MSA
Licensed Officials Seminars
2017

With the support of the British Motor Sports Training Trust
Incident Management
Incident Management

Consider why the following two statements are CORRECT

We ALL agree that SAFETY is paramount in all disciplines

We must ALL have an active role in safety planning at events
Consider the following:

Why do you need to complete the safety planning before your event?

As an event official, why do you need to be involved?

List the documents that events should produce prior to the meeting.
Most of Health and Safety for motorsport is just simple common sense. If we are all aware of the risks attached to our sport and the hazards we face, we can then plan and organise our events using safe practices in order to keep accidents and injuries to a minimum. Many of our common hazards can be controlled by assessing the risks and putting effective controls into place.
Incident Management

As an organiser/official you should have an input and sight of the following documents prior to your event:

Risk Assessment (up to date and signed).

Safety Plan.

An Incident Plan.

Major Incident Plan.
Incident Management

Consider the following

Who do you communicate these documents with?

When?

How?

**WHY?**
Incident Management

To be prepared for the unexpected
Incident Management

As an organiser/official what would you expect to see in your:

Risk Assessment (Landowner Specific, Event Specific, Venue Specific)

Safety Plan (Severe Weather Plan)

Incident Plan

Major Incident Plan
What is the difference between an Incident Plan and a Major Incident Plan?

A Major Incident is one where the situation overwhelms the resources and provisions that you have made in your event Incident and Safety plans.
Major Incidents

Definition

A major incident is any emergency that requires the implementation of special arrangements by one or more of the emergency services and will generally include the involvement, either directly or indirectly, of large numbers of people. For example:

• The rescue and transportation of a large number of casualties;

• The large scale combined resources of Police, London Fire Brigade and London Ambulance Service;

• The mobilisation and organisation of the emergency services and support services, for example local authority, to cater for the threat of death, serious injury or homelessness to a large number of people; and

• The handling of a large number of enquiries likely to be generated both from the public and the news media usually made to the police.
Incident Management

All documents will be specific for YOUR event. 
(I have seen them copied/duplicated)

Risk Assessment  Guidance can be found on the MSA website along with templates.

Safety Plan  Outline available on page 4 MSA Stage Rally Safety Requirements

Incident Plans  Guidance on content can be found on the MSA website

Major Incident Plan  Various examples can be found on the internet and within Official Body publications for areas where the event is being held. As an example: www.gov.uk
Incident Management

To be prepared for the unexpected
Major Incident Management

Scenario:

A competing vehicle has left the course...
Major Incident Management

Scenario:

A competing vehicle has left the course...

A report has been received that a competitor has been trapped inside the vehicle and that there is a strong smell of fuel.
Major Incident Management

Scenario:
A competing vehicle has left the course...
A report has been received that a competitor has been trapped inside the vehicle and that there is a strong smell of fuel.
Notification that the competitor is out of the vehicle, but with potentially life threatening injuries. Thick black smoke is emanating from the vehicle.
A competing vehicle has left the course...
A report has been received that a competitor has been trapped inside the vehicle and that there is a strong smell of fuel. Notification that the competitor is out of the vehicle, but with potentially life threatening injuries. Thick black smoke is emanating from the vehicle.

Confirmation from the on-scene services that this is a Major Incident.

As a Steward or Clerk of the Course what do you now have to do?
Major Incident

How many of you felt comfortable that you fully understood what to do in this situation?

How many of you felt uncomfortable that you did not fully understand what to do in this situation?
Serious/Major Incident Handling

A revised definition for the term ‘Major Incident’ was issued in June 2016 by the Cabinet Office. The new definition reads as follows:

An event or situation, with a range of serious consequences, which requires special arrangements to be implemented by one or more emergency responder agencies.
The MSA has recognised a need and produced a comprehensive guide with supporting paperwork for Stewards and other officials who are involved with documenting, investigating and reporting an incident leading to fatal, serious or potentially serious injury.
1. Incident Management Process
A guide to assist Stewards and Officials in the handling of serious incidents

2. Incident Report Form

3. Vehicle Report Form Chief Scrutineer

4. Statements and Sketch of Scene Sheets
These may be filled in by a witness. Marshal’s reports and Post Chief’s reports are acceptable as presented

5. Time Log

6. Photographs and Video Footage

7. Guide to the MSA Supply this to any Coroners Officer, Police Officer, EHO that you feel will find useful.

8. Guide on how to deal with Law Enforcement Agencies. (EHO or HSE)

9. Guide on how to deal with the Media

10. Post Incident Support
Notes for Officials

for any incident that potentially results in injury or damage.

We all hope that we will never have to deal with such incidents but as with any other aspect of the sport, the protocol is important and to regularly review it can only help ensure our goals.

This pack has been designed to help you understand the situation and act accordingly.

Remember that at all times you are working with other officials who may be in charge of the incident to which the enforcing authority of the race has been delegated. Their task is to ensure that the incident is reported and accompanied by a record of it.

Officials’ duties (as detailed in the MSA Yearbook)

G5.1 The Clerk of the Meeting shall be responsible for the immediate control of the incident and for arranging for an official report to be made.

G5.2.8 Ensure that the Stewards and the Chief Steward are informed of the case as soon as possible.

The Record of events

may have to be provided for in any such circumstances.

G2.3.3 Stewards must ensure that every witness who may be required to give evidence is protected from personal attacks.

G2.4.2 Subject to G2.5, the person appointed to conduct the Course to observe or is responsible for the incident shall report it to the Clerk of the Meeting within 24 hours.

G2.5 The Stewards, officials of the Club, the MSA or the Federation have appointed a person other than the Clerk of the Meeting to conduct the incident.

The Gathering information

Obtaining witness statements at the earliest opportunity is important but please be sensitive to individuals who have been deeply affected by the incident. Marshals, rescue crew, other competitors and those involved with motorsport should be able to provide clear & concise statements and should be approached as soon as possible once they have dealt with their immediate duties. There are blank witness statements in the pack (Section 4), however, a Post Chief’s report or witness statement in another format is acceptable but should be signed. Having the contact details of witnesses will also allow for a follow-up at a later date.

