Welcome to the 2019 Licensed Officials’ Seminar

Why are we here?

Ongoing development of your knowledge to keep up with ever evolving change within the sport.

WHY?

To ensure that Motorsport UK Licensed Officials are equipped to perform to the highest standard in all disciplines across the UK.
The national membership organisation at the heart of UK motorsport
Creating a revolution with members at its heart...

...for the national governing body for four-wheel motorsport in the UK...
...that exists to service and grow motorsport across the four nations of the UK
Our core purpose:

To encourage, administer, promote, advance and manage four-wheel motorsport in the UK, as the National Sporting Organisation recognised by the FIA.

To embrace the full diversity of four-wheel motorised entertainment beyond the existing directly regulated categories and events

Vision

A nation inspired by the past, present and future of our shared passion for motorsport. A sport that thrives on our world-leading expertise in motorsport technology, our competitive spirit and our deep community roots.
Mission
To inspire and enable more people to participate in our sport in a safe, fair, fun, inclusive and progressive environment. To use our reach and influence to create a sustainable future for our sport.

Membership benefits package

- Complimentary personal accident cover with JLT
- Discounts on competition and road car tyres, at Protyre, the fastest growing chain of fast fit and mechanical garages in the UK
- 10% off competition insurances and 15% off road car insurance with Adrian Flux
- 10% off in-store at Halfords
- 10% discounts off Grand Prix Racewear’s branded personalised overalls
- 10% off outdoor apparel and equipment at the UK’s leading independent outdoor & mountain sports retailer, Ellis Brigham
- Discounts on ferry travel to the continent with DFDS
Safety Matters 1:
The Safety Journey
Safety – an evolving situation

In this session the intention is to present and share ideas and discuss:

• changes in our approach to safety
• current expectations for events in terms of safety
• what the future is likely to hold

Motorsport UK Safety Messages for 2019

• The continually growing significance of safety
• Track licences, approved diagrams and authorisations
• Rescue/Recovery vehicle checking
• Event safety vehicle requirements
Safety... Matters?

Is it important to take safety seriously and to run a safe event?

In any motorsport event incidents can / will happen
Safety Overview

Why is it important to take safety seriously and to run a safe event?

Requirement to keep everyone SAFE

Need to ensure we have done as much as we can to achieve that

Be able to demonstrate that safety planning is a key element of every event

Safety Overview

Is safety more important now than it was in the past?

Basically, no.... BUT

• General awareness of safety, both inside and outside of the sport, has grown

• Pressures to operate safely have increased
Safety Awareness

Public awareness and perception has certainly changed!

• Press
• Social media
Delivering Safety

What is a safe event?

A event where:
• Risks have been considered
• Plans have been made to avoid incidents
• Plans have been communicated
• Actions have been implemented
• Plans are in place to cope with incidents

Safe practices?
Safe practices?

Safe practices?
Safe practices?

The EXPECTATION today is that ALL events are managed SAFELY and so need to embrace the idea of safety management.

Different disciplines and levels of event will have significant differences in the details,

but…

**Will all follow the same basic approach**
Safety Process

<table>
<thead>
<tr>
<th>Assess potential risks</th>
<th>Risk Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan for safe operation</td>
<td>Safety Plan</td>
</tr>
<tr>
<td>Implement the actions</td>
<td>Safety Plan</td>
</tr>
<tr>
<td>(throughout the event)</td>
<td></td>
</tr>
<tr>
<td>Plan to manage the unexpected</td>
<td>Incident Plan</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication Plan</td>
</tr>
</tbody>
</table>

Overall process:

- Plan
- Implement
- Be prepared
- Review
**Reported incidents**

Incidents in 2018:

- 2 Fatalities
- 2 Serious
- 71 Significant
- 72 Minor (as reported)

147 Total or 3 a week on average

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**Reported incidents**

Motorsport UK Incident Pack

Launched in 2017, updated for 2019

Available on the Motorsport UK website in the Officials’ Resource Centre
Safety Matters 2:

The role of the Clerk and the Steward
Motorsport UK Steward’s Role

The Motorsport UK Steward is responsible for checking:

• Permits
• Track Licence, approved diagrams and authorisations
• Other insurances

Who else has this responsibility?

Motorsport UK Steward/Clerk of the Course

As a table, discuss what your main role is at a motorsport meeting.

<table>
<thead>
<tr>
<th>Steward</th>
<th>Clerk of the Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oversee a safe event</td>
<td>Run a safe event</td>
</tr>
</tbody>
</table>
Permit

At each event, check the permit

- Are the permit dates correct
- Do the details match what was notified to you?
- Does the permit reflect the correct grade of event, e.g. National A, National B, etc.

What else would you need to check for?

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Track Licence

At each event, ask to see and check the Track Licence

Note that there will be different conditions for each type of discipline held at that venue.
Track Licence

- Is the licence in date?
- Does the permit reflect the circuit being used?
- Check the medical cover that is required
- Check number of starters

Existing Rallycross circuit

New configurations introduced

What would you expect to have/see?

