

# (G) Officials

## General

1. The same person at any event can undertake several of the duties detailed below provided they are qualified for each.

**1.1.** Stewards of the Meeting however must not undertake any other duties.

**1.1.2.** Officials (other than Stewards) may appoint assistants to whom any of their duties may be delegated.

**1.1.3.** As a general principle, all senior Officials should be at least 18 years of age.

**1.2.** At any event there must be:

- A Clerk of the Course
- A Scrutineer
- Stewards (2.2), and
- Timekeepers if appropriate.

**1.2.1.** The Stewards of the Meeting act in an honorary capacity but other Officials may be remunerated as specified in the Regulations.

**1.2.2.** The organising club is responsible for meeting all fees in respect of Officials nominated by Motorsport UK, who will invoice the club accordingly.

**1.2.3.** Motorsport UK may nominate one or more Stewards or Observers to any event.

**1.2.4.** All other Officials will be nominated by the Organisers to the requirements of Motorsport UK, who may require certain Officials to be licensed or otherwise registered.

**1.3.** No individual may compete in an event for which he is nominated as an official. This includes any person nominated as an official in the regulations or programme of an event even though the individual named does not in fact carry out his official duties.

**1.4.** Registered Clubs must allow Motorsport UK pass holders free and appropriate access to any Motorsport UK-sanctioned event.

**1.4.1.** All Motorsport UK pass holders will make themselves known to the Secretary of the Meeting to 'sign on'.

**1.4.2.** Apart from their appointment as an Official of the event, the holder will not have any Official duty nor have the authority to intervene in the running of the event.

**1.4.3.** The Motorsport UK Pass, which remains the property of Motorsport UK, will show the year of validity, carry the name and photograph of the holder and will not be transferable.

**1.5.** Motorsport UK Pass Holders are defined as current members of the Motor Sports Council, current Directors and Executive Staff of Motorsport UK.

## Stewards

**2.1.** Subject only to the exceptions in U21, the Stewards of the Meeting act as the second judicial body at any event and are responsible for hearing and adjudicating upon any Appeal against a decision by the Clerk of the Course or other Official.

**2.1.1.** Stewards are also responsible for the forwarding to Motorsport UK of any fines or protest fees collected.

**2.1.2.** Stewards should be thoroughly experienced in motor sport and of those appointed by an Organising Club, at least one must be a person whose motor sporting activity is not confined to that club alone and who is not an Official of that club.

**2.1.3.** The Stewards must have no executive duties in connection with the organisation of a meeting and are responsible only to Motorsport UK.

**2.1.4.** In a meeting comprising several events there may be different Stewards for each event.

**2.1.5.** Where Motorsport UK appoints a Steward of the Meeting, that Steward (or the Senior Steward if more than one is appointed) will act as chairman of the Stewards of the Meeting.

**2.1.6.** At all times the Stewards of the meeting should act through the Clerk of the Course.

**2.2.** There must be three (and no more) Stewards at every meeting, one of whom should be Motorsport UK-appointed.

**2.2.1.** If three are not available, suitable people must be co-opted by the existing Steward(s).

**2.2.2.** In the absence of a Motorsport UK-appointed Steward, the senior Club Steward will assume his duties.

**2.2.3.** Exceptionally, at Clubman Road/Navigation Rallies and Clubman or Interclub, Trials or Cross Country events, there may be a minimum of one Steward, but always an odd number.

**2.3.** Copies of all regulations, notices, etc, must be provided by the organising club for the use of Stewards as far as possible in advance of the event.

**2.3.1.** The Stewards must satisfy themselves that the conditions of the Permit (and track licence if appropriate) are complied with and have the power to withdraw a Permit in the event of non-compliance.

**2.3.2.** Organisers should make available a private room for the Stewards' discussions and should arrange for a meeting of the Stewards prior to the start of an event so that any issues may be discussed.

**2.3.3.** Stewards must initiate investigations into any incident or breach of Regulations they observe or is reported to them.

**2.3.4.** Stewards can act from the moment that documentation or Scrutineering commences until the deadline for any appeals has expired.

**2.3.5.** Stewards may adjourn the hearing of any appeals if required.

**2.3.6.** In cases where a judicial hearing must take place after a Meeting, the Stewards may delegate their authority to the panel of Stewards at a subsequent Meeting or alternatively to a panel of Stewards assembled for this purpose and which shall be selected by the authority(ies) responsible for the selection of the original panel. Such delegation must be made in writing.

**2.4.** Stewards have authority to enforce compliance with the

**Note:** Throughout these sections an asterisk(\*) indicates a requirement for additional information to be printed in the Supplementary Regulations (SRs). Text shown in *italics* indicate a Regulation which may be amended in the SRs. Text shown in red indicates a new or amended regulation for 2021.

Regulations and to adjudicate on any Appeal arising during the meeting. In particular they can:

**2.4.1.** Modify the Supplementary Regulations in exceptional circumstances (D.11).

**2.4.2.** Subject to 2.5 in the case of force majeure or for safety reasons, instruct the Clerk of the Course to postpone, abandon or stop an event or part of an event (except as provided for in (Q.12.15)). Any such instruction must be formally recorded. Provided that an event is run in more than one heat or part, these powers may, if thought fit, be exercised in respect of one heat or part.

**2.4.3.** Deal with any matter referred to them by the Clerk of the Course under the powers of 5.3, and if the offence is considered sufficiently serious impose further penalties under C2.6.2 and/or C2.6.3.

**2.4.4.** Alter the composition of or consolidate heats.

**2.4.5.** Authorise a re-run in the case of dead-heats.

**2.4.6.** Accept a correction made by a Judge (10).

**2.4.7.** Inflict a Reprimand, Fine, Time or Position penalty, Disqualification or Suspension, but not Exclusion (C.2.6.2). Any such penalty and the points accruing must be recorded on the Competitor's licence record.

**2.4.8.** Decide that a penalty or other decision appealed against can be waived, varied or a fresh penalty imposed.

**2.4.9.** Amend the results of a competition (C.2.10).

**2.4.10.** Order the removal from the course and its precincts, or inflict a penalty, upon any Competitor or Driver who refuses to obey the order of a responsible Official.

**2.4.11.** Approve any request from the Clerk of the Course to modify the position of the starting or finishing line, or the course, to ensure the reasonable safety of Drivers or spectators, or to alter the programme if circumstances so require.

**2.4.12.** Order in writing on behalf of Motorsport UK the impounding or sealing of a vehicle or equipment for as long as may be necessary for technical examination following an accident, or upon suspicion of non-compliance with the Technical Regulations.

**2.4.13.** Sign the Upgrade Cards of short circuit Kart competitors, for meetings where the Clerk of the Course retains responsibility for judicial duties, as may be required for upgrading a competition licence. The following conditions will need to be met before a signature may be given on Kart Upgrade Cards:

- (a) A competitor must perform satisfactorily, throughout the day, at competitive speeds, and must not receive any adverse reports regarding his driving. Competitors may not necessarily have completed the Final on the day
- (b) Not more than one signature per meeting
- (c) Kart Endurance events do not qualify for upgrading signatures
- (d) Tiro Kart events do not qualify for upgrading signatures.

**2.4.14.** In cases of force majeure, authorise a suitable Official who does not hold the correct licence to take over the duties of an absent Official.

