration Form, and when this is returned to us duly completed with the appropriate fee (**£80.00 for 2019**), we will then send you a Certificate of Registration, plus three copies of the current Motorsport UK Yearbook – you will then be able to apply for permits to run events.

Recognition has to be renewed annually; this must be completed online by the end of November in time for new Yearbooks to be posted to clubs in December. Registration runs from 1<sup>st</sup> January to the 31<sup>st</sup> December each year.

**All new clubs are required to join their local Regional Association, which acts as a liaison body for dates, and also gives clubs a direct voice in the Government of the Sport via the Regional Committee and Motorsport UK. A current list of the Regional Associations and contacts can be viewed here:**

<https://www.motorsportuk.org/assets/20-31regionalstructure.pdf>

If you have any queries on this procedure for recognition, please do not hesitate to contact us.

## **Why become Recognised?**

Motorsport UK is the internationally recognised governing body for 4 wheeled motor sport in the United Kingdom, and as such is responsible for ensuring that events are run to a common set of regulations, are properly insured and that the interests of both competitors and organisers are fully protected.

As a result of being recognised, members of your club can, under certain conditions, take part in events organised by other recognised clubs, and invitations can be made to your own events.

All events organised by recognised clubs are held under a master set of rules; the General Regulations of Motorsport UK. The use of these avoid the possibility of ambiguities arising through different clubs (over 700 in all) operating different Regulations, and in the case of a dispute arising, Motorsport UK can arrange adjudication. These Regulations range from Racing and Rallying to Off Road specialised events and prove to be invaluable as a guide to competitors and organisers alike. Individual events, of course, have their own Supplementary Regulations covering specific points for each event. Race Meetings, Speed Events, Rallies and many other events are authorised by Motorsport UK.

It is not generally realised that clubs, in promoting competitions, could in the event of an accident causing injury or death become liable to a substantial claim. Motorsport UK, by means of a Master Insurance Policy, arranges Club Third Party Insurance Cover to an indemnity amount of £67,000,000 for all motoring events run under a Permit. Insurance cover for Race Meetings, Speed and other events such as Rallies, Trials and Autotests are paid for on a per capita basis. Full details of all Insurances are included in the Motorsport UK Yearbook, Appendix 2. Motorsport UK also automatically arranges personal accident insurance for licenced competitors, marshals and officials signed-on at an event.

Recognised clubs receive three copies of the Motorsport UK Yearbook annually. The Kart Race Yearbook will be included for kart clubs. In addition, Club Secretaries will receive copies of the *Motorsport UK Magazine* – a Motorsport UK publication which carries information of interest to clubs, including changes of Regulations.

## BENEFITS OF MOTOR CLUB REGISTRATION

Motorsport UK is the internationally recognised controlling body of most four-wheeled motor sport in the United Kingdom. Motorsport UK ensures that events run to a common set of regulations, are properly insured against third party risks and that the interests of competitors and organisers are fully protected.

Motorsport UK is a non-profit making limited company. Much of its income comes from the sale of competition licences, event permits and motor club registration fees. The balance is earned from major events (the Wales Rally GB and the British Grand Prix, for example) and from championships (like the British Rally Championship).

Members of a recognised club can take part in events organised by other recognised clubs (there are over 720 of them), and invitations can be made to your club's events.

Motorsport UK General Regulations cover Autotests, Autocross, Car Racing, Cross Country (4x4), Drag Racing, Hill Climbs, Kart Racing, Rallycross, Rallying, Sprints and Trials. Clubs add their own 'supplementary regulations' to cover specific points for each event.

In the event of an accident causing injury or death, the organising club may be liable to substantial claims. The Motorsport UK master insurance policy provides third-party cover to a maximum of £67 million for any motoring event run with Motorsport UK approval. For a social event, like static displays, concours d'elegance and some veteran events, approval is given for a small charge. Motorsport UK also arranges automatic personal accident insurance for marshals and officials on events.

In association with JLT, Motorsport UK has been able to extend the existing third party cover to provide £67m of public liability insurance for member clubs' social activities, such as awards nights and dinner dances.

Recognised clubs can apply for grant aid for eligible projects through the Motorsport UK Development Fund (projects with a total value of £4 million have been helped in this way since 1995). Motorsport UK's own registered charity - the British Motor Sports Training Trust - can also grant aid certain Marshal's training days run by Recognised Clubs and Regional Associations.