Can you foresee any problems?
Speed venues

Fire extinguishers

Note when second vehicle can be released
Kart circuits

Check licence details

Number of starters allowed

May be different for bambino and endurance races

Kart circuits

Check location of marshal’s posts

A separate licence will be issued for kart circuits that also run sprint meetings

Noise test location
Temporary venues

Same licensing rules apply

Note any recommendations

Check setup against the licence

Check positioning of the Rescue Unit and the ambulance
Stage Maps – Single Venue

- Ask to see the original, stamped, signed and embossed maps
- Ensure that no changes are made to the layout of a stage without your agreement

Stage Maps – Multi Venue

- Ask to see the original, stamped, signed and embossed maps
- Ensure that no changes are made to the layout of a stage without your agreement
Insurance cover

- Check to see that insurance cover is in place, both Motorsport UK and external cover.

- Check the period of cover.

Scenario
## Motorsport UK Steward/Clerk of the Course

As a table, discuss what you would do if:

**You found out that there were not enough marshals at your meeting**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Race</th>
<th>Speed</th>
<th>Kart</th>
<th>Rally</th>
</tr>
</thead>
</table>

## Motorsport UK Steward/Clerk of the Course

As a table, discuss what you would do if:

**You discovered that the Track Licence was out of date**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Race</th>
<th>Speed</th>
<th>Kart</th>
</tr>
</thead>
</table>
Motorsport UK Steward/Clerk of the Course

As a table, discuss what you would do if:

Part of a special stage needed to be amended from what was shown on the approved diagram

• Rally

Recovery
Recovery

Snatch recovery at race meetings

Any Clerk of the Course authorising a “snatch recovery” must be fully conversant with the “snatch procedures” for that particular venue.

Because…

Under your risk assessment, whilst the snatch recovery is taking place, the outcome is not totally under your control.

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Recovery

What happens to a vehicle after a serious incident?

What do you have in your Safety and Incident Plans?

WHY?

Vehicles will need to be examined – Criminal investigation.

With increased use of social media, vehicles will need to be removed from the public eye.
Recovery

Guidance on Insurance Cover

Safety/Course Cars
Safety/Course Cars

Safety/Course Car deployment:

When and where?

| Sprint | Rally | Hill Climb | Race | Drag Race |

What do you have in your Safety and Incident Plans?
Are YOU aware?

Safety/Course Cars – Fitness for purpose

Sprint Rally Hill Climb Race Drag Race
Safety/Course Cars – Fitness for purpose

![Image of a safety car](image1)

Safety/Course Cars – Fitness for purpose

![Image of another safety car](image2)
Safety/Course Cars – Fitness for purpose

Your Safety/Course Car

Are you insured?

What is missing?

No light bar
No siren
No hi-viz numbers on rear windows

Often loan cars or your own vehicle

Where is the spare wheel?

Is it a 4x4?
Is it 2WD?
Your Safety/Course Car

- Good quality light bar, well fixed to car
- Siren/PA (some disciplines)
- Hi-viz identification still missing?
- Dash cam fitted?
- Radio for event management
- Fuel?

Your Safety/Course Car

- Good quality light bar, well fixed to vehicle
- Siren/PA
- Radio contact for event management
- Hi-viz identification
- Correct terminology and graphics
- Hybrid?
- Clear identification (keep clean)
Safety/Course Cars

Driven and crewed by competent people…

Safety/Course Cars

Driven and crewed by competent people…
Safety/Course Cars

Driven and crewed by competent people…
Safety/Course Cars

- When reporting an accident or serious incident, where possible please include photographs.
- Always use the most up to date forms from the Motorsport UK website (Scrutineers Report Form, Incident Report Form updated in summer 2018).
- Check the permit is correct (e.g. 4x4 Trials and Car Trials).
- Signing-on forms have been updated for 2019 – again, please ensure that the most up-to-date form is downloaded from the website in the week prior to your event.
  - Do NOT alter the text!
- Check and update your Club Constitution, Safeguarding Policy and GDPR protocol – there is a template on the Motorsport UK website.

Administration
Safety Team on-call number

07525 237403

This number can also be found on the back of your permit.
Behaviour in Motorsport

- Abusive or inappropriate behaviour is not acceptable within Motorsport
- A number of possible actions are in place to manage issues
  - Regulations and the Judicial process
  - Codes of conduct e.g. Race and Respect
- However there is a wider area to also be aware of and consider when younger or vulnerable people are involved
Session Objectives

By the end of this session you should have an overview of how to:

- Identify and recognise good practice when working with children in motorsport
- 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
**General Points**

- Be aware of when action needs to be taken
- Adopt a child-focused approach
- Take into account personal safety and emotional well-being
- Treat information confidentially - except where a child is thought to be at risk
- Work to the principles of equitable practice
- Take ownership of the information provided
- Be professional at all times

**What is the difference between Safeguarding and Child Protection?**

**Safeguarding** (the umbrella)
all of the proactive policies and procedures in place for the benefit of children involved in Motor Sport clubs and activities

**Child Protection**
(a single panel of the umbrella) one aspect of safeguarding, specific to children who are at risk of, or suffering, significant harm
Additional vulnerabilities

