

PREFACE

Name of Trainee: _____

Address: _____

Telephone No: _____

Name of Mentor: _____

Contact Telephone No: _____

SUMMARY OF TASKS

(Shading or a cross drawn through each box as a task is completed will provide you with a convenient visual record of your progress.)

Module 1

Part A (a) (b) (c) (d)

Part B (a)

Part C (a) (b) (c) (d)

Part D (a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m)

Part E (a) (b) (c) (d) (e) (f) (g) (h)

Part F (a) (b) (c) (d)

Part G (a) (b) (c) (d) (e) (f) (g) (h)

Part H (a) (b) (c) (d) (e)

Part I (a) (b) (c) (d) (e) (f)

Part J (a) (b) (c) (d) (e)

Module 2

Part A (a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l)

Part B (a) (b) (c) (d) (e)

Part C (a) (b) (c) (d) (e) (f) (g)

Part D1 (a) (b) (c) (d) (e) (f)

Part D2 (a)

Part E (a) (b) (c) (d)

Part F (a) (b) (c) (d) (e)

Part G (a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m)

Part H (a) (b) (c) (d)

Part I (a) (b) (c) (d) (e) (f) (g) (h) (i) (j)

INTRODUCTION

Congratulations on your decision to become an MSA motorsport timekeeper.

This log book will help you measure and monitor your progress whilst you are undergoing training. A mentor, whose name and contact number you will find in the preface to this book, will help you in this task. The log book contains a list of tasks that are collected together for the sake of convenience into several parts of two modules. No attempt has been made to make the tasks, parts or modules of equal length or for them to take the same length of time to complete. Thus you can complete tasks, parts or modules in any order that fits in with the time you have available.

In order to become a trained MSA Timekeeper you must obtain the initials or signature of your mentor on the "signing off" slip for every one of the parts. Your mentor will only be able to sign a slip when you have obtained the initials or signature of a supervisor (Training Timekeeper) against every one of the tasks contained in this log book. On completion of every task and the completion of the "signing off" your name will be put forward to the MSA for inclusion on the MSA Timekeepers list.

The order in which you complete tasks and have them initialled is not particularly important, but you will see from reading this introductory section that it is probably more sensible to complete some tasks before others. There is no time limit set for the completion of the tasks, however a realistic minimum time for this initial period of training is probably 12 to 18 months.

Your log book with its signatures is very precious and if lost, it would be difficult or perhaps even impossible to have a new log book authenticated without repeating many of the tasks. In addition to completing the tasks, you are required to keep an authenticated record of every motorsport event, seminar and training session that you have attended.

Some of the qualities and abilities that go to make a good timekeeper are not assessed in this log book, but are nevertheless very important. Timekeeping at a motorsport event can be very demanding on your physical stamina, patience and good manners. Remember you are dealing with competitors who have made a considerable effort, both in time and money, to be present and to partake in the event at which you are part of the timing team. Because of the competitive nature of motorsport, adrenaline levels amongst competitors are often very high, hence their tempers may be short and their judgement flawed. It is essential that you display a polite, firm and good natured attitude throughout what may be a very long day. Similarly, you should remember that you will be representing the MSA during your training and on becoming a timekeeper.

It is therefore, your responsibility to ensure that you dress in an appropriate manner and present a clean and tidy appearance.

You will see looking through the log book there are two modules and the tasks they contain are of two types.

1 The first module contains tasks that are essentially to do with finding out about the structure and organisation of motorsport, the status and duties of timekeepers and other officials at a motorsport meeting and the rules and regulations that apply to competitors, their vehicles and the venues at which events take place. Some of these tasks and the training required to complete them can be carried out away from an event by reference to the MSA Competitors Yearbook (“Blue Book”). However, it must be remembered that there is no substitute for observing at first hand motorsport events where the rules and regulations contained in the “Blue Book” are applied.

2 The second module contains tasks which enable you to demonstrate your competence at “hands on” timing. These tasks, of course, require you to attend motorsport events as an officially recognised trainee timekeeper. For the successful completion of these tasks there can be no substitute for practical experience, so that the more events you can attend across the range of disciplines which require timing, the greater your level of competence.

An initial browse through the “Blue Book” can be quite intimidating due to the sheer volume of information contained within it. You are not expected to learn “parrot fashion” large amounts of its detailed information.