Remember there may be spectators, rescue teams and others who are able to offer video or photographic evidence of the incident in addition to providing written statements. If you are lucky enough to find a person with photographic or video evidence (including in-car / dash cam footage), we have usually found that they will be agreeable to providing a copy. There is a sheet included in this pack (Section 6) for listing the details of any photo and/or video evidence. Please utilise this under such circumstances. Asking spectators in the general area if they have photo or video evidence, or if they saw the incident will usually produce the best results. Asking over the PA, for instance, will usually result in 200-300 spectators who “saw what happened” coming forward, when in reality the number who truly saw what happened will probably be less than 20! There are sheets provided in this pack for people providing written statements. Please ensure that all of the details are filled out and that each page is signed and dated. If a statement cannot be obtained then taking names and addresses will help for future reference.

Check with competitors to establish if there is any ‘in car’ footage which is available.
Sketch of the scene

Equally important dimensions. Witness vehicles and any a sketch by or C.S. smart phones

Taking photographs

It is good practice until authorised by the Police or arrangements will be made for a

Post-incident scrutineering

Relevant documentation

Please obtain any smart phone, important to locate copies entry forms, signing-on

Enforcement agencies

Mention is to be made of the possible arrival on scene of a Local Authority EHO (Environmental Health Officer). This does not always happen, but in some areas the Local Authority run an out-of-hours service and an EHO may arrive. Your venue owner is likely to know whether this is the case or not. If such a person arrives, please offer assistance, friendly co-operation usually helps everyone involved.

It is possible that the Police may seize documents and photographic evidence. If this happens then please make sure you get a receipt detailing the name and number of the Police Officer responsible as well as details of exactly what has been seized.

Some Police Officers and EHOs will have no idea of the structure of MSA-authorised motorsport. We have included within the pack a document which sets out in simple terms how things are organised and the relationships between all parties involved within the MSA. Please do not hesitate to pass over contact details for the MSA if required, or even if you just think they will be useful.

It is possible that the Local Authority EHO may carry out a detailed investigation. As part of such an investigation they may wish to interview persons involved in, or who have witnessed the incident. Those not familiar with these processes may find this a daunting prospect, and therefore we have enclosed a copy of some notes that have been drawn up to give an insight into what is involved.
Contacting the MSA

It is important that you have this information readily available at all times. If you are not sure what to do in an emergency, contact the MSA immediately.

Responding to the media

You may receive a lot of media attention. Equally it is important that you are aware of your responsibilities in the media.

Post incident support

Occasions may arise where the MSA is required to provide support to a member in carrying out their duties as a member, the MSA has set up a critical incident support and a

Conclusion

Remember that this is a team effort. It is essential that the MSA Steward, the Club Stewards and the Clerk of Course work as a team and that in turn, this team works as a team with the Police or any other parties involved in the investigation. The organisers should ensure that the next of kin have been informed, and that if family and/or friends are present, somebody is delegated to look after them. It is no easy job to look after relatives, but generally there is somebody on “the team” who is instinctively better at these tasks than most, so utilise these skills. Nothing is worse than a relative knowing a family member has been seriously hurt or killed and simply being told the address of the hospital and then left to sort themselves out. There may also be officials or others who need support. Together with the organisers, try and ensure that these people’s needs are recognised.

In the event that it is a foreign casualty involved, please find out and make a note of next of kin and/or anyone present with them in the UK. In the event of a fatality, arrangements to inform the relevant Embassy or Consulate should generally be taken care of by the Coroner’s Officer, but be aware that this will need to happen.
Remember that this is a team effort.

It is essential that the MSA Steward, the Club Stewards and the Clerk of Course work as a team and that in turn, this team works as a team with the Police or any other parties involved in the investigation.

In an ideal world, we hope that you will never have to use this pack.
MSA Update
MSA News

• RallyFuture – Stage Rally Safety Requirements
  • 2017 Update approaching completion.
    • Updated Accreditation Media Guidelines for organisers.
    • Updated Guidelines for service areas.
  
• Forestry Commission.
  • Eng & Scot – 3yr deal concluded, fixed price increase over 5 years.
  • Wales – New arrangements on track - to be included in time for the Cambrian Rally (11\textsuperscript{th} Feb) which sees the road repairs being sub-contracted out from NRW to Rally4Wales.
MSA News

• Rally / Cross Country on-line training.
  • 5,991 have fully completed the training
  • Scoping the next modules (all disciplines)

• Road Closure legislation.
  • Draft statutory instrument prepared.
  • MSA preparing communication strategy.
  • Further updates to follow.

• MSA recognition packs…..
Single Venue Drivers Briefings

Competitors driving standards and behaviour below acceptable standards. CoCs must take more serious action to penalise poor standards.

Stage rallying is not circuit racing

In a normal rally stage the linear nature of the competition together with the 1 min start intervals provides adequate separation between competitors.

On SV Stage rallies where lapping and 30 second start intervals are common place it is not uncommon for competitors to encounter one another on stage.
Single Venue Drivers Briefings

Since the RallyFuture programme started in early 2015 it is disappointing to note that vehicular contact on stage at SVSR’s has increased.

Faced with this unacceptable situation, unless a dramatic improvement is noted the only option left will be to no longer sanction either 30 second starts or lapping, and the sport will be the poorer for that.

Under no circumstances can any vehicular contact between competitors ever be put down as a racing incident. This is not racing are there are two people in every car. As a basic principle the same applies as on the highway – if you hit the car in front it is your fault.

The MSA will always support CoCs and Stewards when dealing with these issues firmly in the appropriate manner.
MSA Safety Signs
Current Safety Signs

“Notice A”
Used for Awareness on ALL access routes to competitive areas

“Notice B”
Used to designate ANY area where non event officials / personnel are not allowed access
Current Safety Signs

“Notice C”

Used for Awareness on ALL access routes to competitive areas
Stage Rally Specific Version

To be displayed in all Spectator Areas and areas of access
Rescue Unit Checking.....