Whilst the primary focus of this workshop is children, we also need to bear in mind:

- Some children might be at greater risk of abuse than others, e.g. disabled children and/or children in care
- Some adults are defined as vulnerable (adults at risk) and can therefore be at a greater risk of abuse
- Those persons that fall under ‘Special Educational Needs’ (SEN)

Safeguarding Framework

Duty of Care

When children and young people are involved in organised sports activities and are to any extent under the care and/or control of one or more adults, the adult(s) have a duty to take reasonable care to ensure their safety and welfare.
Safeguarding Framework

Position of Trust

A 'Position of Trust' involves a person in a position of authority over another person. In relation to position of trust, there is a need to protect young people aged 16 and 17 who, despite reaching the age of consent for sexual activity, are considered to be vulnerable to sexual abuse and exploitation, in defined circumstances.

This includes sexual activity and relationships with adults who hold a position of trust, responsibility or authority in relation to them and, as a result, have a considerable amount of power and influence in their lives.
Section 2:
Identify and recognise good practice when working with children in motorsport

Scenarios

1. A child is involved in an accident on an event where they receive a blow to the head. They appear to be fine, so an official decides not to refer to medical or complete an incident report form or to inform their parents.

2. Before an event, the parent of a six year old child tells them in a threatening manner that they are useless and are not trying hard enough, and that if their performance does not improve they will not be allowed to compete anymore.
**Scenarios**

3. As an Official, you are asked to help out at a race weekend where, for supervisory purposes, you are allocated a sleeping area with a group of children.

4. One of the 16 year old competitors sends an Official a friend request on Facebook, together with a message asking them if they would like to meet up for a drink.

**4 types of abuse**

- **Neglect**
- **Physical**
- **Emotional**
- **Sexual**

Plus

- **Bullying**

(Although bullying is technically not a category of abuse)
**Code of Practice**

Adults in motorsport should:

- Put the welfare of young people first
- Treat everyone equally, regardless of their ability
- Work in an open environment
- Maintain a professional relationship and refrain from intimacy
- Avoid spending time alone with young people

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**Code of Practice**

Adults in motorsport should:

- Build relationships based on openness and trust
- Promote fair play
- Be an excellent role model
- Involve parents or carers
- Give enthusiastic feedback and avoid negative criticism
- Be appropriately qualified
Best Practice (e-communication)

- Adults in motor sport should not have direct one on one communication with children through e-communication or social networking sites unless in exceptional circumstances
- Adults in motor sport should not be ‘friends’ with under 18’s on personal social networking sites
- Use the club social networking page to communicate with children i.e. one-way communication only
- Implement the Motorsport UK ‘Guidance in relation to the use of Social Networking’

Section 3:

Explore your values and feelings in relation to poor practice / child abuse
Safeguarding Background - True or False

1. The number of young people in the UK who are known to be ‘at risk of abuse’ (neglect, physical, emotional and sexual) is almost 25,000

2. There are nearly 25,000 registered sex offenders in the UK

3. Children are abused mostly by people they don’t know

4. Sexual abuse is only committed by men

5. In a sporting environment girls are much more likely to be abused than boys

6. Children with a disability are less likely to be victims of abuse

7. Children are resilient, and therefore recover quickly from the effects of abuse

8. The most common form of abuse in a sporting context is sexual abuse

9. Coaches / Instructors are the people most likely to abuse a child in sport

10. If you believe a child is being abused or is at risk of being abused it is OK to report this to Motorsport UK, Children’s Services or the Police
### Safeguarding Background - True or False

1. False  
2. False  
3. False  
4. False  
5. False

6. False  
7. False  
8. False  
9. False

10. True

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### Safeguarding Continuum

Safeguarding decisions are not always clear-cut.

Consider the statements and decide where you would place your response on the continuum.

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Acceptable  
Unacceptable
Acceptable or Unacceptable Behaviour?

1. An Instructor allows a child to drive a couple of laps of the track without a helmet.
2. A 12 year-old is observed being left alone for the evening at a 2 day meeting while his parents go out for dinner.
3. A child arrives at an event with a number of straight line bruises across the back of their legs.

Neglect

- Neglect is the ongoing failure to meet a child's basic needs and is the most common form of child abuse.
- A child may be left hungry or dirty, without adequate clothing, shelter, supervision, medical or health care.
- A child may be put in danger or not protected from physical or emotional harm.
**Neglect**

- They may not get the love, care and attention they need from their parents.
- A child who is neglected will often suffer from other forms of abuse as well.
- Neglect is dangerous and can cause serious, long-term damage - even death.

**Physical Abuse**

- Physical abuse is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts.
- It isn’t accidental - children who are physically abused suffer violence such as being hit, kicked, poisoned, burned, slapped or having objects thrown at them.
- Sometimes parents or carers will make up or cause the symptoms of illness in their child, perhaps giving them medicine they don’t need and making the child unwell - this is known as fabricated or induced illness.
- There’s no excuse for physically abusing a child. It causes serious, and often long-lasting, harm - and in severe cases, death.
Acceptable or Unacceptable Behaviour?