Your club will receive regular information, including copies of the quarterly *Motorsport UK Magazine* and the monthly club newsletter *Motorsport UK News*, emailed to clubs on a monthly basis. Each club also receives three copies of the *Motorsport UK Yearbook*, the famous 'blue book' of rules.



The JLT Motorsport UK Club of the Year Award is awarded on an annual basis, providing clubs the opportunity to be recognised for their efforts irrespective of their size and particular expertise.

# DRAFT CLUB RULES

## FOR CLUBS SEEKING RECOGNITION BY THE ROYAL AUTOMOBILE CLUB MOTOR SPORTS ASSOCIATION LIMITED (MOTORSPORT UK) AND REGISTRATION FOR THE ORGANISATION OF MOTOR COMPETITIONS.

**NOTE:** These rules are not mandatory in this form, but any Club whose rules do not incorporate the basic provisions as set out below may not be eligible for registration for the organisation of motor competitions. Items in brackets may be varied according to a Club's requirements. Clubs specifically seeking a waiver of any of these Club Rules must make an application to Motorsport UK.

### 1. **TITLE.**

The name of the Club shall be ".....", hereafter referred to as "The Club".

### 2. **OBJECTS.**

- a. To further interest in motoring and motor sport.
- b. To provide members with information, advice and assistance on matters connected with motoring and motor sport.
- c. To watch the local administration of the laws and regulations affecting motoring and motor vehicles, and to report any proposed local action or scheme to Motorsport UK
- d. To promote motor competitions in accordance with the Rules of Motorsport UK.
- e. To arrange tours, lectures, discussions and social and other meetings.
- f. To afford members such benefits and privileges as it may be possible to arrange.

### 3. **CONSTITUTION.**

Ladies and Gentlemen of not less than (17) years of age shall be eligible for membership. The membership shall consist of (a) Life Members, (b) Honorary Members, (c) Ordinary Members, (d) Social Members and (e) Family Members. (Persons under the age of 17 years may be eligible for Junior Membership.)

### 4. **MANAGEMENT.**

The authority and responsibility for the transaction of the business of the Club for its management shall be vested in a Committee, who, in addition to the powers and authorities by these rules expressly conferred on them, may exercise all powers and do all acts in furtherance of the objects for which the Club is established or done by the Club in General Meeting.

### 5. **ELECTION OF OFFICERS.**

The President and Vice President of the Club and the (Solicitor), Treasurer, Secretary and Committee shall be elected at the Annual General Meeting and, subject to termination of office by resignation at the next Annual General Meeting following their appointment. The Committee shall have the power to co-opt other members as they deem necessary. The retiring officers and other members of the Committee shall be eligible for re-election.

6. **COMMITTEE.**

The Committee shall consist of not less than (eight) and not more than (eighteen) members, exclusive of President, Vice-President, (Solicitor), Treasurer and Secretary, who shall be ex-officio Members of the Committee. The Committee shall elect from amongst its own members a Chairman and a Vice-Chairman. (One half) of the members of the Committee shall form a quorum.

Nominations of Candidates for election to the Committee must be received by the Secretary not less than seven days before the Annual General Meeting, with an intimation in writing signed by each Member nominated that he or she is willing to serve. Nominations of Candidates shall be signed by the member proposing them. The Committee shall have the power to appoint a Sub-Committee of not less than three persons to meet on its behalf in respect of any matter which is specially referred to such a Sub-Committee.

7. **MEETING OF COMMITTEE.**

The Secretary either of his own accord or by the direction of the Chairman shall, unless otherwise agreed by all the Committee, give at least 7 days written notice of a meeting.

8. **ABSENCE FROM COMMITTEE.**

Any member of the Committee who shall, without sufficient reasons, absent himself from three consecutive Committee meetings may be called upon to resign his position upon the Committee.

9. **DUTIES OF SECRETARY.**

It shall be the duty of the Secretary to attend in person or by deputy, all meetings of the club and all meetings of the Committee to take minutes of the proceedings. Such minutes shall be entered in a book and presented for confirmation at the following meeting.

10. **BANKING.**

All moneys of the club shall be banked by the Treasurer in the name of the Club, and no disbursements shall be made therefrom except in accordance with the form or forms authorised by the Committee.