Guideline document available on the MSA’s website:

www.msauck.org/Resource-Centre/Officials

www.msauck.org/Resource-Centre/Clubs-Organisers
MSA Steward Matters

• Steward Focus Groups
  ➢ Bromsgrove
  ➢ Leeds
  ➢ Newport
  ➢ Sevenoaks

• Groups of between 10-12 Stewards (42 in total)

• An opportunity for MSA Stewards to discuss MSA Stewarding matters with fellow MSA Stewards
MSA Steward Matters

- How long have you been an MSA Steward and how did you become one?

- What do you perceive to be the main challenges associated with your role as an MSA Steward?

- How can the MSA help to address these challenges?
MSA Steward Matters

Challenges

- Lack of feedback from the MSA
- Judicial Procedures
- Major Incidents
- Disconnection from events
Development Evenings

- 2 evenings a year in different regions
- Focussed on purely Stewarding matters
- Specific topics (i.e. judicial procedures, incident handling)
- To begin in 2017
MSA Steward Matters

**MSA Steward Online Portal**

- Online report submission
- Update your availability
- Receive allocations and view event details including contact details, previous Steward’s comments, regulations and more
- MSA licence checking service
- View your past events and reports
MSA Assessments
The Process

All Probationary Clerks and Trainee Stewards have to complete training modules and record progress in a training booklet.

Upon completion of a module, these are signed off by the Senior CoC and/or the MSA Steward at the meeting.

To support the above, the trainee keeps a written portfolio of evidence.
The Process

The trainee will/may have to attend other disciplines.

Feedback to the trainee on the day by all is essential.

A mentor will be appointed.
Your Role

As an MSA Steward / CoC you have the authority to sign off modules.

Please do not just sign - also question the trainee.

Allow time to complete.

If you believe they need more training in a certain aspect, DO NOT sign.
The Assessor’s Role

On completion of the training modules, the trainee will have an MSA appointed Assessor allocated to them.

The trainee and the club will come to an agreement when they are to be assessed and notify the MSA with suitable dates.

The Assessor is assessing the trainee only, not the Club, Meeting, Officials of the Meeting or the MSA Steward.
The Assessor’s Role (CoC)

The Assessor has no regularity control at the meeting.

They will step in if the assessment is failing and notify the Deputy CofC. (who is usually the Chief CofC)

The Assessor will expect the trainee to be performing the role being assessed on the day.
The Assessor’s Role (Stewards)

The Assessor has no regularity control at the meeting.

A senior MSA Steward will be in attendance for the trainee to liaise with, should there be a need.

The Assessor will expect the trainee to be performing the role being assessed on the day.
The final granting of a licence is an MSA Decision
Safeguarding
Safeguarding – Overview

- Safeguarding policy
- Safeguarding in Motor Sport Workshop
- DBS checking
Safeguarding – Policy

• This has been reviewed and final version will be on the MSA website shortly

• We have also developed a 2 page club safeguarding policy template

• Clubs can adopt this template and use the umbrella MSA policy to provide more detail and guidance on the subject
Safeguarding – Training

• New Safeguarding in Motor Sport workshop has been developed

• Developed in line with Sports Coach UK and made up of the following parts:
  • Identify and recognise good practice when working with children in Motor Sport
  • Explore your values and feelings in relation to poor practice/child abuse
  • Recognise and respond to possible signs of child abuse
  • Take appropriate action if concerns arise about a child

• Interactive, scenario based, style of delivery
Safeguarding – Training

• What next?

• We have trained a group of tutors that have completed course orientation

• The 3 hour workshops will be delivered in 2017, we have a kart specific version and generic version of the course

• Initial target areas are kart clubs via Club Safeguarding Officers (CSO’s) and instructors, happy to run courses for licensed officials in future (not just restricted to CSO’s)

• The workshops will be delivered in club environments on an evening or a weekend
Safeguarding – DBS checks

• We have reviewed the DBS checking process and we will be making changes
• We have a legal requirement to check those operating in ‘regulated activity’
• DBS checks should not be carried out on people just because they are ‘around’ children
• In future we will be carrying out fewer DBS checks
  – Event officials are there to ensure the events are safe, fair and conform to the regulations and therefore will not require a DBS check in the future
  – CSO’s, coaches and instructors regularly working with young people will still require a DBS check
• The focus is on embedding safeguarding best practice in the sport through developing knowledge and understanding
The Judicial Process
What happens when the “ISSUES” arise.

*Issues are similar to incidents - they are not planned or always predictable but will occur*
The Judicial Process

• Why do we have a Judicial process?

• Is it important?
Why do we have a Judicial process?

- To maintain fairness across the sport
- To provide a “level playing field” by ensuring regulations are upheld
- To provide support to officials and competitors
The Judicial Process

- Aim of this session:
  - Provide an overview of the Judicial Process
  - Respond to requests for more information on National Court:
    - The role of the National Court
    - Process and Procedures
  - Share information on the process
  - Promote discussion
  - Identify some possible issues
The Judicial Process

What is the 1st Level of the Judicial Process?

What events could initiate the process?

Who can receive a protest?

What actions should be taken?

Is there a time limit on raising a protest?
Potential Causes

- Breach of Regulations
- Protest an action
- Other Competitors
- Technical Eligibility Infringement

1st Action
Clerk of Course /Event Officials

Protest raised, issue identified. Hearing held and decision notified
The Judicial Process

What is the 2nd Level of the Judicial Process?

Who can receive an appeal?

Is there a time limit for receiving appeals?

What actions should be taken?