**2.4.15.** Sign the reverse of the Clerk of the Course Licence as may be required to certify requalification or for upgrading their Officials Licence. The conditions to be met are as detailed in 19.2.

**2.5.** The Stewards of a Meeting have another major function, to prevent unnecessary danger, and the Motorsport UK Steward has overriding authority in matters of safety save where Motorsport UK has appointed a Safety Delegate, in which case the Safety Delegate shall have overriding authority in matters of safety.

**2.5.1.** In this respect Stewards should always try and act as a body, unless there are overriding considerations of urgency.

**2.5.2.** Any Steward who is forced to take individual action should inform his fellow Stewards and the Clerk of the Course as soon as possible.

**2.5.3.** No Steward should commit any act or give any order except as required to execute his role.

**2.6.** As soon as possible after an event the Stewards, with assistance from the Clerk of the Course, must send a Stewards of Meeting Report (D.26.4) to Motorsport UK giving particulars of:

**2.6.1.** Accidents involving injury or damage to property.

**2.6.2.** Protests/appeals lodged and action taken.

**2.6.3.** Penalties imposed and any recommendations in such cases.

**2.6.4.** General comments on the organisation of the event and the exercise of their duties.

**2.6.5.** Any other relevant observations as to the conduct of the event.

**2.6.6.** Any notices of Intention to Appeal and appeal fees received in accordance with Section C of the Regulations.

## **Championship Stewards**

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**2.7.** Championship Stewards may only adjudicate on any disputes, irregularities or appeals arising from the approved Championship regulations.

**2.7.1.** Championship Stewards are also empowered to consider any request from the Championship co-ordinator to penalise any Competitor for any breach of Championship regulations after holding a formal hearing to impose a penalty in accordance with C.2.1.1 (subject to the rights of appeal provided for in Section C).

## **Championship Co-ordinators**

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**2.8.** Championship Co-ordinators are responsible for liaison with the Championship Stewards and between the Championship Organiser, the event Organisers and the Competitors, as well as for the distribution of all relevant information.

## **Secretary of the Meeting**

**3.1.** The Secretary of the Meeting is responsible for the organisation of the Meeting in terms of all material and notices required.

**3.1.1.** This includes all paperwork prior to the event, acceptance of entries, allocation of numbers, Competitors' 'signing-on' sheets and Licence examinations, as well as the submission of items required under D.26.4 to Motorsport UK after the event.

**3.1.2.** The Secretary must be present throughout practise and the competition itself to assist in the correct running of the meeting and should maintain a list of novice Drivers (5.2).

**3.1.3.** Competitors who fail to produce the necessary documents to prove their eligibility for a meeting should be reported by the Secretary to the Stewards of the Meeting as detailed in 5.2. For Clubman and Interclub status Events (other than Race, Stage Rally or Kart\*), a properly completed and signed licence application form (including a passport photograph) together with the appropriate fee can be accepted instead of a Competition Licence.

**3.1.4.** \*Competitors 17 years of age and under who have just completed their ARKS test may also produce a completed application (including a passport photograph) and payment in lieu of a Competition Licence.

**3.1.5.** All applications accepted in lieu of a Competition Licence must be forwarded by the Secretary directly to the Motorsport UK Licences Department within 48 hours of receipt, confirming that they have been accepted at the event (H.26.1.2).

**3.2.** The Secretary shall:

**3.2.1.** Have available a current copy of the Motor Sports Yearbook (with amendments, if any)

**3.2.2.** Post on the Official notice board all bulletins, Permits, authorisations, penalty or other decisions, times and results.

**3.2.3.** Be responsible for sending to the Stewards prior to the meeting all appropriate documents, including a copy of the SRs

**3.2.4.** Be responsible for receiving any Protests or Appeals from Competitors, noting time of receipt, and as quickly as possible pass Protests to the Clerk of the Course and Appeals to the Stewards of the Meeting.

**3.2.5.** Protests or Appeals may also be received by the Assistant Secretary, the Clerk of the Course or his deputy. Protests received by the Assistant Secretary or Deputy Clerk of the Course must be passed to the Clerk of the Course as quickly as possible, and Appeals to the Stewards of the meeting.

**3.2.6.** Ensure that publicity for the event is arranged (after D.4.1 has been complied with) to ensure that the general public are aware of the meeting. If an event is cancelled the appropriate media services in addition to Motorsport UK and Motorsport UK Steward(s) must be advised.

**3.2.7.** All documents and programmes issued for an event must contain information as required by D.9, and all results, bulletins, official communications, etc should be marked with the date and time of issue.

**3.2.8.** The Secretary of the Meeting must liaise with the Chief Timekeeper to confirm the proposed timetable for the meeting.

**3.2.9.** If the meeting is scheduled to last more than nine hours from signing on, prior notice must be given to Senior Officials, so that they can make appropriate arrangements for the relief of their teams.

## The Event Director

**4.1.** The Event Director (Race Director, Rally Director etc) is the Official appointed at major international meetings by the organising committee (or Motorsport UK) who is responsible for the overall planning of the meeting, for maintaining the timetable (including non-sporting aspects) and for compliance with FIA and Motorsport UK prescriptions and protocol.

## The Clerk of the Course

**5.1.** The Clerk of the Course has overall responsibility for the general conduct and control of an event in accordance with the Regulations, Programme and Organising Permit.

**5.1.1.** The Clerk's duties commence at the opening date for receiving entries, and conclude once the results have been finalised, any protest time has expired, all protests and appeals have been dealt with, and any post-event inspections of vehicles or components have been completed and reported on.

**5.1.2.** The Clerk of the Course must be present throughout practice and the Competition in order to carry out the specified duties.

**5.1.3.** Motorsport UK may require certain Clerks of the Course to be licensed Officials.

**5.1.4.** To be eligible to be named a permanent Clerk of the Course for a Race Championship, registered with Motorsport UK, the Clerk must be the holder of a current Clerk of the Course National licence, as a minimum.

## Responsibilities

**5.2.** The responsibilities of the Clerk of the Course will be:

**5.2.1.** Ensure that all regulations are complied with and that all necessary equipment is available.

**5.2.2.** Keep order in conjunction with the Officials appointed with special responsibility for public security.

**5.2.3.** Ensure that all Officials are provided with the information necessary to carry out their duties.

**5.2.4.** Ensure the appropriate Officials are at their posts and report accordingly to the Stewards of the Meeting before any event commences.

**5.2.5.** Ensure that the conditions of any Permit and Track Licence have been fulfilled before the start of practice or competition, and report accordingly to the Stewards of the Meeting. Before doing so (and except in the case of Rallies and Classic Reliability Trials) the Clerk (or Deputy) must inspect the course and its installations. Any proposals to vary the manning or equipment levels must receive specific written approval from the Stewards of the Meeting before the event can commence.

**5.2.6.** Make arrangements with the Secretary to satisfy himself and the Stewards that all Drivers, co-Drivers and Entrants are in possession of the appropriate Competition Licences/Medical Certificates and Club Membership cards (3.1). Except as provided for in 3.1.3, any Competitor who cannot produce the necessary documents to prove eligibility at an event may not be allowed to start except with the agreement of the Stewards and on payment of a fee. In such cases the Clerk of the Course must ensure that the indemnities required by D.13.1 have been signed.