4. A Team Manager tells a 13 year-old competitor that they need to go on a diet if they want to be competitive.

5. After a competition a parent gets very angry with their child in front of everyone, saying that they don’t know why they’re investing all this money if they’re not even going to get on the podium.

6. A child sends several texts to another young person threatening to beat them up when no-one else is around.

Emotional Abuse

• Emotional abuse is the ongoing emotional maltreatment or emotional neglect of a child. It’s sometimes called psychological abuse and can seriously damage a child’s emotional health and development.

• Emotional abuse can involve deliberately trying to scare or humiliate a child or isolating or ignoring them.

• Children who are emotionally abused are usually suffering another type of abuse or neglect at the same time - although this isn’t always the case.
Acceptable or Unacceptable Behaviour?

7. A Team Manager takes a young racing driver away to a weekend race meeting by themselves.
8. An adult race mechanic makes a comment to a 15 year-old competitor, saying that they are very pretty and they would like to invite them out on a date.

Sexual Abuse

• A child is sexually abused when they are forced or persuaded to take part in sexual activities.
• This doesn't have to be physical contact - it can also happen online.
• Sometimes the child won't understand that what's happening to them is abuse.
• They may not even understand that it's wrong.
Bullying

- Bullying is behaviour that hurts someone else - such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone.

- It can happen anywhere - at school, at home or online. It’s usually repeated over a long period of time and can hurt a child both physically and emotionally.

- Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying.

- A child can feel like there’s no escape because it can happen wherever they are, at any time of day or night.

Bullying includes:

- Verbal abuse, such as name calling and gossipping
- Non-verbal abuse, such as hand signs or text messages
- Emotional abuse, such as threatening, intimidating or humiliating someone
- Exclusion, such as ignoring or isolating someone
- Undermining, by constant criticism or spreading rumours
Bullying

Bullying includes:

- Controlling or manipulating someone
- Racial, sexual or homophobic bullying
- Physical assaults, such as hitting and pushing
- Making silent, hoax or abusive calls
- Online or cyber bullying

Section 4:

Recognise and respond to possible signs of child abuse
**Possible signs of child abuse**

**Neglect**
- Being left alone or unsupervised on a regular basis
- Not being taken for medical treatment for injury and/or illness

**Physical**
- Unexplained bruising or physical injuries
- Flinching when approached or touched

**Emotional**
- A parent constantly criticising or shouting at their child
- Change in behaviour – sudden changes or changes over a long period of time

**Sexual**
- Sexually explicit language or actions
- Something that a child or vulnerable adult has said

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**Possible Signs of Child Abuse**

*It is, however, important to note:*

The presence of one or more of these signs does not necessarily mean that abuse is occurring.

*Therefore, in the first instance:*

You may wish to raise your concerns with the child or vulnerable adult, and/or their parents, to establish if there is cause for concern.

But only if you think this will help.
Most Important Slide of The Day

It is not your responsibility to decide whether or not a child (or adult at risk) is being abused. However, it is your responsibility to act if you have any concerns.

“Never do nothing”

Section 5:
Taking appropriate action if concerns arise
Taking Appropriate Action

If it's urgent and you feel that a child is at risk

YOU
Club Safeguarding Officer

Police or Children's Social Care

Motorsport UK Safeguarding Lead

Telephone helplines, e.g. NSPCC

If you feel that, despite the actions you have taken, the situation has not changed or nothing has been done, then contact the NSPCC for further advice

Scenarios- What action would you take?

Scenario 1

Whilst carrying out marshalling duties in the paddock, a Cadet Marshal is approached by an adult member of the public. During the conversation, the Cadet Marshal is given a piece of paper with a username and password on it. The adult tells the Cadet Marshal that these are the login details for a private messaging site on social media and that it would be nice if they could talk privately on there.
Scenarios - What action would you take?

Scenario 2

After a race, a child returns to the pits to be confronted by their Team Manager, who is very upset with their performance on the track. The Team Manager then starts to shout at the child and acts towards them in a threatening manner.

Scenarios - What action would you take?

Scenario 3

Following a racing incident where a young driver is forced off the track, he confronts the individual who he believes is responsible and threatens to “punch his lights out”.
Taking Appropriate Action - Actions to Follow

- Remain calm and ensure the child is safe
- **Listen** carefully to anyone reporting concerns
- **Record** everything that has been said or done
- **Report** any concerns, following the Motorsport UK reporting procedures
- Involve the child’s parents, where appropriate
- Be discreet, wherever possible

Taking Appropriate Action - Actions to Avoid

**Do not:**

- Share information with anyone who doesn’t need to know
- Rush into actions - if you are not sure what to do next, discreetly seek advice from others
- Make promises you cannot keep e.g. telling a child you will keep their disclosure secret
- Take sole responsibility - ensure you pass your concerns on to your Club Child Safeguarding Officer (if not you) or alternatively the Motorsport UK Safeguarding Lead
Contact

For further advice and information please contact:

Jennifer Carty, Motorsport UK Safeguarding Lead
Telephone or text: 07519 801674
E-mail address: safeguarding@motorsportuk.org

Section 6:
Summary
Main points

• We all have to be aware of possible safeguarding issues
• Incidents are more common-place than perhaps we think
• Always be confidential and professional
• If an issue is discovered ensure it is reported
• It is not the responsibility of a Clerk or Steward to determine whether a child is being abused

Further information

• For further information on Safeguarding Children, visit www.thecpsu.org.uk

• For further information on the Online Protection of Children, visit www.ceop.police.uk

• For further information on Safeguarding Vulnerable Adults, visit www.sportscoachuk.org
Common mistakes we make!