Are there any exceptions to the “standard” process?
JUDICIAL PROCESS FLOW - SCHEMATIC OVERVIEW

Potential Causes

- Breach of Regulations
- Protest an action
  - Other Competitors
  - Organisers Decision
- Technical Eligibility Infringement

1st Action
Clerk of Course / Event Officials

Protest raised, Issue Identified. Hearing held and decision notified

If challenged, receive appeal

Inform Stewards of the Meeting

Convene hearing, review evidence reach decision and inform parties

2nd Action
Stewards of Meeting

Submit report to MSA
Practical arrangements re: evidence
The Judicial Process

What is the 3rd Level of the Judicial Process?

Who can receive a Notice of Intent to appeal?

Is there a time limit for receiving notice of an appeal?

What actions should be taken and by who?
JUDICIAL PROCESS FLOW - SCHEMATIC OVERVIEW

Potential Causes

- Breach of Regulations
- Protest an action
  - Other Competitors
  - Organisers Decision
- Technical Eligibility Infringement

1st Action
Clerk of Course /Event Officials

Protest raised, issue identified. Hearing held and decision notified

If challenged, receive appeal

Inform Stewards of the Meeting

2nd Action
Stewards of Meeting

Convene hearing, review evidence reach decision and inform parties

3rd Action
Clerk of Course /Event Officials

If challenged, receive appeal

Clerk of National Court informed via MSA Steward’s Report

3rd Action
MSA National Court

Convene hearing, review evidence reach decision and inform parties

Review evidence, reach decision and inform parties
Overall Judicial Process Hierarchy

1st Level: CLERK of COURSE
- Managing issues, Hearing protests
  - Relatively frequent
  - At the event

2nd Level: STEWARDS
- Adjudicates, Provides Rulings
  - Very small number
  - Time consuming
- Hears Appeals
  - Relatively infrequent
  - Usually handled “on the day”

3rd Level: Natl. Court

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General Principles

• Any protest or issue COULD evolve through the process to the National Court

• Therefore it’s important to be prepared for that eventuality and…

  • Follow the correct procedure from the start for all issues
  • Document facts and keep a note of actions
  • Document decisions
  • Gather evidence and witness statements / reports when appropriate
  • Maintain an accurate and consistent time log of events
  • Retain event documents (just in case)
The Motor Sport Judicial Process operates on a basis of:

“Balance of probability” – “More likely than not”

…rather than:

“Beyond Reasonable Doubt”

*Note: Analogous to Civil rather than Criminal Courts*
The Role of the National Court

What is the scope of National Court?

How does it Operate?

Likelihood of being involved in a case:

Risk Assessment
Probability - Very low
Impact - Potentially very significant
The National Court – What is it?

• A body appointed by the Motor Sports Council
• It is NOT part of the MSA and is “Independent”
• Operates within the Regulations as set down by the MSA
• Meets periodically – Normally but not necessarily at Colnbrook
• Findings of the National Court are final and are not subject to review
The National Court – Who is it?

- Members appointed by the Motor Sports Council
  - Membership is reviewed and agreed annually
- Made up of senior MSA Stewards and senior representatives from specialist areas including Technical Commissioners
- Normally 3 members at a hearing and not more than 5
- The Chairman will normally be legally qualified
National Court Hearings

**Appeals**
Hears appeals from Competitors from events

**Disciplinary**
Establish if rules have been broken
Impose penalty
Referred by MSA

**Investigatory**
Determine whether rules have been applied correctly
Make orders if appropriate
Referred by MSA

**Eligibility**
Adjudicates on Eligibility for Competitors from events
National Court Hearings - Types and Differences

Originating from Events

Appeals
- Occurs when disagreement occurs with a Steward’s hearing decision
- Deals only with the issues that have been appealed
- Covers issues of gross miscarriage of justice, wholly inappropriate penalty
- Hears submissions and considers witness statements and evidence
- Appellants can provide additional witnesses

Technical Eligibility
- Occurs when disagreement occurs with a technical eligibility decision
- The appeal is submitted directly to the National Court – there is no Steward’s Hearing
- The case is considered solely on the basis of written evidence and reports
  - The case for the appeal is required from the appellant and the reasons for the initial decision from the technical commissioners
National Court Hearings - Types and Differences

Referred by MSA

Note – Although referred by the MSA the issue will normally have been reported or raised by a Steward or official from an event

Disciplinary
• Held to confirm whether a regulation has been broken
• Determine whether an appropriate penalty has been applied
• Unless the “accused” accepts responsibility the case will be considered based on arguments and evidence from the “prosecution and defence” before the court adjourns to reach a conclusion

Investigatory
• Held to determine whether a regulation has been broken
• Determine whether any further action needs to be taken, e.g. a change in results
• Further action may be in the form of a disciplinary hearing
Most Common Causes

Most matters referred to the court are due to actions of officials rather than judgements and fall under simple headings.

Common Example:

- Failing to inform officials of appeals.
  - Clerk or Secretary failing to inform Scrutineer of appeal so a report can be submitted
  - Reports not being submitted in time
Most Common Causes

The most common causes of decisions not being upheld are due to procedures not being followed correctly

Common Examples:

• Not following or convening proper hearings – missing officials, not hearing appropriate or sufficient unbiased evidence, interested parties not being informed / present / allowed to be heard

• Not allowing an appeal to be submitted and /or threatening further penalty if an appeal is submitted (to National Court via C9 or C7.5 time extensions)

• Not acting reasonably in extending time limits (Clerks and Stewards have discretionary powers to extend time to hear protests and appeals but a proper hearing needs to be convened) – Recognised as challenging during busy events
Scenario

Report received of two competitors fighting during a meeting.

What should happen next?
What common mistakes could occur?
Report received of two competitors fighting during a meeting.

Report confirmed, evidence provided. What happens next?
Scenario

Report received of two competitors fighting during a meeting. Report confirmed, evidence provided.

Hearing called correctly by CoC and a decision reached under C1.1.9.

Written reprimand and 6 penalty points are given to one competitor.