**5.2.7.** Arrange for all cars to be routed to the Scrutineering area or Parc Fermé (as appropriate).

**5.2.8.** Ensure that every accident or incident involving a competing vehicle is reported to the Stewards of the Meeting and the Chief Scrutineer, and that the Chief Medical Officer is informed if any Competitor is injured. The Competitor's Medical Certificate/Licence should be returned to Motorsport UK if the Chief Medical Officer considers it appropriate.

**5.2.9.** Ensure that any vehicle which is to give a performance demonstration or take part in a high speed parade has been examined and approved by the Chief Scrutineer, and that the Driver has 'signed-on'.

**5.2.10.** Ensure that every vehicle carries the proper identification marking in accordance with the programme.

**5.2.11.** Ensure that the correct Driver is in each vehicle and Marshal the vehicles as necessary.

**5.2.12.** Send the vehicles to the starting line in the right order, personally start all races or delegate this responsibility to a competent Official who will start all scratch races throughout the meeting, except in the case of force majeure.

**5.2.13.** Advise the Stewards of the Meeting any proposal to modify the programme.

**5.2.14.** Collect the reports of the Timekeepers, Scrutineers, Technical Commissioners, Pit Observers, Driving Standards Observers and Judges of Fact, together with any other Official information effecting the results.

**5.2.15.** Prepare or arrange for the Secretary of the Meeting to prepare a statement of the information necessary to enable the Stewards of the Meeting to complete their report (2.6).

**5.2.16.** Relieve from duty any Official or Marshal who the Medical Officer considers as possibly unfit by reason of health, consumption of alcohol or drugs.

**5.2.17.** Ensure that any driver of a Parade, Lead or Safety Car during a Race (n.b. not including the driver of any car controlling a formation lap), is a suitably experienced circuit driver who should have or had previously held a Competition Licence (Q,Appendix 5).

**5.2.18.** Deal with any Protests from Competitors.

**5.2.19.** (3.1, H.13). Sign competition licence Upgrade Cards (except in respect of short circuit Kart Races where the Clerk of the Course retains responsibility for judicial duties. As a guide, the following conditions will need to be met before a signature is given:

- (a) A driver must perform satisfactorily at competitive speeds and must not receive any adverse reports regarding his driving
- (b) In races up to 10 laps the driver must be classified as a finisher. In some cases, particularly where a race includes several classes of widely differing performances, a driver need not complete the full distance of the race
- (c) In races over 10 laps the driver must complete at least 10 laps
- (d) There must be at least 10 starters
- (e) A high-speed trial will qualify as a race for the purposes of signing of Upgrade Cards
- (f) Not more than two signatures (one per race) per driver may be given at any one car race or Long Circuit Kart meeting (H.13)
- (g) If a Clerk of the Course refuses to sign a Upgrade Card, a driver concerned may Appeal to the Stewards as provided for in Section C.
- (h) For Endurance Races where a driver has satisfactorily completed at least one hour of driving time, they may receive two signatures.

**5.2.20.** Notify the landowner and the Local Environmental Health Officer of any injury requiring overnight hospitalisation incurred during the meeting.

**5.2.21.** Stop a race in accordance with Q.12.15 (2.4).

**5.2.22.** Authorise the use of flashing yellow warning lights when these are controlled from Race Control (E.3.1.3 to 3.1.7).

**5.2.23.** Additional duties and responsibilities can be detailed in the Specific Regulations.

**5.2.24.** Ensure that adequate sanitation is provided and available for officials, competitors and spectators in accordance with local authority guidance.

## Powers

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**5.3.** Subject only to the exceptions in U21., the Clerk of the Course acts as the sport's first judicial body. The Clerk, or his Deputy except in very serious cases, has the power to impose penalties in accordance with C.2.1.1 (excluding Suspension and Exclusion), and the following:

**5.3.1.** Disqualify from the results of practice or competition, or prohibit from competing, any Competitor or Vehicle that has been reported unsafe or ineligible.

**5.3.2.** Penalise any Driver reported for not complying with flag signals.

**5.3.3.** Penalise any Competitor reported for being in contravention of the General Regulations or SRs.

**5.3.4.** Disqualifications can be enforced either by displaying a Black Flag during a race, or after interview at the end of the competition or practice.

**5.3.5.** Penalise a Competitor found guilty of breaching C.1.1.5. This does not preclude the Competitor also being reported to the Stewards of the Meeting for further penalties under C.2.6.3.

**5.3.6.** Penalise any Competitor found guilty of abusive language or behaviour or physical assault or threat of physical assault. This does not preclude the Competitor also being reported to the Stewards of the Meeting for further penalties.

**5.3.7.** Impose a time, place or lap penalty in accordance with C.2.3. This regulation does not preclude such a Competitor being reported to the Stewards for alternative penalties.

**5.3.8.** Impose a fine as detailed in Part 3, Appendix 1 on any Competitor who fails to attend, or who reports late at, a scheduled Drivers' briefing, or on any Driver who has not raced at the circuit before and who fails to report for a pre-practice briefing.

**5.3.9.** All driving penalties applied must be recorded on the Driver's Competition Licence Record

**5.3.10.** All disqualifications, penalties or fines must be reported by the Clerk of the Course personally to the Stewards of the Meeting. Fines must be handed to the Stewards for onward transmission to Motorsport UK.

## Timekeepers and Handicappers

**6.1.** Timekeepers and Handicappers are appointed and licensed annually by Motorsport UK from people holding the relevant annual Motorsport UK appointments (except for Interclub or Clubman non-speed competitions when this requirement only applies if specifically imposed on the Motorsport UK Organising Permit).

**6.1.1.** All are subject to an annual performance review and their appointment can be revoked at any time.

- 6.1.2.** They should have no connection with any particular trader or manufacturer who might benefit in any way from the result of any competition at which they officiate.
- 6.1.3.** Timekeepers can only officiate in accordance with their appointed grade and using the appropriate certified equipment and procedures relevant to a particular event.
- 6.1.4.** The Chief Timekeeper is responsible for the appointment, and conditions of appointment, of staff.
- 6.1.5.** The organising club must provide all necessary information and is responsible for meeting all approved costs of the Officials and for providing adequate facilities for them to carry out their duties.
- 6.1.6.** The Chief Timekeeper may employ other suitably experienced assistants.
- 6.1.7.** The minimum Permitted grade of Timekeeper in charge at any event is given in the accompanying table (Table No. 6).

## Duties of Timekeepers

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- 6.2.** The principal duties of Timekeepers are to:
- 6.2.1.** Report personally to the Chief Timekeeper at the start of an event
- 6.2.2.** Use appropriate certified equipment for the type and grade of event and for the authenticity of the results produced.
- 6.2.3.** Register appropriate times for the competition, and any other times required by the Clerk of the Course, sign the timing reports and pass them to the Chief Timekeeper.
- 6.2.4.** Send their original time sheets to the Clerk of the Course, the Stewards of the Meeting or Motorsport UK, if requested.
- 6.2.5.** Communicate any times or results only to the Clerk of the Course, the Stewards of the Meeting or in accordance with their instructions.
- 6.2.6.** Prepare and sign a report relating to timing and send it with all necessary supporting documents to the Clerk of the Course (or to Motorsport UK in the case of a record attempt).
- 6.2.7.** Act as Judge of Fact in respect of timing matters at Race and Speed events. If there is no Chief Timekeeper at Kart Race meetings, the Chief Lap Scorer will be a Judge of Fact in respect of laps completed and finishing order.
- 6.3.** At Speed events Timekeepers must NOT accept responsibility for ensuring the course is clear in order to permit the next Competitor to start.
- 6.3.1.** The Clerk of the Course must appoint a Starter whose duty it shall be to notify the Timekeeper when the course is ready for the next Competitor (5).