Working through the log book will enable you to become familiar with the general format of the book and the type of information contained in each section.

The completion of this log book will demand considerable, but enjoyable effort from you and even then its completion should be regarded as the minimum levels of competence required from a timekeeper. You are strongly advised to accept as much additional training as possible in the form of seminars and accompanying and seeking advice from accomplished and experienced timekeepers.

You will see that each task requires both your own signature and that of a qualified supervisor. This dual signature will encourage you to seek advice and discuss your training requirements at every opportunity and as a trainee you should seek and welcome good advice whenever possible.


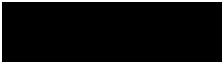

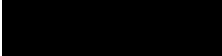
MODULE 1: FINDING OUT

After you have completed this module you will know in outline how motorsport is organised under the auspices of the MSA and the rules that govern motorsport. The information that you will need in order to complete this module is contained in the 'Blue Book' or the MSA Competitors' Yearbook. You will not be expected to remember names of individuals, specific rules or dimensions. You should however, be familiar with the general organisation, the areas of the sport governed by particular rules and the main thrust of these rules.

PART A

The trainee has found out about and demonstrated knowledge of motorsport administration including:


(a)	The existence of, the role of and the relationship between the committees of the MSA and the FIA.
(b)	The general format and contents of the Blue Book
(c)	The existence of the specialist committees of the council and of their areas of responsibility.
(d)	How the sport is administered and shows evidence of having read the rules relating to national competition i.e. tribunals, club recognition, acquaintance and submission to rules, notices, dates of operation etc.

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PART B

The trainee has found out about and demonstrated knowledge of the common regulations for event organisers including:

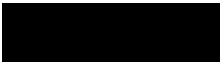
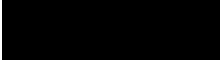
- (a) The common regulations for organisers i.e. the registration of clubs, necessary permission, grade of events, events which are exempt, permission of national and local authorities, championships, official documents, opening of entries, rights of organisers, publication of results, payment of starting, prize money and presentation of awards, unauthorised competitions, postponement, abandonment or cancellation of an event, insurance, warning notices, scrutineering, procedure for control of drugs and alcohol and flag signals.

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PART C

The trainee has found out about and demonstrated knowledge of officials and their duties including:

- (a) The plurality of duties of officials at motor sports events.
- (b) The responsibilities and duties of Stewards, the Secretary of the Meeting, the Event Director, the Clerk of the Course, Timekeepers, Handicappers, Technical Officials, Scrutineers, Pit Observers, MSA Observers, Flag Marshals, Judges of Fact, Environmental Scrutineers, Driving Standards Observers and Marshals.
- (c) The status and role of Commentators, Medical Officers and the Officiel d'Honneur.
- (d) The request to sign on the MSA declaration.

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PART D







The trainee has found out about and demonstrated knowledge of the common regulations for competitors including:

(Trainees should realise that competitors must comply with not only the regulations in this section, but in addition, the specific regulations for the individual type of event. Hence they should also realise the significance of asterisks shown in this section of the Blue Book.)

[Trainees are expected only to have read the listed sections and retained sufficient detail so as to provide the context and background of their primary responsibilities.]

- (a) Track licences and the requirements of obtaining them.
- (b) The existence of track licence fees and the need for displaying track licences.
- (c) Safety requirements for all meetings.
- (d) The need for communications at all meetings.
- (e) The type of enclosures at meetings and the measures to protect spectators when enclosures are absent.
- (f) The minimum facilities that should be provided for timekeepers at race and speed events.
- (g) The general forms and construction of venue facilities.
- (h) The form and construction of marshals' posts at race and speed events together with the equipment associated with the post.
- (i) The need for, and type of fire precautions, fire equipment, emergency rescue vehicles and their equipment.
- (j) The medical facilities required at race circuits together with their necessary accommodation.
- (k) Types and ways of dealing with oil spillages.
- (l) The requirements for long distance or bad weather racing.
- (m) The general regulations for meetings.

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PART E

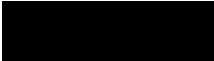
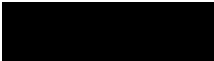
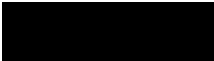
The trainee has found out about and demonstrated knowledge of the common regulations for competitors including:

(Trainees should realise that competitors must comply with not only the regulations in this section, but in addition, the specific regulations for the individual type of event. Hence they should also realise the significance of asterisks shown in this section of the Blue Book.)