What can happen next? What pitfalls should be avoided?
Report received of two competitors fighting during a meeting. Report confirmed, evidence provided. Hearing called correctly by CoC and a decision reached under C1.1.9. Written reprimand and 6 penalty points are given to one competitor. Penalised party objects that other competitor instigated offence and lodges appeal. What should happen next?
Scenario

Report received of two competitors fighting during a meeting. Report confirmed, evidence provided. Hearing called correctly by CoC and a decision reached under C1.1.9. Written reprimand and 6 penalty points are given to one competitor. Penalised party objects that other competitor instigated offence and lodges appeal.

Stewards call hearing, listen to evidence and reach decision. Stewards uphold CoC decision but change penalty to exclusion from meeting.

What can happen next?
What pitfalls should be avoided?
Scenario

Report received of two competitors fighting during a meeting.
Report confirmed, evidence provided
Hearing called correctly by CoC and a decision reached under C1.1.9
Written reprimand and 6 penalty points are given to one competitor.
Penalised party objects that other competitor instigated offence and lodges appeal
Stewards call hearing, listen to evidence and reach decision. Stewards uphold CoC decision but change penalty to exclusion from Meeting.

What can happen next? What pitfalls should be avoided?

1) Competitor isn’t satisfied and appeals to National Court
2) Competitor accepts

What happens next?
Scenario

Report received of two competitors fighting during a meeting.
Report confirmed, evidence provided
Hearing called correctly by CoC and a decision reached under C1.1.9
Written reprimand and 6 penalty points are given to one competitor.
Penalised party objects that other competitor instigated offence and lodges appeal
Stewards call hearing, listen to evidence and reach decision. Stewards uphold CoC decision but change penalty to exclusion from Meeting.

What can happen next? What pitfalls should be avoided?
• Competitor isn’t satisfied and appeals to National Court
• Competitor accepts

What happens next?

• National Court holds hearing and reaches a decision
• Incident included in report from event. Picked up by MSA who refer to National Court as a disciplinary issue for consideration
Summary Thoughts

• The procedure exists for the benefit of the sport and ALL involved

• For the procedure to work correctly and fairly it's important that:
  ➢ Events are run to and with an adequate knowledge of the regulations
  ➢ Facts and evidence is gathered and maintained in a timely and accurate manner

• If the correct approach has been taken the procedure shouldn’t be feared

• If a decision is changed it doesn’t automatically mean it was wrong
  ➢ There may be new or different facts available
  ➢ The context may have evolved
  ➢ It is not a reflection on you as an Official

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References

MSA Yearbook:

Section C – Judicial
• Describes the processes

Discipline and Organisational Sections
• Set out the regulations

Appendix 4
• Provides notes for guidance

The 2017 Judicial Procedures Guidelines document is available through the MSA website [www.msa.uk.org](http://www.msa.uk.org) on the Official’s Resource Centre page.

Judicial Process Guidance Notes for competitors can be found on the same page.
Decision Making

The bigger picture…….
Decision Making

Definition:

“Decision-making involves the selection of a course of action from among two or more possible alternatives in order to arrive at a solution for a given problem”.

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Decision Making

However……
Decision Making

Six steps of decision making

- Defining the problem
- Gathering information and collecting data
- Developing and weighing the options
- Choosing best possible option
- Plan and execute
- Take follow up action
Decision Making

1. Identify the problem
2. Establish decision criteria
3. Weigh decision criteria
4. Generate alternatives
5. Evaluate the alternatives
6. Choose the best alternatives
7. Implement the decision
8. Evaluate the decision

Now review the following video and in your groups.... make your decisions!
Decision Making

2010 GP3 Spa-Francorchamps
Decision Making

Defining the problem
Gathering information and collecting data
Developing and weighing the options
Choosing best possible option
Plan and execute
Take follow up action
Decision Making

“Let’s form a committee to create a task force to develop a team to determine the fastest way to deal with the problem.”
In the wider process of problem-solving, decision-making involves choosing between possible solutions to a problem. Decisions can be made through either an intuitive or reasoned process, or a combination of the two.

**Intuition**

Intuition is using your ‘gut feeling’ about possible courses of action.

Although people talk about it as if it was a magical ‘sense’, intuition is actually a combination of past experience and your personal values. It is worth taking your intuition into account, because it reflects your learning about life. It is, however, not always based on reality, only your perceptions, many of which may have started in childhood and may not be very mature as a result.
Decision Making

In the wider process of **problem-solving**, decision-making involves choosing between possible solutions to a problem. Decisions can be made through either an **intuitive** or **reasoned** process, or a **combination of the two**.

**Reasoning**

**Reasoning** is using the facts and figures in front of you to make decisions. Reasoning has its roots in the here-and-now, and in facts. It can, however, ignore emotional aspects to the decision, and in particular, issues from the past that may affect the way that the decision is implemented.
Decision Making

Effective Decision-Making

Decisions need to be capable of being implemented, whether on a personal or organisational level.

You do, therefore, need to be committed to the decision personally, and be able to persuade others of its merits.

However, decision making can be dynamic…you may have to change your decision if required.
There are a number of problems that can prevent effective decision-making.

These include:

1. Not Enough Information

If you do not have enough information, it can feel like you are making a decision without any basis. Take some time to gather the necessary data to inform your decision, even if the timescale is very tight. If necessary, prioritise your information-gathering by identifying which information will be most important to you.
Decision Making

What Can Prevent Effective Decision Making?

2. Too Much Information

The opposite problem, but one that is seen surprisingly often: having so much conflicting information that it is impossible to see ‘the wood for the trees’.

This problem can often be resolved by getting everyone together to decide what information is really important and why, and by setting a clear timescale for decision-making, including an information-gathering stage.
Decision Making

What Can Prevent Effective Decision Making?

3. Too Many People

Making decisions by committee is difficult. Everyone has their own views, and their own values. And while it’s important to know what these views are, and why and how they are important, it may be essential for one person to take responsibility for making a decision. Sometimes, any decision is better than none.

4. Vested Interests

Decision-making processes often founder under the weight of vested interests.
Decision Making

What Can Prevent Effective Decision Making?