11. **ELECTION OF MEMBERS.**

Applications of candidates for membership of the club shall be submitted to the committee by the secretary, and the election of such candidates shall be at the discretion of the Committee. The name and address and description of the candidate and names of his proposer and seconder, being members of the club, shall be stated on each application submitted to the committee, provided that in the case of a candidate who know no member of the club, the committee shall be empowered to carry out the election after proper enquiries.

Membership of the club shall continue only for the period covered by the current subscription, and members shall be subject to re-election annually by the Committee.

All applications must be made by an individual in his own correct name and be signed by the said applicant personally. Applications by persons under the age of 18 years must be countersigned by a parent or guardian.

12. **MEMBERSHIP OF ANY OTHER CLUB.**

If a candidate is a member of another club or organisation, he shall not be entitled to affiliated membership, Honorary, social or otherwise, either free or at a reduced rate.

13. **PROVISIONAL MEMBERS.** Any candidate for membership of the club who subscription has been accepted by the Secretary shall become a provisional member of the club. Provisional membership of any candidate shall only hold good until the meeting of the Committee next after payment of the subscription of such candidate.
14. **VOTING OF COMMITTEE MEMBERS.** Each member present at a meeting of the Committee shall be entitled to exercise one vote. The Committee shall vote by ballot if any member present so demands. A vote of one third against any application for membership shall exclude from membership.
15. **SUBSCRIPTION.**  
(Insert rates of subscription, badges etc.) See also paragraphs 21 and 22.
16. **PAYMENT OF SUBSCRIPTIONS.**  
(Insert rule relating to payment of subscription, i.e. due dates etc.)
17. **NEW MEMBERS.**  
Any member who has been notified of his election and who fails to pay his subscription within one month of such notification shall be again requested in writing by the Secretary or Treasurer to pay the same, and, if he fails to make payment within fourteen days thereafter his election shall be ipso facto, null and void. No newly elected member shall be entitled to any of the privileges of membership until after the payment of his first subscription.
18. **NON-PAYMENT.**  
Any member of the club who has not paid his subscription within two clear months of the date on which it became due shall be notified of the fact in writing by the Secretary or the Treasurer, and one month thereafter any member who has still failed to pay his subscription may, unless sufficient reason be shown to the satisfaction of the Committee be taken off the Register of members forthwith. No member whose subscription is in arrears shall be eligible to take part in any competitions organised by the club and under the rules of Motorsport UK.
19. **RESIGNATION.**  
Any member wishing to resign his membership shall give notice in writing of such desire to the Secretary on or before the date on which his subscription would have become due for renewal in any year, otherwise he shall be liable to pay his subscription for the ensuing year. Also any member ceasing, voluntarily or otherwise, to be a member of the club, shall thereafter cease to have any claim upon the property of the club or to enjoy any privileges of membership, but he or she shall remain liable for the payment of any debts due to the club from him to her.
20. **USE OF CLUB NAME AND ADDRESS.**  
The name and address of the club shall not be given by a member as his address for trade, advertising or business purposes or in connection with any legal proceedings.
21. **LIFE MEMBERS.**  
Subscribers of not less than ... times the annual subscription for the time being may be elected Life Members by the Committee, and shall be exempt from the payment of annual subscriptions. A member can not become a Life Member until after re-election.

**22. HONORARY MEMBERS AND SOCIAL MEMBERS.**

The Committee may elect as Honorary Members all members of the Royal Families, and any persons distinguished for their political, scientific, literary, industrial and administrative capacities, or who have been distinguished in promoting the cause of motoring in general or of the club in particular. The Committee may also elect Social Members at an annual subscription of ... Social Members shall not be permitted to take part in any competitions held under the Rules of Motorsport UK. (no person owning or having on hire purchase a private car or motor cycle shall be eligible for election as a Social Member. Any Social Member who acquires a car or motor cycle must inform the Secretary immediately and he shall from the date of such acquisition cease to be a Social Member.)

