

To respect Government guidelines, every event running under a Motorsport UK organising permit must assign a COVID-19 Officer. This officer will be appointed by the club and will preferably be someone who is already familiar with the event's risk assessment, and should coordinate with the venue's COVID-19 Officer where applicable.

This appointment must be made in advance of the event to ensure sufficient time to consider relevant pre-event processes and documentation. The COVID-19 Officer does not need to be medically qualified.

Function of the COVID-19 Officer

The COVID-19 Officer's responsibility is to ensure that COVID-19 Guidance, issued by both Motorsport UK and the Government, is implemented as far as possible by event organisers running events under the authority of a Motorsport UK Organising Permit.

These guidance documents must be read in conjunction with Motorsport UK's General Regulations and the specific regulations applicable to each motorsport discipline.

To achieve this, the organising club/COVID-19 Officer will need to have considered relevant pre-event documentation (i.e. drivers' briefing, signing on and supplementary regulations), and must ensure that their risk assessments have been updated. Motorsport UK has provided a COVID-19 Risk Assessment template to be used in conjunction with existing risk assessments, and to be completed before the event commences.

The responsibility of the COVID-19 Officer is to monitor and report any concerns to the Motorsport UK Steward where present, otherwise to the Clerk of the Course.

The COVID-19 Officer should complete the COVID-19 Officer Report Form. The form has been created to assist in recording any issues arising from the event, and must be completed electronically and returned via email to Motorsport UK, with the Motorsport UK Steward and the Secretary of the Meeting in copy.

Please email completed reports to: [**covidreport@motorsportuk.org**](mailto:covidreport@motorsportuk.org)