Take a look at the decision sheets on your table

Is there anything wrong with them?

Spend a few minutes discussing them with your table

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

- Poor quality or incorrect paperwork and record keeping
- 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
- Not acting reasonably in extending time limits for Protests/Appeals
Appeals

Any judicial issue COULD evolve through the process to the National Court. Therefore it is important to be prepared for that eventuality.

National Court (48 in 2018)
Stewards of the Meeting (hundreds)
Clerk of the Course (thousands)

Judicial Scenario 1: The Race Meeting
Judicial Scenario 1

A competitor has lodged a Protest.

What should happen next?
Protests

- Can only be from a competitor
- Must be lodged, with the correct fee, with the Clerk of the Course, the Secretary of the Meeting or their deputies, and must state the grounds for the protest
- Cannot be
  - a joint protest from several competitors
  - against more than one competitor
  - against the decision of a Judge of Fact
- Can be filed against
  - The entry of a competitor or driver
  - The length of the course
  - A handicap
  - The make-up of a heat or final
  - Any error or omission by a competitor
  - Non-compliance of vehicles
  - Classification established at the end of competition (the results)

Hearings

- Introduce all parties present at the start of the hearing
- Both parties must be present throughout the complete hearing for a protest
- Witnesses remain out of the hearing until called. May then stay or depart at Clerk's or Steward's discretion
- Interpreters may be present, but only to translate
- Any minor must be accompanied, but the parent/guardian may only act as an observer
Judicial Scenario 1

The Clerk’s Hearing

Judicial Scenario 1

CLERK OF THE COURSE DECISION FORM

From: Bruce Collins (Clerk of the Course)
To: Joe Bloggs
Competitor No. 4
Date: 08.01.2019
Venue: Brands Hatch
Race/Formula: Trucks
Licence No. 14452

Following investigation, I find that you are in contravention of the following Motorsport UK Regulation: C1.1.5 – Driving in a manner incompatible with general safety
Judicial Scenario 1

Accordingly, under Motorsport UK Regulations, I order that you:

☐ Be given a verbal warning [0]
☐ Be given this formal written reprimand [2]
☐ Be penalised by adding ................. to your elapsed race time [3]
☐ Be fined £ ......................... [3]
☐ Be given a ............ place grid penalty effective on your next race (Max 10) [3]
☐ Be disqualified from the results of practice or the race [4]
☐ Be disqualified from the results of the meeting [5]

4 penalty points are recorded on your licence as a result of above

SIGNED: [Signature] DATE: 8.1.19 TIME: 15.10 (Clerk of the Course)

I, being the Entrant / Driver, acknowledge receipt of the above decision.

Name (BLOCK CAPITALS): ______________________________________________

Signature: __________________ Date & Time of receipt: __________________

YOU ARE REMINDED OF YOUR RIGHT TO APPEAL
Judicial Scenario 1

The penalised competitor wishes to appeal the Clerk’s decision.

What should happen now?

Discuss as a table.

Appeals

- Can only be made by the parties directly involved and not by third parties
- Must be lodged with the Clerk of the Course, the Secretary of the Meeting or their deputies
- May be made against the decision of:
  - The Clerk of the Course
  - The Chief Scrutineer
  - The Chief Timekeeper
  - The Secretary of the Meeting
  - The Chief Medical Officer
- Must be lodged in writing with the appropriate fee
- Must state the grounds for the appeal
- Must be received within 30 minutes of the time of notification of the decision, however this can vary in certain cases
Hearings

Keeping control at a formal hearing:

- Only allow statements, no interruptions, although all parties must be given the opportunity to ask questions
- Keep a tight rein on proceedings, to avoid arguments
- Final statements from each party should be allowed
- All parties should leave to allow a decision to be reached
- Never offer advice on regulations at any stage

Hearings

Keeping written records at a formal hearing:

- Notes of the hearing, start time, details of case heard, parties present, summary of statements, detail of regulation which may have been breached
- The findings of the Stewards should be written up, timed, dated and signed. State the findings but do not expand on the reasonings or enter into discussion of regulation.
- Copies of the findings should be made available to all parties and a copy signed, and timed, as proof of receipt. Failure of the competitor to sign does not invalidate the outcome, but note this fact, and the time, as it affects further appeal timing.
Judicial Scenario 1

The Steward’s Hearing
Hearings

Once you have heard all the evidence you must make a decision

- Take time to review your written notes
- Discuss fully with your Club Stewards
  - Let them have an input
  - Ask for their views
- Act in a timely manner