**23. EXPULSION OF MEMBERS.**

It shall be the duty of the Committee if at any time they shall be of the opinion that the interests of the club so require, by letter, to invite any member to withdraw from the club within a time specified in such letter, and in default of such withdrawal to submit the question of his expulsion to a meeting of the Committee to be held within six weeks after the date of such letter. Members of the Committee shall be given at least 7 days notice that a question of withdrawal or expulsion is to be discussed at a meeting of the Committee. The member whose expulsion is under consideration shall be given at least 7 days notice of such a meeting and shall be allowed to offer an explanation of his conduct verbally or in writing and if two thirds of the members present shall then vote for his expulsion, he shall thereupon cease to be a member of the club.

**24. THE ANNUAL GENERAL MEETING.**

The Annual General Meeting of the club shall be held in the month of ..... in each year upon a date and at a time to be fixed by the Committee. The Annual General Meeting shall:

- a. Receive from the Committee a full statement of accounts duly audited showing the receipts and expenditure for the year ending.
- b. Receive from the Committee a report of the activities of the club during the said year.
- c. Elect the President and Vice President, and the Secretary and Treasurer of the club, and if appropriate, the Solicitor and Auditor.
- d. Elect the Committee.
- e. Settle any remuneration's for the officers of the club and the Solicitor and Auditor.
- f. Decide on any resolution which may be duly submitted to the meeting as hereinafter provided.

**25. SPECIAL GENERAL MEETINGS.**

A Special General Meeting may be convened by direction of the Committee, or on a requisition of the Secretary stating the business for which the Special General Meeting is required and signed not less than (12) members. If the meeting so requisitioned is not convened within 21 days, the said (12) members may convene such meeting. 15 members shall form a quorum.

**26. AGENDA.**

When members wish a matter to be discussed at a General Meeting, the text of such matters signed by at least two members shall be sent to the Secretary at least 14 days before the date of such meetings, so that it may be included in the Agenda.

A copy of the Agenda shall be sent to each member at least five days prior to the meeting, but the fact that any member has not received a copy of the Agenda shall not invalidate the proceedings. No business which is not included in the Agenda shall be discussed at the meeting unless every member present is in favour thereof. Should the proposer of any motion fail to move a resolution in respect of the relevant item on the Agenda, then any other member shall be entitled to do so.

**27. VOTING.**

Every person with a right to be present may exercise one vote. The Chairman shall not vote except in the exercise of a casting vote. At all General Meetings, except as provided in Rule 30, a majority of votes decides a resolution.

At any General Meeting any (12) members may demand a Poll, and thereupon the meeting shall be adjourned to a time and place to be named by the Chairman, and a postal vote shall be taken of all members of the club, the decision of the members, as shown by a postal vote, shall be reported to the adjourned meeting, and shall be deemed to be the decision of such meeting. The Rules relating to collective vote and proxies shall apply as in Clause 14 hereof.

**28. RIGHT TO BE PRESENT.**

No-one can take part in General Meetings unless he has been duly elected as a Member of the Club, and has paid his subscription according to the rules.

**29. OBSERVANCE AND INTERPRETATION OF RULES.**

Every member binds himself to abide by the rules of the club, and also by any modifications thereof made in conformity with such rules, and also to accept as final and binding the decision of the Committee in all cases of dispute or disagreement as to the interpretation of these rules.

**30. ALTERATION OF RULES.**

Any alterations may be made in these rules by a General Meeting provided (a) that details of the proposed alteration or alterations are included in the notice of the General Meeting and (b) that the resolution proposing such alteration is carried out by two thirds of those present and voting at such General Meeting or by two-thirds of those voting should a Poll be demanded as provided for in Rule 27.

**31. EVENTS.**

All motor competitions organised by the club shall be held under the rules and requirements of Motorsport UK.

Any member convicted of an offence arising out of his being in charge of a motor vehicle in any club event or on club business shall be thereupon be liable to expulsion from the club under Rule 23.

**32. COPIES OF RULES.**

Every member shall be furnished with a copy of the club rules and regulations on election.

**33. BADGES.**

Any badges issued to a member or for a club shall remain the property of the club. On termination of their membership, members shall deliver up such badges to the Secretary.

**34. SAFEGUARDING POLICY.**

(A suitable Safeguarding Policy will need to be adopted by the Club). Further information is available on the Motorsport UK website, direct link here: <https://www.motorsportuk.org/Resource-Centre/Policies-Guidelines>.