## Timing Requirements

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- 6.4.** Times recorded using manually-operated equipment should be rounded to the nearest 0.1 of a second.
- 6.4.1.** The accuracy of automatically-operated equipment will be as classified.
- 6.4.2.** Where times are not to be published, speeds should be given to the nearest mile per hour and no minimum standard of equipment applies.
- 6.4.3.** When calculating average speeds, the result should be consistent with the accuracy of time and distance measured, and must be rounded down at all times.
- 6.5.** *Standing Start Speed Events:*

- 6.5.1.** For Hill Climbs and Sprints, timing is only permitted up to an accuracy of 0.1 or 0.01 seconds.
- 6.5.2.** For vehicle-activated timing, the alignment for start time must relate to a specific part of the vehicle having moved forward 100mm from rest. The Permitted tolerance for this alignment is  $\pm 50\text{mm}$  or  $\pm 5\text{mm}$  for times rounded to 0.1 sec or 0.01 seconds respectively.
- 6.5.3.** For Hill Climbs, Sprints and record attempts, the Chief Timekeeper will arrange for an appointed Timekeeper to be positioned at the start line to ensure that each vehicle is correctly aligned before being Permitted to start.
- 6.5.4.** Where timing is actuated by a light beam, only cars fitted with a timing strut will have their times recorded (S.10.9).
- 6.5.5.** For Speed Events (except Drag Races) the light beams must be set parallel to, and between 280mm and 430mm above the road surface. The light beam at the finish must be set at the same height as the start beam. Competitors must be positioned at the start so that the part of the car that will break the beam is 100mm behind it.

- 6.5.6.** For Speed Events (except Drag Races) the Course Clear/Closed signal must be separated from any other signal.
- 6.5.6.1.** For Drag Racing two separate performances are monitored for each run, the elapsed time and the speed. On an elapsed time run the car first leaves the starting line connecting the beam which activates the electronic timer. As the car continues through the course the timer records the elapsed seconds and fractions of seconds until the car breaks the finish line beam and stops the timer. Top speed is determined by the car breaking one additional light beam at the finish line.

Should the driver react to the timing system too quickly and drive away from the starting line before the green "go" signal then he will have had a foul start and be disqualified (red light start).

- 6.5.7.** The Course Closed signal must be red and, if it is a light, must be fitted with at least two bulbs. The Course Clear signal must be green and be activated in accordance with 6.3.

### *Alignment Lights*

- 6.5.8.** Where alignment lights are used, they must be in a separate housing and can be of any colour except red or green. When course conditions require, a repeater of the Course Clear signal can also be incorporated in this housing.

### *Autocross and Rallycross Events*

- 6.5.9.** The start of timing should be synchronised with the starting signal, and not activated by a light beam.

### *Rallying Events*

- 6.5.10.** Where times are recorded to the nearest minute, a timepiece with an accuracy validated against GMT/BST Time is Permitted (R.2.7).

## Timing Equipment

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- 6.6.** All timing equipment used at any Motorsport UK Permit event must have a licence plate attached, and proof of current certification must be available at all times.
- 6.6.1.** For Stage Rallies, the Chief Timekeeper must provide the Motorsport UK Steward (or send to Motorsport UK within seven days) a standard report form listing the certificate numbers, serial numbers and names of the suppliers of the clocks being used.

**6.6.2.** Any Laser equipment must have Motorsport UK approval before use.

**6.6.3.** Adequate warnings must be displayed that a laser beam is being used, and precautions taken to prevent any person looking directly into the beam.

## Handicappers

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**6.7.** There shall be a Motorsport UK-licensed Handicapper in attendance throughout any event where results depend on a handicap.

**6.7.1.** After entries have closed, the Handicapper shall prepare the handicaps in accordance with the SRs, which should state if any handicap is to be varied following a performance made in a previous event at the same meeting.

**6.7.2.** In the case of a handicap race where the handicap is applied at the start, the starter must be a Timekeeper.

## Scrutineers and Technical Commissioners

**7.1.** Technical Officials are appointed and licensed annually by Motorsport UK from people holding the relevant Motorsport UK appointments (except for Interclub or Clubman non-speed competitions where this requirement only applies if specifically imposed on the Motorsport UK Organising Permit).

**7.1.1.** All Special Stage Rallies must have a Motorsport UK-licensed Scrutineer.

**7.1.2.** The Chief Scrutineer is responsible for the appointment, and conditions of appointment of staff.

**7.1.3.** The organising club must provide all necessary information and is responsible for meeting all approved costs of the officials and for providing adequate facilities for them to carry out their duties.

**7.1.4.** The Chief Scrutineer can employ other suitably experienced assistants, but lay assistants cannot give final approval for the participation of any vehicle.

**7.1.5.** Scrutineers are responsible for checking the mechanical state of vehicles both in regard to compliance with all Regulations and in the interests of safety (H.32).

**7.1.6.** There must be a Chief Scrutineer present at all events and not less than one Scrutineer for every 45 vehicles entered for the event.

**7.1.7.** All Scrutineers must report to the Chief Scrutineer at the start of a meeting.

**7.1.8.** The Chief Scrutineer can be nominated by Motorsport UK, who may also appoint other Officials for specific duties in connection with vehicle eligibility. In other instances the organising club is responsible for appointing these Officials.

**7.2.** The time allowed for scrutiny shall be such that no more than 10 vehicles per hour are required to be examined per Scrutineer.

**7.2.1.** Scrutineers will signify acceptance of a vehicle by issuing a label showing details of the event.

**7.2.2.** For Motorsport UK Scrutineers the label must bear the Motorsport UK logo.

**7.2.3.** The label must be attached to the vehicle for the duration of the event (H.32).

**7.2.4.** When a Scrutineer rejects a vehicle, details must be put in writing with a copy, timed and signed by the Competitor, retained by the Scrutineer.

**7.2.5.** Deleted.

**7.2.6.** At all events the Chief Scrutineer must supply a written report to the Clerk of the Course covering all vehicles examined, giving reasons for any rejections.

**7.2.7.** Motorsport UK-appointed Scrutineers and Technical Commissioners must report any findings to the Chief Scrutineer and Clerk of the Course, with a copy direct to Motorsport UK.

**7.3.** In particular, Scrutineers shall:

**7.3.1.** Make inspections at any time at the request of the Organisers, Motorsport UK, the Clerk of the Course, Chief Scrutineer or Technical Commissioner.

**7.3.2.** Use only such measuring instruments as may be specified by Motorsport UK.

**7.3.3.** Communicate Official information only to the Clerk of the Course, the Stewards of the Meeting or Motorsport UK.

**7.3.4.** Prepare and sign the reports of their inspections and pass them to the Clerk of the Course and Motorsport UK, as appropriate.