Judicial Scenario 1

The Stewards heard evidence from the following persons:

[Blank]

The Stewards decision is:

[Blank]

Reason(s) for this decision:

[Blank]
Judicial Scenario 1

The appeal fee is: RETURNED / CORRECT
The licence is: RETAINED / ENDORSED: YES/NO

<table>
<thead>
<tr>
<th>NAME</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOTORSPORT UK STEWARD</td>
<td>Rebecca Maidment</td>
</tr>
<tr>
<td>CLUB STEWARD</td>
<td>Simon Fowler</td>
</tr>
<tr>
<td>CLUB STEWARD</td>
<td>James Tattersall</td>
</tr>
</tbody>
</table>

Timed at: 15:25 Date: 08.01.2019

I, being the Driver / Entrant, acknowledge receipt of the above Stewards Decision:

Name: __________________________ Signature: __________________________
Timed at: __________________________ Date: __________________________

YOU ARE REMINDED OF YOUR RIGHT TO APPEAL

Judicial Scenario 2:

The Eligibility Issue
Judicial Scenario 2

A competitor has failed post race Scrutineering.

What should happen next?
Judicial Scenario 2

Club Name: Motorsport UK
Venue: Buckmore Park

Clerk of Course: Simon Williams
Date: 18/01/2019
Time: 08:50

To: John Bloggs
Competitor No: 16
Race No: 1
Class: Minimax

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Judicial Scenario 2

C3.1.1 - Scrutineer Non-Compliance Report, vehicle or component ineligible.
Disqualification from Race

State supporting Regulation.
Disqualification from Meeting
Judicial Scenario 2

The penalised competitor wishes to appeal the Clerk’s decision.

What should happen now?

Discuss as a table.
Judicial Scenario 2

- The Stewards of the Meeting must be notified of any Notice of Intention to Appeal but must not adjudicate on eligibility matters

- Notice of Intention to Appeal must be lodged, in writing with the correct fee, with the Secretary of the Meeting, the Clerk of the Course or their deputies

- Any such notice, together with the fee, must be handed to the Motorsport UK Steward for onward transmission to Motorsport UK

- The Secretary of the Meeting or Clerk of the Course must also inform the Technical Commissioner/Chief Scrutineer that Notice of Intention to Appeal their decision has been lodged

### Record of action taken by the Stewards of the Meeting

<table>
<thead>
<tr>
<th>Competitor's Name</th>
<th>Licence No./ D.O.B</th>
<th>Reason</th>
<th>Regulation No.</th>
<th>Penalty Applied</th>
<th>Penalty Points</th>
<th>Amount (£)</th>
<th>Paid (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Bloggs</td>
<td>269021</td>
<td>Eligibility Appeal</td>
<td>C.7.2</td>
<td>N/A</td>
<td>N/A</td>
<td>£500.00</td>
<td>Y</td>
</tr>
</tbody>
</table>

To record action taken by the Clerk of Course, please complete details overleaf.
Judicial Scenario 2

SUMMARY

Total amount enclosed £500 (Paid by bank transfer, ref: 269021)
(including fines imposed by the Clerk of Course as detailed overleaf)

For Motorsport UK Use Only

Received: Expenses: CL
Payment: Licences: JH

MOTORSPORT UK STEWARD’S REPORT FORM

ORGANISING CLUB: Motorsport UK
TYPE OF EVENT: Kart Race
VENUE (INC. CIRCUIT LAYOUT): Buckmore Park
MOTORSPORT UK STEWARD: Greg Symes
DATE: 18/01/2019
STATUS: National B
PERMIT No: 125437
TRACK LICENCE No: K/2019123

Please use the space below to highlight any part of your report which requires attention by Motorsport UK:

Eligibility Appeal enclosed

Please tick the relevant boxes in the section below and use the comments section on the next page to elaborate on any of the questions where you have ticked a shaded box.
Judicial Scenario 3:
The Kart Meeting

Written report of verbal abuse of an Official

AS I WAS LEAVING THE TRACK FOR THE LUNCH BREAK I WAS APPROACHED BY THE DRIVER OF COMPETITOR K12. KROWN POWELL, WHO PROCEEDED TO LAUNCH A VERBALLY ABUSIVE RANT AT ME. SHE SAID: "WHAT DI*%#!&@ YOU THINK THAT MY SON WAS PISSED OFF AT YOU? IF YOU THINK I AM, YOU ARE F**KSQU L**W."
I TRIED TO WALK AWAY HOVER SHE KEPT FOLLOWING, SHOUTING "GET OFF MY PROPERTY" AT ME.
THE INCIDENT WAS WITNESSED BY CLAIRE BARNES, WHO WAS MARSHALLING POST 6.
Judicial Scenario 3

As a table, discuss what should happen next.

Judicial Scenario 3

On further investigation, it is discovered that the Mother is not the PG Licence Holder, it is in fact the Father.