[Trainees are expected only to have read the listed sections and retained only sufficient detail so as to provide the context and background of their primary responsibilities.]

(a)	The liabilities of competitors.
(b)	The registration and licensing of competitors.
(c)	The medical requirements and their declaration.
(d)	The validity, types, grades and upgrades of competition licences to include those for racing, rallies, speed, rallycross, truck racing, off-road events and karting.


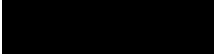
(e)	Licence holder's indemnity and undertaking, waivers, advertising.
(f)	Entries, entrants and competitor's responsibilities, foreign meetings, results and awards.
(g)	Insurance.
(h)	Vehicles and competition numbers.


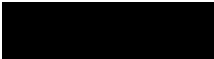
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PART F

The trainee has found out about and demonstrated knowledge of:

(a)	MSA timekeepers grading structure.
(b)	The status and duties of officials at a venue.
(c)	The way in which timekeepers are upgraded.
(d)	The way in which officials are appointed to events.

	Date	Trainee's Signature	Supervisor's Signature	Venue
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PART G

The trainee has found out about and demonstrated knowledge of specific regulations for certain types of competitors including:


- | | |
|-----|--|
| (a) | The specific regulations for autotests. |
| (b) | The specific regulations for autocross and rallycross. |
| (c) | The specific regulations for off-road events. |
| (d) | The specific regulations for car racing. |
| (e) | The specific regulations for rallying. |
| (f) | The specific regulations for sprints, hill climbs and drag racing. |
| (g) | The specific regulations for trials. |
| (h) | The specific regulations for gearbox karting. |

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PART H

The trainee has found out about and demonstrated knowledge of the judicial requirements of motorsport including:

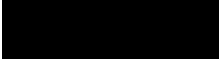




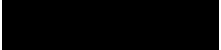
- (a) The breach of regulations.
- (b) The penalties incurred as a result of a breach of regulations.
- (c) Protests.
- (d) Appeals, including the disciplinary and appeals structure, the hearing and judgement of appeals.
- (e) Report writing and the information required by such reports.

	Date	Trainee's Signature	Supervisor's Signature	Venue
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PART I

The trainee has found out about and demonstrated knowledge of the way in which Stewards, Clerks of the Course and competitors relate to the advisory judicial notes including:

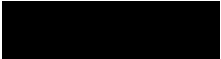
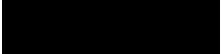
- (a) The general notes for guidance on judicial matters.
- (b) Licence endorsement and the Steward's report form.
- (c) Dealing with accidents and incidents including those which result in serious injuries or fatalities.
- (d) The Steward's enquiry, the nature of MSC tribunals and the way in which these tribunals are conducted.
- (e) Witnesses, the nature of evidence, the degree of proof, general conduct and sentencing.
- (f) Sentencing and the definitions of dangerous, reckless and careless driving.

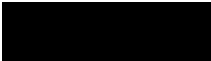
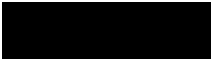
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PART J

The trainee has found out about and demonstrated knowledge of the regulations for competing abroad, metric/imperial conversions and the way in which insurance applies to motor competitions including:

- (a) The conversion between metric and imperial units of distance, weights, fluid measures, distance per capacity, temperatures, speed and pressures.
- (b) The requirement to insure for public liability, its scope of cover, who and what is protected.
- (c) The steps required to ensure that the requirements of public liability are fulfilled.
- (d) The requirements to insure against personal accidents for officials and competition licence holders.
- (e) The requirement to obtain MSA approval to officiate abroad.

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MODULE 2: HANDS-ON TIMEKEEPING

After you have completed this module you will have the knowledge and competence to give you an awareness of the role of timekeeper at a motorsport event. You will not be expected to remember all the rules and be able to quote them verbatim, but you will be expected to know how such rules reflect in the actions and duties carried out by the timekeepers at a motorsport event. The module has been split into different categories to cover the different timing disciplines. All of the tasks that follow must be completed at motorsport events.