**7.3.5.** Attend two out of three annual Seminars to maintain their appointment (28).

**7.4.** The Chief Scrutineer (and any Deputy) shall remain on duty throughout an event.

**7.4.1.** Every Scrutineer responsible for approving a vehicle shall remain on duty until that vehicle has completed the competition (including any post-competition scrutineering periods), or until released by the Chief Scrutineer.

**7.4.2.** The SRs for meetings or International events being run to Appendix J of the FIA's International Sporting Code will require the Entrant to make available at all times a copy of the Homologation Papers appropriate to the type of vehicle participating.

## Scrutineers Groups

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**7.5.** Chief Scrutineers can instruct Trainee Scrutineers to assist as part of their on-the-job training. Scrutineers can sign for cars in their own right, and can assist more senior grades at any meeting.

**7.5.1.** Deleted.

**7.5.2.** National Scrutineers can take charge of scrutineering at events up to National status.

**7.5.3.** International Scrutineers can take charge of scrutineering at any type of event up to International status, including FIA Championship events.

## Technical Commissioners

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**7.6.** Technical Commissioners are empowered to check the eligibility of vehicles for compliance with any Technical Regulations and to undertake any measurements or examinations required.

## Eligibility Scrutineers

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**7.7.** Eligibility Scrutineers, whose names should be published, can be appointed for certain Formulae for which Technical Commissioners have not been specified.



**7.7.1.** Eligibility Scrutineers must be licensed Scrutineers and must always work in conjunction with the Chief Scrutineer or Technical Commissioner with regard to Judgements of Fact.

**7.7.2.** If required to undertake measurements that require stripping of a vehicle, they must be licensed to do so. Measurements which can be performed without stripping may be undertaken by a licensed Scrutineer.

**7.7.3.** Eligibility Scrutineers appointed to International Rallies can carry out, or request to be carried out, any stripping and dismantling that may be needed.

**7.7.4.** Codes of Practice are provided for both Technical Commissioners and Eligibility Scrutineers. Technical Commissioners and licensed Eligibility Scrutineers are considered members of the Technical Commission.

## Environmental Scrutineers

**7.8.** Environmental Scrutineers are appointed by Organisers (and occasionally Motorsport UK) for all Rallies involving cars built after 1941 and for other events using the public highway. At all other events the Organiser and Chief Scrutineer may appoint an Environmental Scrutineer.

**7.8.1.** Environmental Scrutineers' main function is to use sound meters or other means to check sound levels of all cars (including Course Cars) at Scrutineering and during the event, and report excessive levels.

**7.8.2.** The duties of an Environmental Scrutineer may be combined with that of a Driving Standards Observer as detailed in G.11.

**7.8.3.** To assist Owners and Organisers Motorsport UK has set up an Auditing Inspectorate of Environmental Inspectors who are licensed to attend events and carry out measurements in conformity with J.5.18.

**7.9.** All Environmental Scrutineers have the authority to refuse a start or withhold Time Cards or route information where Competitors are considered to have made excessive noise.

**7.9.1.** Environmental Scrutineers may also bar Course Cars from an event.

**7.9.2.** Before the start of a Rally, a Sound Test must be conducted in accordance with J.5.18, using either the 0.5m or 2.0m test, as decided by the Environmental Scrutineer.

**7.9.3.** Road Rallies should use the 2.0m test wherever possible.

**7.9.4.** Organisers should liaise with the landowners as appropriate.

**7.9.5.** No protest or appeal can be made against the decision of an Environmental Scrutineer.

**7.9.6.** The name of the Environmental Scrutineer should either be given in the Final Instructions or posted on an Official notice board at signing-on before the start of Scrutineering.

**7.9.7.** Environmental Scrutineers must provide a full written report, to the Clerk of the Course as soon as possible before publication of provisional results.

**7.9.8.** Details of any penalty applied by the Environmental Scrutineer must be included in the published results.

**7.9.9.** The SRs or the Final Instructions for the event should carry a reminder that a sound test will be carried out.

**7.10.** The minimum requirements for Sound Meter Standards are as follows:

- Type 1 or 2 Instrument (to be calibrated regularly)
- International Standard IEC 651



## Motorsport UK

OPEN

Monday–Thursday

9.30–5.30

Friday

9.30–5.00

(phone enquiries

10.00–5.00 please)

Tel: 01753 765000

Fax: 01753 682938

Licence Section:

Tel: 01753 765050

Fax: 01753 685426

Website:

[www.motorsportuk.org](http://www.motorsportuk.org)

- British Standard BS 5969
- Range 70–120 dB(A)
- Weighting 'A'
- Time Constants Fast/Slow
- Maximum 'Hold' recommended
- Calibrators to comply with BSEN or IEC 60942 Class 2.

## Pit Observers

**8.1.** The Pit Observers and Marshals must:

**8.1.1.** Report to the Chief Pit Marshal at the start of the meeting and act on his orders.

**8.1.2.** Report immediately to the Chief Pit Marshal any infringement of the Regulations by a Competitor.

**8.1.3.** Submit their reports at the end of the event to the Chief Pit Marshal.

## Race Observers and Flag Marshals

**9.1.** Observers are the eyes and ears of the Clerk of the Course and occupy Posts along the course allocated to them by the Chief Observer.

**9.1.1.** Observers are responsible for the efficient operation of their Post team, but should not personally become involved in dealing with incidents.

**9.1.2.** Upon taking up their Post, Observers should report to the Clerk of the Course on its levels of equipment and manning.

**9.1.3.** Observers must pass on to the Post team any instructions received from the Chief Observer and ensure that all watches are synchronised with Official Timekeeper's.

**9.1.4.** Observers should immediately report to the Clerk of the Course by telephone or radio all incidents that occur on their section of track, including the time of occurrence.

**9.1.5.** Observers are responsible for advising the Clerk of the Course as to whether a race should be stopped.

**9.1.6.** Any vehicle stopping in their sector should only be moved if the Observer (or their Deputy) is satisfied this can be done without unreasonable risk to Marshals. If not, the Observer should immediately report to the Clerk of the Course that the vehicle cannot be moved.

**9.1.7.** At the end of each competition or practice (or as required) all Observers must give the Clerk of the Course a written report covering all incidents or accidents in their sector.

**9.1.8.** The Observers' Report should include the time the incident occurred, the identities of all people and vehicles involved, and full details of the incident.

**9.1.9.** Race Observers are also responsible for the use of flashing yellow warning lights when the control of these lights is from their Post (E.3.1.3).

**9.2.** Flag Marshals are appointed to give flag signals to Competitors and may also act as Observers.

## Judges of Fact

**10.1.** Judges (of Fact) may be appointed by an organising club, Motorsport UK or (with Motorsport UK approval) a Regional Association to adjudicate on any factual occurrence or question of eligibility at an event.

**10.1.1.** No protest or appeal can be made against a Judge in relation to any statement of fact, which must be accepted as a fact unless later corrected by him (with the approval of the Stewards of the Meeting), with the exception of reports from Eligibility Judges of Fact (other than short circuit karting) which may be appealed under C.6.1.3 and/or C.7.2.

**10.1.2.** A Judge's decision must not constitute a statement of results, and Judges are not empowered to impose penalties, as they will not necessarily have taken into account any prevailing conditions.