What should happen now?
Judicial Scenario 3

Club Name: Motorsport UK
Venue: Shenington Kart Circuit

Clerk of Course: Andy Parker
Date: 12/01/2019
Time: 13:45

To: Kevin Fowler
Competitor No: 22
Race No: 7
Class: IAME

Judicial Scenario 3

<table>
<thead>
<tr>
<th>Clause</th>
<th>Description</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1.1.9</td>
<td>Abusive Language, Behaviour or Assault</td>
<td>Disqualification from Race &amp; Referral to Stewards of Meeting</td>
</tr>
<tr>
<td>C1.1.9</td>
<td>Abusive Language, Behaviour or Assault</td>
<td>Disqualification from Meeting &amp; Referral to Stewards of Meeting</td>
</tr>
</tbody>
</table>
Judicial Scenario 3

Licence No. .................. is / is not endorsed (delete as applicable)
Signed ........................................ (Clerk of Course)

I, being the Minor’s Entrant / Entrant / Driver (delete as applicable) of Kart Number .............
Acknowledge receipt of the above decision.

Signed: ........................................... Date ............. Time .............

The infringement was resultant from the actions of the driver’s team or entrant and therefore the Kart PG licence is to be endorsed: ☐ Kart PG Number: .............

Judicial Scenario 3

Licence No. 268321, ☑ is not endorsed (delete as applicable)
Signed ........................................ (Clerk of Course)

I, being the Minor’s Entrant / Entrant / Driver (delete as applicable) of Kart Number .............
Acknowledge receipt of the above decision.

Signed: ........................................... Date ............. Time .............

The infringement was resultant from the actions of the driver’s team or entrant and therefore the Kart PG licence is to be endorsed: ☑ Kart PG Number: 268322.
Judicial Scenario 3

Referral to the Stewards of the Meeting

Cases deemed to be of a particularly serious nature by the Clerk of the Course can, after imposition of penalties within the Clerk's authority, always be referred to the Stewards for consideration of a further penalty which is not available to the Clerk (i.e. suspension of licence) and onward referral to Motorsport UK.

Judicial Scenario 3

Referral to the Stewards of the Meeting

Stewards should not re-open questions of liability for the breach unless there has clearly been an error (or unless the competitor has lodged a valid appeal against the Clerk's findings) but should consider whether the nature of the breach, as determined by the Clerk, warrants a penalty which exceeds the powers of the Clerk.
Judicial Scenario 4:

The Wrong Licence

A 2018 licence has been presented at signing-on for a 2019 event.
Judicial Scenario 4

As a table, discuss what should happen next.

H22.1.1 – Licences must be produced for inspection at all events prior to a competitor taking part.

H22.1.2 – Competitors failing to produce a correct licence will pay a non-production fee as detailed in Part 3, Appendix 1 or may be disqualified from the event by the Stewards.

H22.1.2.1 – Exceptionally, for karting, where both a kart PG and the driver’s licence, specific to a single entry, cannot be produced, a single non-refundable fee will be payable.
Judicial Scenario 4

H22.1.3 – Under no circumstances can this fee be considered as a substitute for holding a valid Competition Licence
Judicial Scenario 4

JUDICIAL SUMMARY

<table>
<thead>
<tr>
<th>Competitor's Name</th>
<th>Licence No. D.O.B</th>
<th>Reason</th>
<th>Regulation No</th>
<th>Penalty Applied</th>
<th>Penalty Points</th>
<th>Amount (£)</th>
<th>Paid (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A B Sample</td>
<td>123456</td>
<td>Non Production of Licence</td>
<td>H22.1.2</td>
<td>N/A</td>
<td>N/A</td>
<td>£72.00</td>
<td>Y</td>
</tr>
</tbody>
</table>

Please also include any relevant details in the general comments box of the Steward’s Report Form

Judicial Scenario 4

Non-Production of Licence Fees should also be recorded above for inclusion in the summary of the total amount sent.

SUMMARY

Total amount enclosed £72.00 (Paid by telephone payment system)

(including fines imposed by the Clerk of Course as detailed overleaf)
Judicial Scenario 5:

The Fight in the Service Park

Several reports have been received regarding a fight which took place in the service park.
Judicial Scenario 5

As a table, discuss what should happen next.

Judicial Scenario 5

If the competitor is not present for the disciplinary decision:

The decision must be posted on the official notice board by the Secretary of the Meeting, along with the time of posting. Any appeal must be lodged within 30 minutes of the time of posting and must be accompanied by the appropriate fee.

In the case of a multi-venue stage rally, the Stewards may extend this time period to allow for the competitor to return from the stages.
Judicial Scenario 5

CLERK OF THE COURSE DECISION FORM

From: Douglas Stanfield (Clerk of the Course)
To: Nigel Smith Car No. 14
Date: 19/01/2019 Licence No. 213478

Following investigation, I find that you are in contravention of the following regulation:

C1.1.9 - Abusive language or behaviour, physical assault, or threats of physical assault within the area under control of the Organising Club.