5. Emotional Attachments

People are often very attached to the status quo. Decisions tend to involve the prospect of change, which many people find difficult.

6. No Emotional Attachment

Sometimes it’s difficult to make a decision because you just don’t care one way or the other.
Decision Making

Tim Mayer, Chair of the FIA World Rallycross Championship Stewards’ Panel and a member of the FIA World Council:

Good decisions are

- Timely
- Based on facts and less on opinions
- Based on the regulations - as written
- Consistent with precedent
Decision Making

Tim Mayer, Chair of the FIA World Rallycross Championship Stewards’ Panel and a member of the FIA World Council:

How to reach good decisions:

• Try to keep up with the competition.
• If there is lots going on, divide up the work.
• Do not hesitate to seek advice from the experts.
• Gather all the facts in a reasonable time.
Decision Making

Communicating the decision effectively?
MSA Officials Seminar – Karting
CIK Judicial Trial

- What is it?
- How Does It Effect Me?
- How Does It Work?
CIK Judicial Trial

What is it?

• It is the Judicial system that has been used by several kart venues during the last 2 years on a trial basis

• It is based on the rules used by the CIK

• It makes the Stewards’ panel the first line of judiciary

• It is mandatory for British & National kart championships in 2017

• It will be mandatory for all kart meetings from January 2018
CIK Judicial Trial System

How does it Effect me?

• You are probably here as a MSA Steward or Clerk – or both

• As a Clerk your duties remain the same, except on judicial matters you will report them to the Steward’s Panel

• As a Steward you will now be the first judicial body

• As a Clerk you will receive reports from your marshals, observers and technical officials and report them to the Stewards’ Panel

• As a Steward you will receive the Clerk’s reports and convene a Stewards’ hearing
CIK Judicial System

How does it Work? – as a Clerk

- You are still in charge of the meeting and your duties are defined in G5.1 with the changes given in CIK Trial – Event Bulletin (2017 Version 2 01Dec 16)
MEETING BULLETIN

Organising Club: .......................................... Venue: ..............................................

Date: .......................................... Status: ........................................ Permit No.: ........................

**MSA KARTING TRIAL OF CIK-FIA JUDICIAL PROCEDURES**

The Motor Sports Council has agreed that a limited trial of the CIK-FIA system of judicial procedures will be undertaken and evaluated. This meeting is one of those selected to form part of that trial.

The judicial procedures to be applied at this meeting will therefore be as follows:

1. All judicial decisions will be taken by the Stewards of the Meeting, not the Clerk of the Course.
2. The Clerk of the Course will, as usual, have full responsibility for the running and conduct of the meeting in accordance with the regulations. This includes the control of practice, heats and races, adherence to the timetable, the starting procedure and the stopping or suspending and restarting of races.
3. The Clerk of the Course will refer any incidents or possible breaches of the regulations to the Stewards of the Meeting, who will be responsible for investigating these and, if they deem it appropriate, imposing any penalties. The decision to show the black flag to any competitor will also rest solely with the Stewards of the Meeting, having considered a request from the Clerk of the Course.
4. The penalties to be applied by the Stewards of the Meeting will be in line with the MSA’s mandatory karting penalties (as revised from time to time– see attached).
5. Any protests must be lodged as usual in accordance with C5.1.2 but they will be heard and adjudicated on by the Stewards of the Meeting, not the Clerk of the Course. The usual time limits as per C5.2 and the usual protest fees as per Appendix 1 Article 13.1 will apply.
6. Any appeals against decisions of the Stewards of the Meeting will be heard as usual by the National Court (but note article 7 below). The usual process and time limits as per C7.1 will apply, with the exception of removal of the restriction on grounds for appeal at C7.1.3. Any Eligibility Appeal must be submitted as usual in accordance with C7.2. The usual appeal fees to the National Court set out in Appendix 1 Article 13.4 will apply.
7. For the purposes of this trial, Motor Sports Council has agreed that any time, place or lap penalty imposed by the Stewards of the Meeting shall not be subject to appeal. Also, in accordance with C2.6.2, where the Stewards of the Meeting are satisfied that a physical assault or threat of physical assault has occurred, then no appeal against their sentence will be allowed.
8. Motor Sports Council has also agreed that, as a safeguard, if a competitor lodges a valid appeal (excluding the cases cited in article 9 below) the penalty will be suspended for the duration of the meeting. However, the suspensive affect resulting from the appeal does not allow the competitor to take part in the prize-giving or the podium ceremony, nor to appear in the official classification of the competition in any place other than that resulting from the application of the penalty. The rights of the competitor will be re-established if they win their appeal before the National Court, unless this is not possible due to passage of time.

9. The decision of the Stewards of the Meeting will become immediately binding notwithstanding an appeal if it concerns questions of safety (e.g. extreme breaches of C1.1.5. justifying a 30 day licence suspension), good standing (e.g. physical assault or threat of) or irregularity of entry by a competitor (e.g. fraudulent entry) or when, in the course of the same meeting, a further breach is committed justifying the exclusion of the same competitor. The decision of the Stewards must mention the existence of cases above that justify the decision being enforceable notwithstanding the appeal.