**35. GENERAL DATA PROTECTION REGULATION (GDPR)**

(A suitable Data Protection Policy will need to be adopted by the Club). Further information is available on the Motorsport UK website, direct link here: <https://www.motorsportuk.org/Data-Protection>.

**36. DISSOLUTION.**

The club may be dissolved by a Special General Meeting convened by direction of the Committee, or on the requisition of the majority of the members. If the resolution of dissolution be duly passed, the Committee shall forthwith liquidate the affairs of the club, and if there be any surplus assets on realisation, these shall be disposed of at the discretion of the Committee.

## REGIONAL ASSOCIATIONS

Regional Associations are composed of clubs individually recognised for the promotion of motor competitions by and on behalf of the Motor Sports Council of Motorsport UK.

**In order to become registered with Motorsport UK, clubs must first become a member of a Regional Association.**

Each individual Regional Association acts as an advisory and liaison body between Motor Sport Clubs and their members and Motorsport UK, and can represent the views of those clubs on matters of current interest or concern directly to the Motor Sports Council and Motorsport UK through the forum of the Regional Committee.

Membership of Regional Associations also enables clubs to access a wealth of accumulated experience and guidance across a broad spectrum of Motor Sport, to widen the number of events and championships in which club members can compete.

A current list of Regional Association contacts can be viewed here:

<https://www.motorsportuk.org/assets/20-31regionalstructure.pdf>



## PUBLIC HIGHWAY EVENTS

All motoring competitions held on the public highway, including motor cycle events, are governed by the Motor Vehicles (Competitions and Trials) Regulations 1969 (as amended). Under this legislation, the Royal Automobile Club Motor Sports Association Ltd is the sole authorising body for England and Wales on behalf of the Department of Transport. Scotland is handled in a similar fashion, albeit with a different system of processing, by the Royal Scottish Automobile Club (RSAC).

Although certain events are automatically Authorised under the legislation, in particular events involving no more than twelve competing vehicles, or those with no set route or timing on the public highway, all organisers should ensure that they are acquainted with the terms of the legislation prior to running any event for cars or motor cycles on the public highway.

The official title of the main document for England and Wales Statutory Instruments 1969 No. 414 Road Traffic and for Scotland No. 2019 (S166) 1976.

Most events which require Authorisation under the legislation must make application to the relevant office between two and six months prior to the planned date of the event, on an official application form (form E.404) in line with its accompanying notes (form E.405). Applications should be submitted online to [cao@motorsportuk.org](mailto:cao@motorsportuk.org) and contain; a completed and signed E404 Application form, a copy of the route preferably in .qu2, .gpx or .mmo format, including control and time schedule details. The minimum period of 2 months is rigorously enforced.

Applications are checked for compliance with the legislation and also with a rationing system which is designed to limit the number of events using a particular section of road in a given period. A certain level of public relations work is required as a condition of the Authorisation being issued, this being designed to limit the impact of events upon local residents. Having accepted the application, the CAO then sends the event details to the Police forces and National Parks involved with the route and will also confirm direct to the organisers all actions to be taken in response to any observations they make about the event. Organisers are also required to contact the Route Liaison Officers (RLO's) and gain their approval for the planned event. Before the granting of the actual Authorisation (form E.406) a fee will be required, as the CAO is required to be self-financing rather than a drain on central government finances. Events are Authorised for a fixed maximum number of starters and for maximum mileage as previously confirmed by the organisers.

Application forms, details of fees and further information can be found on the Motorsport UK website at [www.motorsportuk.org](http://www.motorsportuk.org) in the 'Clubs & Organisers' section or by clicking the following link: <https://www.motorsportuk.org/Resource-Centre/Route-Authorisation>

### **Events in England & Wales**

Competition Authorisation Office  
Motorsport UK  
Riverside Park  
Colnbrook  
SL3 0HG

Email: [cao@motorsportuk.org](mailto:cao@motorsportuk.org) ☎ 01753 765 075  
[www.motorsportuk.org](http://www.motorsportuk.org)

### **Events in Scotland**

RSAC (MOTOR SPORT) LTD  
PO Box 3333  
Glasgow  
G20 2AX

Email: [jcl30@btinternet.com](mailto:jcl30@btinternet.com) ☎ 0141 946 5045  
[www.rsacmotorsport.co.uk](http://www.rsacmotorsport.co.uk)