**10.1.3.** Except for events where any part takes place on the public highway, Judges must report to the Clerk of the Course for any necessary action to be taken. (See 7.9.2 and 7.9.3 for procedures on Rallies and other events.)

**10.2.** The SRs for an event will specify the facts to be judged and the specific Officials who will judge them. The names, both first and last, of the officials appointed as Judges must be listed in the Programme or an Official Bulletin or posted on the Official Notice Board with date and time of publication.

In particular:

**10.2.1.** The Chief Scrutineer of an event and members of the Technical Commission are considered Judges in respect of Vehicle Eligibility (C.3).

**10.2.2.** Environmental Scrutineers and Officials in charge of Sound Meters are considered Judges in respect of Sound.

**10.3.** The use of cameras or similar equipment to facilitate a Judge's decision is allowed, but only if the equipment is under the control of the Organisers.

**10.3.1.** In such cases the Judge can delay a decision until the evidence is obtained.

## Driving Standards Observers

### Non-Race Observers

**11.1.** Driving Standards Observers can be appointed by Organisers, Motorsport UK or (with Motorsport UK approval) a Regional Association for all events wholly or partly held on the Public Highway.

**11.1.1.** Their function is to monitor driving standards, including noise and speed levels, and report driving likely to bring the sport into disrepute.

**11.1.2.** Driving Standards Observers are empowered to inform Competitors that they will be penalised in accordance with the Regulations, which can include withdrawal from the event.

**11.1.3.** No protests or appeals can be made against their decisions.

**11.2.** Driving Standards Observers must provide a full written report, to the Clerk of the Course as soon as possible before publication of provisional results.

**11.2.1.** Details of any penalty applied by the Observer must be included in the published results.

**11.2.2.** The names of any Observers should either be given in the Final Instructions or posted on an Official Notice Board at signing-on not less than 30 minutes before the first car is due to start (R.2.8.1).

**11.2.3.** The SRs for the event should state that Driving Standards Observers are being appointed.



## Race Observers (Q.3.1, Q.4.1)

**11.3.** The Organisers or Motorsport UK can appoint Motorsport UK-licensed Driving Standards Observers to monitor driving standards at all grades of Race meetings.

**11.3.1.** Any Motorsport UK-licensed Race Clerk of the Course is automatically considered a Motorsport UK-licensed Driving Standards Observer.

**11.3.2.** The names of the Driving Standards Observers should either be given in the Final Instructions or posted on the Official notice board not less than 30 minutes before the start of the first practice session.

**11.3.3.** All Driving Standards Observers should provide a full written report on any adverse driving standards to the Clerk of the Course as soon as possible, with copies made available to adjoining Observers' posts as appropriate.

## Marshals

**12.1.** An adequate number of competent Marshals must be on duty throughout any event, allocated to locations and duties appropriate to their individual experience and training.

**12.1.1.** Marshals appointed to control spectator or Competitors should be on duty at least half-an-hour in advance of the expected time of arrival.

## Declarations and Understandings

**13.1.** All Officials and Marshals at an event must identify themselves by signing on in order to obtain Personal Accident Insurance cover. They must also sign the following undertaking:

*'I agree to act in an Official capacity at this meeting and in consideration of this the organising club(s) have effected for my benefit a Personal Accident Insurance Policy for death or benefits as prescribed more specifically by Motorsport UK. I have been given an opportunity to read the General Regulations of Motorsport UK and, if any, the Supplementary Regulations for this event and agree to be bound by them.*

*'I declare that I am physically and mentally fit to carry out my duties and that I will inform the Organisers immediately should any change in my condition occur which I have reason or ought to have reason to believe would affect my ability to carry out my duties. I acknowledge that I understand the nature and type of competition and that as an Official, I may be exposed to the potential risk inherent in motor sport and I will undertake my duties with their associated risks with due and proper regard for my safety and that of others. Further, I understand that all persons having any connection with the promotion and/or organisation and/or conduct of the event are insured against loss or injury caused through negligence. I declare that I am not suffering from any infirmity or physical disability likely to affect the performance of my duties as an Official of the event.'*

*'I hereby agree to abide by Motorsport UK Safeguarding Policy and Guidelines.'*

**13.1.1.** All Officials, Marshals and members of the media must be identified by armbands, tabards or badges (D.32.3) which are not transferable.

**13.1.2.** They undertake their duties at their own risk and must go no nearer the course than is essential to perform their duties.

**13.1.3.** No Official under the age of 18 should be given duties that require them to be outside an enclosure, unless under the direct supervision of an experienced adult Official.

**13.1.4.** Organising clubs should refrain from using any person under the age of 16 for any duty that may place them in a position of danger.

**13.1.5.** Organisers should be in possession of the addresses of all Marshals and Officials.

**13.1.6.** Any person under the age of 18 signing-on as specified in 13.1 and where the Parent is not present must be accompanied by a Guardian who must produce a written and signed Authorisation from the Parent to act as Guardian.

**13.2.** Accredited members of the Media (who must be at least 18 years of age) must sign the following undertaking:

*'I declare that I am over 18 years of age and agree to act, at all times, in accordance with the instructions of Officials of the event. I further declare that I am physically and mentally fit to carry out my function and that I will inform the Organisers immediately should any change in my condition occur which I have reason or ought to have reason to believe would affect my ability to carry out my function.*

*'I acknowledge the nature and type of the competition and that while undertaking my duties I may be exposed to the potential risk inherent in motor sport and that I will undertake my function with its associated risks with due and proper regard for my safety and that of others. I understand that all persons having any connection with the promotion and/or organisation and/or conduct of the event are insured against loss or injury through their negligence.'*

*'I hereby agree to abide by the Motorsport UK Safeguarding Policy and Guidelines.'*

## Commentators

**14.** The commentator is not regarded as an Official of the meeting but must nevertheless ensure that any comment made should not imply that a regulation has been broken, or that action should be taken against a Competitor or Official. Official statements must only be issued under the authority of the Clerk of the Course.

## Medical Arrangements

**15.1.** All doctors attending motor sport meetings as medical officers must be in possession of a valid licence to practice, members of a recognised medical defence organisation and covered by insurance for work outside of a hospital.

Foundation Year 1 and Foundation Year 2 doctors may not act as medical officers at an event. Trainees beyond Foundation Year 2 must ensure that the Approved Practice Setting restriction has been removed from their licence by the GMC.

**15.1.1.** Doctors must be aware that they are expected to provide themselves with the equipment they see necessary for the proper performance of their duties.

**15.1.2.** It is recommended that Doctors should wear readily identifiable (preferably red) protective overalls or tabards. The backs should display the word Doctor.

**15.1.3.** Full details of equipment required and duties of Medical personnel are given in Section E.

**15.1.4.** The Anti-Doping Control Official, in conjunction with the Clerk of the Course and the Stewards, may carry out spot checks on Competitors or Officials, to ascertain whether they are using drugs or alcohol (D.25.1.14).

## Officiel d'Honneur

**16.1.** Officials who have completed their active service to motor sport may be invited by Motorsport UK to become an Officiel d'Honneur.

**16.1.1.** This will entitle them to various privileges and their advice may be called upon to make optimum use of their wealth of experience.

## Licensing of Officials

**17.1.** The duties and responsibilities of all Officials are detailed in 1 to 16.

**17.1.1.** It is expected that, as representatives of the Motorsport UK, licensed Officials in particular will be suitably dressed for their role and be readily identifiable as Motorsport UK Licensed Officials.