PART A

The trainee has demonstrated the knowledge and ability to set up/dismantle vehicle actuated timing:

- | | |
|-----|--|
| (a) | The correct classification and certified timing equipment is used. |
| (b) | The equipment is assembled correctly. |
| (c) | The transmitter/lamp is located securely. |
| (d) | The receiver/photohead is located securely. |
| (e) | The beam height at all timing points is correct and within the minimum and maximum permitted. |
| (f) | For speed events, the timing beam(s) is aligned correctly at the start/finish line and for race events the timing beam is aligned to the control line. |
| (g) | The light beam intensity has been corrected. |
| (h) | For speed events the beam/strut alignment distance is correct. |
| (i) | For speed events the start crew have been correctly instructed in the operation of the alignment and timing lights. |
| (j) | For speed events the dual operation of the course clear/timer ready signal system has been correctly checked. |
| (k) | The vehicle actuated timing is protected safely. |
| (l) | The factors which could affect the accuracy/reliability of the timing beam have been identified and any potential risks reduced. |

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PART B

The trainee has demonstrated the knowledge and ability to setup/dismantle the appropriate timing system in use (manual, automatic and computerised):

- | | |
|-----|---|
| (a) | Appropriate and certified timing equipment is used. |
| (b) | The location of the timer(s) and associated equipment is used. |
| (c) | A system cabling diagram has been obtained and the cabling is connected correctly and in accordance with the diagram. |
| (d) | The cabling is secure and safe. |
| (e) | The system has been tested. |

	Date	Trainee's Signature	Supervisor's Signature	Venue
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PART C

The trainee is aware of, setup and prepared the data for the results and information systems in use:

(a)	The computerised and automatic results system configuration diagram(s) have been obtained.
(b)	The manual or computerised and automatic results and information system(s) have been setup correctly.
(c)	The cabling is secure and safe.
(d)	The computerised and automatic results and information have been tested by the throughput of test data from the timing system
(e)	The event data has been entered correctly.
(f)	The race/speed support data has been entered correctly.
(g)	The standard competitor information has been entered correctly.

	Date	Trainee's Signature	Supervisor's Signature	Venue
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	Date	Trainee's Signature	Supervisor's Signature	Venue
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PART D

The trainee has demonstrated the ability to time competing vehicles (1) manual or (2) vehicle activated timing equipment or other automatic device(s), which meets the approved timing equipment criteria:

(1) Manual - The assessment of accuracy will be carried out in comparison with the times recorded by vehicle actuated timing equipment.

- (a) To record the time on each lap of vehicle for every 15 seconds of a class lap record, up to a maximum of 5 cars, for 5 practices and 5 races at the same event.
- (b) 85% of the times recorded are between -0.03 and 0.07 of the official time recorded.
- (c) To calculate from the times recorded, the individual vehicles lap times on every lap for the session.
- (d) 98% of the calculated lap times to have the correct subtractions.
- (e) Marking off the fastest lap for each vehicle in each session.
- (f) No more than one error in the marking off of the fastest lap.

	Date	Trainee's Signature	Supervisor's Signature	Venue
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2) Vehicle activated timing equipment.

- (a) To operate correctly one or more items of timing equipment for at least half the practices and half the event at the same meeting.

	Date	Trainee's Signature	Supervisor's Signature	Venue
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PART E

The trainee has demonstrated the ability to identify and record the passage of competitors:

- (a) To record accurately the passage of competitors across a control line during practice and during a speed event or race (lap chart).
- (b) To explain the reasons for recording the passage of competitors.
- (c) Explain the differences between and the purposes of a running order list compared with a lap chart.
- (d) Ascertain other official sources of the record of the passage of competitors at the control line.

	Date	Trainee's Signature	Supervisor's Signature	Venue
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PART F

The trainee has demonstrated the ability to calculate speeds and conversions:

- (a) To obtain the official length of the track/circuit.
- (b) For a given circuit/track length and the competitors lap/finish time, calculate correctly the average speed in mph/kph for each of 5 competitors.

- (c) For a given circuit and a competitor's finish time over a given number of laps, calculate correctly the average speed in mph/kph for 5 competitors.
- (d) For a given circuit length, calculate accurately the distance travelled by a competitor in a set time e.g. 1 hour.
- (e) Accurately convert two average speeds from mph to kph and two average speeds from kph to mph.