For the purposes of this trial, and in so far as it is necessary, the following regulations are varied by the authority of the Motor Sports Council (in accordance with A2.5) as required to facilitate the undertaking of this judicial procedures trial at this meeting:

Regulations relating to the Clerk of the Course judicial role:

(a) C2.3, C2.3.2, C2.3.4, C2.4, C2.5, C3.1.1, C3.2, C3.3, C5.1.1, C5.2.3, C5.3.5, C5.3.5.2, C5.4, C5.4.1, C5.6;
(b) Regulations relating to the Clerk of the Course powers and responsibilities: G5.2.18, G5.3, G5.3.1, G5.3.2, G5.3.3, G5.3.5, G5.3.6, G5.3.7, G5.3.8, G5.3.10;
(c) Regulations regarding the Stewards of the Meeting role as an appeal body: C6.1 to C6.6 (with the exception of C6.5), G7.2.5;
(d) Regulations regarding the Stewards of the Meeting powers and responsibilities: G2.4, G2.4.3;
(e) Regulations regarding appeals to the National Court: C7.1.3, C7.3.1;
(f) Other relevant provisions:
   Appendix 4 – Judicial Notes for Guidance, Articles 1, 2 and 3.
CIK Judicial System

How does it Work? – as a Clerk

• You are still in charge of the meeting and your duties are defined in G5.1 with the changes given in CIK Trial – Event Bulletin (Ver JRN2 16Apr2016)

• You need to meet with the Stewards at the start of the meeting and establish your lines of communication

• This may mean your ability to deploy “Black Flags”

• They should be sanctioned by the Stewards, but for practical reasons their deployment may be delegated to you.
CIK Judicial System

How does it Work? – as a Clerk

• In order that the Stewards’ panel can deal with matters speedily and efficiently they will need all information available

• All parties to a potential hearing should be made aware that the Stewards may call them

• Ensure all the reports are available including camera evidence if appropriate

• Kart meetings are busy so these steps are essential
CIK Judicial System

How does it Work? – as a Steward

• The Stewards panel MUST be aware of the meeting timetable. Kart meetings will normally have a very full programme.

• You will be the first line of Judiciary.

• You will be dealing with all Judicial matters including technical non-compliances.

• You need to receive the reports from the Clerk of Course or Chief Scrutineer.
CIK Judicial System

How does it Work? – as a Steward

• As indicated previously, matters need to be handled quickly without compromising a fair hearing

• Be aware that some of your “customers” (and witnesses) may be involved in other races.

• They need to be informed of a hearing time which in most cases would be immediately

• Ensure that you have all reports and relevant paperwork from the officials
CIK Judicial System

How does it Work? – as a Steward

• It isn’t always necessary to have an endless stream of witnesses (if any at all), but you must not infringe the competitors’ rights

• As the hearing progresses make sure the competitors are satisfied they are having a fair hearing
  - Do they want to call witnesses?
  - Are there reasons preventing other evidence being presented – witnesses involved in other races etc.
CIK Judicial System

How does it Work? – as a Steward

• Ensure your fellow Stewards are involved and they ask all the questions that they may have

• Keep notes of proceedings

• Having heard all the evidence ask the attendees to leave as you would normally do and consider the matter

• Use the mandatory penalty sheet to apply the penalty appropriate to the regulation you believe has been transgressed
This Table along with penalty forms and explanations is available on the MSA web site: - https://www.msauk.org/Resource-Centre/Officials
CIK Judicial System

How does it Work? – as a Steward

• Having made the decision complete the paperwork i.e. the standard forms

• All stewards should sign the forms

• Ask the parties to return.

• Deliver your verdict, time the document and ask the appropriate party(ies) to sign for the receipt of your decision
CIK Judicial System

How does it Work? – as a Steward

• It is a good idea to provide a copy the MSA advice sheet along with their copy of the decision and explanation forms
  • These are available at: https://www.msauk.org/assets/judicialprocessguidancenotes.pdf

• Remember: -

• Clerks need to provide the Stewards’ panel with comprehensive reports

• Stewards need to see that hearings are fair, but to be mindful of the time factors in Karting
CIK Homologated Detachable Front Fairings
MSA Front Fairing Regulations

Why the changes?

• To stop the manufacturers from creating a setup that prevents the fairing pushing back.

• To ensure a level playing field.
MSA Front Fairing Regulations

What are the changes?
Reason: Implementation of the new CIK regulations concerning front fairings, to minimise opportunity for preventing detachment.

Lower Tube Ø 20mm with one constant radius.
Upper tube Ø 16mm with one constant radius.

* +/- 5 mm, tube axes dimensions
Dimensions in mm
RULE CHANGES
Decisions that affect regulations in the MSA Yearbook

Consultation and ratification
The Motor Sports Council must consider all new regulations proposed by the Specialist Committees. The regulations are first published on the MSA website so that comments may be received before they are presented to the Motor Sports Council for approval, incorporating any modifications that result from the consultation process (which may have included review by another Specialist Committee or Advisory Panel). Approved rule changes will be published here and will be incorporated into the next edition of the relevant MSA Yearbook(s).

Explanation of format
Regulation changes are shown as red additions or struck-through deletions. A dotted line (...) indicates that the regulation contains further wording that is unchanged and has been omitted here for space reasons. The dates of implementation are stated immediately above the Regulations, while reasons for the changes are given below.

(U) Karting

Date of implementation: immediate

17.1.6. On non-gearbox Junior & Senior karts the CIK-homologated detachable front fairing mounting kit (CIK drawing 2c – pre 01.11.16 version until 01.03.17) must be used with CIK front fairing and front bumper unless otherwise specified in Class or Championship regulations.

Reason: To delay the CIK introduction of the mandatory 27mm gap between front fairing and front bumper until the MSA adopt the full new CIK front fairing and bumper regulations.

Date of implementation: 1 March 2017

Front Bumper (Drawing 8)

17.3.3. Have a minimum diameter of 20mm (the two corners must have one constant radius of curvature).

17.3.4. Have a straight length of 300mm minimum in relation to the longitudinal axis of the kart.

17.4.3. Have a minimum diameter of 16mm (the two corners must have one constant radius of curvature).

17.4.4. Have a straight length of 300mm minimum in relation to the longitudinal axis of the kart.
MSA Front Fairing Regulations

What are the changes?

Front Fairing

- CIK-FIA Technical Drawing 2c.
- There must be a clearance at all points between the front bumpers (lower and upper bars) and the front fairing, with a minimum of 27 mm at all times.
MSA Front Fairing Regulations

When will the changes come into effect?

1st March 2017
MSA Front Fairing Regulations
Who will it affect?

- **Junior or Senior Non-gearbox** Competitors.