**17.1.2.** The Motorsport UK Official Licence is the most appropriate means of identification and should be carried at all times when acting in the capacity of a licensed Official. Remember that smart, functional and appropriate clothing will add significantly to the status and identity of licensed Officials when dealing with Competitors or the general public.

**17.1.3.** Every person, body or group of people shall, upon holding an appointment of the MSC, whether as an Official, Council or Committee member, be deemed to have and recognise that they have:

- (a) Made themselves acquainted with these Regulations.
- (b) Submitted themselves without reserve to the consequences resulting from these Regulations.
- (c) Agreed they will not become concerned in any action in law against Motorsport UK, MSC, their Officials or any other persons or board subject to these Regulations, without the prior written consent of Motorsport UK, or as a result of their own personal injury or death.

### Officials' Licensing

**17.2.** Officials are registered by the issuing of an Official Licence by Motorsport UK, assuming the applicant's credentials have satisfied Motorsport UK requirements.

**17.2.1.** Motorsport UK reserves the right at all times to refuse to issue an Official Licence, stating the reasons why.

**17.2.2.** An Official Licence issued will remain the property of Motorsport UK, which reserves the right to withdraw or suspend it at any time, stating the reasons why.

**17.2.3.** An Official Licence granted by Motorsport UK does not constitute a certificate of the competency of the holder.

### Acts Prejudicial to Motor Sport

**17.3.** An Official Licence holder who does anything to bring motor sport into disrepute, or commits an act prejudicial to the interest of motor sport generally, may face disciplinary action and an Official under investigation for such a matter may have any Licence suspended pending conclusion of the investigation or other action (A.2.2.1.1 – A.2.2.1.4 and C.1.1.4).

### Ages

**17.4.** Applications for those under 18 years of age must be counter-signed by a Parent or Guardian. Proof of guardianship may be required.

**17.4.1.** As a general principle, all senior Officials should be at least 18 years of age.

**17.4.2.** When certain Officials have completed their active service, they may be invited by Motorsport UK to become an Officiel d'Honneur, and will then be entitled to various privileges. Their advice may be called upon to make optimum use of their wealth of experience.

### Period and Validity

**17.5.** Unless otherwise rendered invalid, the period of validity of all Licences, for the purposes of acquaintance and submission to these rules, runs from the 1st January to the end of the calendar year shown on the Licence.

**17.5.1.** To be valid, an Official Licence must be signed in ink and must bear a passport type photograph of the holder, being a current likeness.

**17.5.2.** The Motorsport UK Official Licence, is issued bearing the holder's name, Licence number, Licence grades and photograph.

**17.5.3.** Stewards will be issued with a Motorsport UK Stewards Badge in addition to their Motorsport UK Officials Licence. The badge shall bear the holder's name, licence number and photograph.

### Holder's Indemnity and Undertakings

**17.6.** Once granted a Motorsport UK Official Licence, the holder binds themselves to the following requirements and undertakings (A.2.6.1):

**17.6.1.** They will abide by the Motorsport UK Regulations, and any amendments or additions, which may be in force at any time that the Licence is used for the purpose of officiating at a motor Competition.

**17.6.2.** They acknowledge that anyone having any connection with the promotion and/or organisation and/or conduct of an event is insured against loss or injury caused through their negligence.

**17.6.3.** Whilst officiating at an event, they must be medically fit to do so and to carry out their required duties.

**17.6.4.** They should not consume any alcohol or banned substances before or during an event.

**17.6.5.** They may not compete in an event for which they are nominated as an Official. This includes anybody nominated as an Official in the regulations or programme of an event, even though the individual named does not in fact carry out his Official duties.

**17.7.** All Officials, Marshals and members of the media must be identified by tabards or badges (D.32.3), which are not transferable.

**17.7.1.** They undertake their duties at their own risk and must not go nearer the course than is essential for the performance of their duties.

**17.7.2.** No Official under the age of 18 should be given duties that require them to be outside an enclosure, unless they are under the direct supervision of an experienced adult Official.

**17.7.3.** Organising Clubs should not use any person under the age of 16 for any duty that may place them in a position of danger.

**17.7.4.** Organisers should be in possession of the addresses of all Marshals and Officials.

**17.7.5.** Any person under the age of 18, signing-on as specified in 13.1 and where the Parent is not present must be accompanied by a Guardian who must produce a written and signed Authorisation from the Parent to act as Guardian.

### **Licence Retention and Downgrading**

**17.8.** Applicants may retain their Licences if they meet the criteria set out below.

**17.8.1.** If an applicant, for whatever reason, does not qualify to retain their current Licence grade, they will be automatically downgraded according to these regulations.

**17.8.2.** Upon renewal an applicant may voluntarily take out a Licence of lesser grade than they are entitled to.

### **Licence Upgrading Procedure**

**17.9.** Any applicant wishing to upgrade their Licence on renewal, and who has met the upgrading criteria detailed in this section, should forward the completed Officials Licence Renewal Form, together with the appropriate qualification criteria and the required payment, to the Licence Section.

**17.9.1.** Applicants wishing to upgrade a current Officials Licence should forward a written request, together with the appropriate fee (if any) and the appropriate qualification criteria as detailed within this section, to the Motorsport UK Licence Section.

### **Officials' Expenses**

**17.10.** Officials must disclose fees earned from motor sports activities to the Her Majesty's Revenue and Customs and account for tax where necessary.

**17.10.1.** Advice on any potential tax liabilities should be available from their local tax office.

**17.10.2.** The specific reimbursement of actual costs should not create a tax liability and individuals falling solely within this category and not receiving any fees need not report them on their annual tax return.

## **Clerks of the Course**

**18.1.** Applications for a new Clerk of Course Licence must be accompanied by a nomination from a Club which organises events within the appropriate discipline.

**18.1.1.** An applicant's previous motor sporting experience will be taken into account. Refer to the individual discipline criteria for exceptions.

**18.1.2.** Motorsport UK reserves the right to appoint candidates to any grade.

**18.1.3.** All licensed Clerks of the Course are required to attend at least two out of three consecutive Motorsport UK Clerk of the Course seminars for which they are eligible to maintain their status.

**18.1.4.** In addition to the requirement of 18.1.3, and for Race and Kart only, to maintain an existing grade the applicant must have acted as Clerk of the Course or Deputy Clerk of the Course at three events of that grade within 24 months. The period is as defined in the qualification period below.

### *Qualification Period*

**18.2.** The twelve months qualification period will run from the 1 January to 31 December annually.

### *Regrading*

**18.3.** All names on the Clerk of the Course list will be reviewed annually and may be regraded.

**18.3.1.** The review will take into consideration the applicant's experience and record of active participation.

### *Upgrading*

**18.4.** Requests for upgrading must be supported in writing by a Club which organises events within the appropriate discipline, and by two senior Officials who have worked with the applicant and are satisfied as to their competence.

**18.4.1.** Refer to the individual disciplines within this section for the relevant upgrading criteria.

**18.4.2.** Once all supporting documentation has been received Motorsport UK may arrange for applicants to be observed in the performance of their duties. The applicant must provide a list of scheduled events when submitting an application for upgrade. In addition Motorsport UK may require applicants to take part in either a written or oral examination before the upgrading of any Licence.