	Date	Trainee's Signature	Supervisor's Signature	Venue
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PART G

The trainee has demonstrated the ability to record the results of a practice and race either manually, by computer or automatically:

- (a) For practice the fastest laps order is correct.
- (b) The criteria used for classifying as a finisher has been ascertained.
- (c) For race, the finish order is correct.
- (d) The number of laps recorded is correct.
- (e) The fastest laps and speeds are correct.
- (f) Non-qualifiers/non finishers are recorded correctly.
- (g) Practice and Race titles are correct.
- (h) Date and start times are correct.
- (i) Finish or issue time is correct.
- (j) Track conditions are correct.
- (k) Weather conditions are correct.
- (l) Correctly identify the appropriate criteria to be used in the event of qualifying/race being stopped.
- (m) Correctly identify the appropriate criteria to be used in the early/late showing of the chequered flag.

	Date	Trainee's Signature	Supervisor's Signature	Venue
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(k)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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(m)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PART H

The trainee has demonstrated the ability to correctly prepare a starting grid:

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|-----|--|
| (a) | To correctly identify the pole position. |
| (b) | To ascertain the formation of the grid correctly e.g. 2x2, standing or rolling, etc. |
| (c) | To issue grid in correct order. |
| (d) | The event title and race number is correct. |

	Date	Trainee's Signature	Supervisor's Signature	Venue
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PART I

The trainee has demonstrated the ability to calculate, issue a grid and start a handicap race:

(a)	Identify the handicap regulations.
(b)	Calculate the handicap for competitors entered.
(c)	Prepare a grid and summary of time handicaps with number of credited laps allowed.
(d)	Grid issued on time.
(e)	Start line officials are instructed correctly.
(f)	Competitors are briefed correctly.
(g)	Competitors are lined up correctly.
(h)	Competitors are started correctly.
(i)	The correct finishing order is shown in the results.
(j)	The competitor's speeds are correct.

	Date	Trainee's Signature	Supervisor's Signature	Venue
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	Date	Trainee's Signature	Supervisor's Signature	Venue
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(g)				
(h)				
(i)				
(j)				

Signing off slip for Module 1 Part A

I am satisfied that has demonstrated the necessary level of competence in this part of the log book.

Signature of mentor Date.....

Comments
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Signing off slip for Module 1 Part B

I am satisfied that has demonstrated the necessary level of competence in this part of the log book.

Signature of mentor Date.....

Comments
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Signing off slip for Module 1 Part C

I am satisfied that has demonstrated the necessary level of competence in this part of the log book.

Signature of mentor Date.....

Comments
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Signing off slip for Module 1 Part D

I am satisfied that has demonstrated the necessary level of competence in this part of the log book.

Signature of mentor Date.....

Comments

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Signing off slip for Module 1 Part E

I am satisfied that has demonstrated the necessary level of competence in this part of the log book.

Signature of mentor Date.....

Comments

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Signing off slip for Module 1 Part F

I am satisfied that has demonstrated the necessary level of competence in this part of the log book.

Signature of mentor Date.....

Comments

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Signing off slip for Module 1 Part G

I am satisfied that has demonstrated the necessary level of competence in this part of the log book.

Signature of mentor Date.....

Comments

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Signing off slip for Module 1 Part H

I am satisfied that has demonstrated the necessary level of competence in this part of the log book.

Signature of mentor Date.....

Comments

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Signing off slip for Module 1 Part I

I am satisfied that has demonstrated the necessary level of competence in this part of the log book.

Signature of mentor Date.....

Comments

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Signing off slip for Module 1 Part J

I am satisfied that has demonstrated the necessary level of competence in this part of the log book.

Signature of mentor Date.....

Comments

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Signing off slip for Module 2 Part A

I am satisfied that has demonstrated the necessary level of competence in this part of the log book.

Signature of mentor Date.....

Comments

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Signing off slip for Module 2 Part B

I am satisfied that has demonstrated the necessary level of competence in this part of the log book.

Signature of mentor Date.....

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Signing off slip for Module 2 Part C

I am satisfied that has demonstrated the necessary level of competence in this part of the log book.

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Signature of mentor Date.....

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Signing off slip for Module 2 Part E

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Signature of mentor Date.....

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Signing off slip for Module 2 Part H

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Signature of mentor Date.....

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Signing off slip for Module 2 Part I

I am satisfied that has demonstrated the necessary level of competence in this part of the log book.

Signature of mentor Date.....

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