<table>
<thead>
<tr>
<th></th>
<th>11-15</th>
<th>Rotax Mini Max</th>
<th>Junior TKM</th>
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<tr>
<td>Junior</td>
<td>13-17</td>
<td>IAME X30 Junior</td>
<td>OK Junior (Vortex) Rotax Junior Max</td>
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<table>
<thead>
<tr>
<th></th>
<th>15+</th>
<th>IAME X30 Senior Formula Libre* OK (Vortex) Rotax Senior Max Senior TKM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior</td>
<td></td>
<td>-----------------------------------------------------------------------</td>
</tr>
</tbody>
</table>

- Clubman are exempt. (unless otherwise stated by the MSA)

- Any other Class / Championship not granted a KTE from the MSA Technical Department.
MSA Front Fairing Regulations

What will it mean to the competitor?

- Competitors will be required to:
  - Measure their existing bumpers and buy new ones if necessary.
  - Ensure that there is a **27mm gap** between the front bumpers and front fairing.
  - **Ensure that all bumper bars and front fairing parts are from the same CIK-FIA homologation.** With the exception of those listed in the document on the MSA resources website.
Cadets

• Introduction in 2017 at British and National Championships.

• In 2018 for all cadet classes.
Drivers’ Briefing
Drivers’ Briefings

• Each Clerk will have their own style of briefing

• There is evidence, however, that some have lost the required formality

.................and some are just seen as a “stage”
Drivers’ Briefings

Each meeting will require different content
- but each one should contain....

• A Welcome and Introduction of Officials

• Thanks for entering and supporting the club
  Such as.... “a great entry this weekend and thank you for your support”
Drivers’ Briefings

• Last minute Administration Notices

• Conduct of Starts
  ✓ How many rolling laps
  ✓ Where will Yellow flags be shown
  ✓ Are “tram lines” and “Yellow line” to be used
  ✓ No “Loading” or driving across the track
Drivers’ Briefings

• Speed out of Pits and approach to Start Line
• Expected driving standards – “respect”
• Reminder – “dropped” bumper is 10 sec penalty
• Reminder of MSA mandatory penalties
• Reminder of Yellow Flags – No Overtaking
Drivers’ Briefings

- Red Flag – explain procedure required
  - Reduce speed and be prepared to stop
  - Indicated normal stopping point i.e. “post 6”
  - Follows Marshal’s instruction and be prepared to stop anywhere
Drivers’ Briefings

• Reminder of Timetable  
  – maybe a busy schedule

• Listen for possible programme changes

• Check Notice Board for results & notices

• Wish your drivers a successful & enjoyable day

• Reiterate your Thanks to Drivers and Teams for supporting the day
Drivers’ Briefings

Your Briefing is your first and most important chance to set out your Standards and the Tone for the meeting

Don’t Waste the Opportunity
RACE ‘n’ RESPECT
THE KARTING CODE

Competitors, organisers, officials, teams, volunteers and parents/guardians all agree to uphold the Karting Code at all times.

The Karting Code is much more than racing within the rules, it includes friendship, respect for all, fair play, and fun. Any action which is seen to not be within the spirit of karting damages the sport itself.

The Karting Code is underpinned by values and commitments that every racer, organiser, official, team, volunteer and parent in the MSA Bambino / Cadet Championship will sign up to demonstrating their commitment to the best possible environment for safe and enjoyable karting fun.

THE VALUES

- Respect – for all participants: competitors, organisers, officials, volunteers and parents.
  Please treat people how you expect to be treated.
- Fair play – respect the rules, the regulations and the spirit of the sport.
- Self-control – be in control of your emotions and actions at all times.
- Good manners – be polite to others. Be humble in success and gracious in defeat.
- Sincerity – be honest in your thoughts and actions and treat everyone fairly.

THE KARTER’S COMMITMENTS

- I will race for fun
- I will try my best
- I will race fairly
- I will be polite and treat everyone with respect
- I will not show off if I win
- I will not get upset if I don’t win
- I will promote the Karting Code to all

THE VOLUNTEER, OFFICIALS AND ORGANISERS’ COMMITMENTS

- To recognise that karting is not just for kids and will treat them appropriately
- To create a welcoming, friendly and safe environment for everyone
- To treat every racer fairly and encourage others to do so
- To recognise that as a representative of the sport, I have a duty to be polite and treat all karters, volunteers and supporters with respect
- To promote the Karting Code to all
THE PARENT’S & GUARDIAN’S COMMITMENTS

• I want my child to have fun and enjoy karting
• I will not put pressure on my child to take part
• I will not impose my own ambitions on my child
• I will not expect my child to win and recognise that the benefits of junior karting lie in the skill acquisition and not about winning events and championships
• I promise not to criticise my child when they make mistakes
• I will remember that these karters are very young and treat them accordingly
• I will never encourage my child to break or bend the rules
• I will respect other competitors and their families and applaud their success
• I will respect the decisions of the officials at all times
• I will promote the Karting Code to all

THE TEAMS’ COMMITMENTS

• We accept that karting is primarily about fun
• We will not put pressure on young karters to achieve results
• We recognise that junior karting is about skill acquisition, not about winning events and championships
• We will never speak or behave inappropriately to a young karter
• We will encourage all karters to respect the rules and the authority of the officials
• We will never encourage a karter to break or bend the rules, nor to drive in a manner that could cause injury to themselves or others
• We recognise that this is Bambino / Cadet Karting and not Formula 1
• We will promote the Karting Code to all
Blue Book & Rule Changes

• You can have an input in two ways

1 – Matters that you consider need to be changed or that you think need it be included

Can be addressed by your regional representative that sits on Kart Committee – Send them full details with a reasoned argument and speak to them

Kart Committee members.... On page 17 of the MSA Yearbook.
Blue Book & Rule Changes

2 – Matters that are being considered by MSA committees

Can be addressed by referring to the consultation pages on the MSA web site

Send in a paper on your thoughts with reasoned arguments

.......and sign up for automatic alerts
SIGN UP!

https://www.msauk.org/The-Sport/Regulations/Proposed-Changes-for-Consultation