Judicial Scenario 5

CLERK OF THE COURSE DECISION FORM

From: Douglas Stanfield (Clerk of the Course)
To: Gary Parks Car No. 8
Date: 19/01/2019 Licence No. 24789

Following investigation, I find that you are in contravention of the following regulation:

C1.1.9 - Abusive language or behaviour, physical assault, or threats of physical assault within the area under control of the Organising Club.
Judicial Scenario 5

Accordingly, under Motorsport UK Regulations, I order that you:

Are disqualified from the meeting

6 penalty points are recorded on your licence as a result of above

SIGNED: D E R. [Signature]
DATE: 19/01/2019
TIME: 11:45am
(Clerk of the Course)

<table>
<thead>
<tr>
<th>Competitor's Name</th>
<th>Licence No.</th>
<th>Reason</th>
<th>Regulation No.</th>
<th>Penalty Applied</th>
<th>Penalty Points</th>
<th>Amount (£)</th>
<th>Paid (£/€)</th>
</tr>
</thead>
<tbody>
<tr>
<td>G Parks</td>
<td>14789</td>
<td>Abusive language and behaviour</td>
<td>C1.1.9</td>
<td>disqualified from meeting</td>
<td>6</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>N Smith</td>
<td>213478</td>
<td>Abusive language and behaviour</td>
<td>C1.1.9</td>
<td>disqualified from meeting</td>
<td>6</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Please also include any relevant details in the general comments box of the Steward’s Report Form.
Judicial Scenario 6:
The Judge of Fact Report

A Judge of Fact has reported that a competitor went beyond track limits on more than one occasion.
Judicial Scenario 6

As a table, discuss what should happen next.

Judicial Scenario 6

CLERK OF THE COURSE DECISION FORM

From: Phil Clerk (Clerk of the Course)
To: Colin Speed
Comp No: 56
Date: 28.01.2019
Venue: Knockhill
Race/Formula: Fun Cup
Licence No: 352641

Following investigation, I find that you are in contravention of the following Motorsport UK Regulation:
Q14.4.2 – Track limits
Judicial Scenario 6

Accordingly, under Motorsport UK Regulations, I order that you:

Are given a 10 second time penalty

0 penalty points are recorded on your licence as a result of above

SIGNED: Clerk DATE: 28/1/19 TIME: 16:35

(Clerk of the Course)

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Judicial Scenario 6

The penalised competitor wishes to appeal the Clerk's decision.

What should happen now?

Discuss as a table.
Judicial Scenario 6

Appealing the decision of a Judge of Fact

Only the penalty may be appealed in this way, although in doing so this may lead to the Judge of Fact’s decision being brought into question and it is within the Stewards’ remit to ask the Judge of Fact if they wish to correct their decision if it is felt appropriate to do so (read G2.4.6, G10.1.1).

The Stewards of the Meeting do not have the power to overrule a Judge of Fact’s decision.

Judicial Scenario 6

I wish to appeal the penalty given for breaching track limits.

I was given a 10 second penalty however I feel this is too harsh.
Judicial Scenario 6

The Stewards heard evidence from the following persons:

L Kenning – Post Chief (JoF)
R Dennings – Driver of car 2

The Stewards decision is:

To amend the penalty from a 10 second penalty to a 5 second penalty.

Reason(s) for this decision:

To be consistent with other penalties given for this offence and taking into account the damp conditions

Judicial Scenario 1

The appeal fee is: RETURNED / FORFEIT

The licence is: RETAINED / ENDORSED: YES/NO

<table>
<thead>
<tr>
<th>NAME</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOTORSPORT UK STEWARD</td>
<td>Rebecca Maidment</td>
</tr>
<tr>
<td>CLUB STEWARD</td>
<td>Simon Fowler</td>
</tr>
<tr>
<td>CLUB STEWARD</td>
<td>James Tattersall</td>
</tr>
</tbody>
</table>

Timed at: 13:32       Date: 02/02/19

I, being the Driver / Entrant, acknowledge receipt of the above Stewards Decision:

Name: 
Signature: 
Timed at: 
Date: 

YOU ARE REMINDED OF YOUR RIGHT TO APPEAL
### Judicial Scenario 6

Record of action taken by the Clerk of Course (to be completed by the Steward)  
To record action taken by the Stewards of the Meeting, please complete details overleaf.

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>R. Dennings</td>
<td>263541</td>
<td>Breach of track limits</td>
<td>Q14.4.2</td>
<td>20 second penalty</td>
<td>0</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

---

### Judicial Scenario 6

Record of action taken by the Stewards of the Meeting.  
To record action taken by the Clerk of Course, please complete details overleaf.

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<th>Amount (£)</th>
<th>Paid (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>R. Dennings</td>
<td>263541</td>
<td>Appeal Clerk’s decision</td>
<td>C6.1</td>
<td>Appeal upheld - fee returned</td>
<td>0</td>
<td>£260.00</td>
<td>Y</td>
</tr>
<tr>
<td>R. Dennings</td>
<td>263541</td>
<td>Breach of track limits</td>
<td>Q14.4.2</td>
<td>5 second penalty</td>
<td>0</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Please also include any relevant details in the general comments box of the Steward's Report Form.
Feedback

Training@motorsportuk.org