### **Clerk of the Course Licence Grades**

**18.5.1. Probationary:** May only work as an Assistant Clerk of the Course at a Clubman or Interclub meeting.

**18.5.2. Interclub:** May act as Clerk of the Course at Clubman or Interclub meetings, or as Deputy/Assistant to a higher grade Clerk of Course at National events.

**18.5.3. National:** May act as Clerk of the Course up to and including National status, as a permanent Clerk to a Motorsport UK registered Race Championship, or as Deputy/Assistant to a higher grade Clerk of the Course at International events.

**18.5.4. International:** Only an International Clerk of the Course may take charge of an International event.

### *Officiating Capacity*

**18.5.5.** For exceptions to the definitions as detailed below, refer to the individual criteria within this section. (See Chart 18 at the end of this section.)

### *Definition of Deputy and Assistant Clerk of Course*

**18.5.6.** Deputy Clerks of the Course may act on behalf of the Clerks of the Course in their temporary or permanent absence or unavailability.

**18.5.7.** Assistant Clerks of the Course assist the Clerks in the performance of their duties, but may not act on their behalf at any time.

**18.5.8.** All Deputy Clerks of the Course with the exception of Cross Country and Stage Rallies, and all Assistant Clerks for the Course with the exception of Cross Country, Stage Rallies, Sprints and Hill Climbs, must be licensed.

### **Race Clerk of the Course**

**19.1.** In the case of all Race events, the Clerk of the Course must hold a Clerk of the Course Licence issued by Motorsport UK and valid for the particular grade of meeting.

**19.1.1.** The maximum number of Clerks of the Course at any race meeting shall be two. One must be nominated as Senior Clerk of the Course responsible for the overall control of the Meeting.

**19.1.2.** Where a Championship/Series permanent Clerk of the Course is appointed, they must be the holder of a current Clerk of the Course National licence, as a minimum and they shall not be included in the above numbers.

**19.1.3.** The maximum number of Deputy/Assistant Clerks of the Course for any race meeting shall be two (except at International meetings).

**19.2.** The following conditions will need to be met before the Clerk of the Course Licence may be endorsed and signed by the Motorsport UK Steward in respect of upgrading or retention.

**19.2.1.** The Clerk of the Course must present their Officials licence at the start of the day.

**19.2.2.** The licence must not have been pre-completed by the Clerk.

**19.2.3.** The Clerk of the Course must be on duty throughout the day, if they are present only as a permanent Clerk of a Championship they will not be granted a signature. The Senior Clerk must provide a review to the Steward of the individual's performance, throughout the day which should include:

- (a) What duties were performed and the quality of their performance.
- (b) That the Clerk has presented satisfactory communication skills which did not exacerbate situations.
- (c) That he/she has satisfactorily dealt with judicial matters which may include judicial hearings.
- (d) The status of the race(s) clerked should be recorded i.e., not necessarily highest status of meeting.

**19.2.4.** If the Clerk of the Course is the Senior Clerk for the event then they must have remained on duty throughout the day and satisfactorily managed the running of the meeting, including liaising with Competitors and fellow Officials.

#### **Officiating Capacity**

**19.3.** This is as detailed above with the following exceptions:

**19.3.1. International CofC:** Only an International Clerk of the Course may take charge of a British Championship race. An application for an International Clerk of the Course to take charge of an FIA Championship race must be submitted by the race organising Club and will be considered by Motorsport UK on an individual basis.

#### **Upgrading**

**19.4.1. Probationary to Interclub Race:** An applicant wishing to upgrade to Interclub must satisfactorily complete the Clerk of the Course modular training programme.

**19.4.2. Interclub to National:** Applicants must have received signatures from a Motorsport UK Steward for acting satisfactorily as Clerk of the Course at 15 Clubman or Interclub meetings (which may include having acted as Deputy Clerk of the Course at National race meetings) over a period of not less than 12 months and not more than 36 months immediately preceding the application to upgrade, and at a minimum of two venues. In addition they must have attended at least one Motorsport UK Clerk of the Course seminar during the upgrading period.

**19.4.3. National to International:** Applicants must have received signatures from a Motorsport UK Steward for acting satisfactorily as Deputy Clerk of the Course for the International element of six International race meetings, over a period of not less than 12 months and not more than 36 months immediately preceding the application to upgrade, and at a minimum of three venues.

**19.4.3.1.** Applications for upgrading to International must be justified to Motorsport UK by a race organising Club. Applicants must have National Clerk of the Course status with extensive experience and may be required to attend an Appointments Panel.

#### **Sprint or Hill Climb Clerk of the Course**

**20.1.** For Sprints or Hill Climbs, the Clerk of the Course must hold a Licence issued by Motorsport UK and valid for the particular grade of meeting.

**20.1.1.** At all National and higher status events, there should be at least one, but not more than two, licensed Deputy/Assistant Clerks of the Course, in addition to the Clerk of the Course.

**20.1.2.** At all other events it is recommended that there should be at least one, but not more than two, Deputy/Assistant Clerks of the Course in addition to the Clerk of the Course.

#### **Officiating Capacity**

**20.2.** International: Only an International Clerk of the Course can take charge of an FIA Championship event. Their name must be submitted by the race organising Club and will be considered by Motorsport UK on an individual basis.

#### **Upgrading**

**20.3.1. Probationary to Interclub:** Applicants must follow the Clerk of the Course modular training programme.

**20.3.2. Interclub to National:** Applicants must have received signatures from a Motorsport UK Steward at a minimum of four Hill Climbs or Sprints, of which at least two must have been Interclub, at which they have officiated satisfactorily as Clerk of the Course, plus a minimum of two National Hill Climbs or Sprints at which they have been Deputy/Assistant Clerk of the Course. All signatures must have been obtained over a period of not less than 12 months and not more than 36 months immediately preceding the application to upgrade and at a minimum of two venues. In addition they must have attended at least one Motorsport UK Clerk of the Course seminar during the upgrading period.

**20.3.3. National to International:** Applications for upgrading to International must be justified to Motorsport UK by an organising Club and applicants may be required to attend an Appointments Panel. Applications will only be accepted from National Clerks of the Course with extensive experience.

#### **Rallycross Clerk of the Course**

**21.1.** In the case of all Rallycross events, the Clerk of the Course must hold a Clerk of the Course Licence issued by Motorsport UK and valid for the particular grade of meeting.

#### **Officiating Capacity**

**21.2.** As detailed above, with the exception to the following:

**21.2.1. International B:** Rallycross Clerks of the Course may officiate at all categories of Rallycross events, other than those listed for International A, and as Deputy/Assistant to an International A Clerk of the Course

**21.2.2. International A:** Only an International A Rallycross Clerk of the Course may take charge of the Rallycross Grand Prix. Applications for an International A Rallycross Clerk of the Course to take charge at an FIA Rallycross Championship event must be submitted by the organising Club and will be considered by Motorsport UK on an individual basis.

#### **Upgrading**

**21.3.1. Probationary to National:** An applicant wishing to upgrade to Interclub must follow the Clerk of the Course modular training programme.

**21.3.2. Interclub to National:** Applicants must have received signatures from a Motorsport UK Steward at a minimum of two Interclub Rallycross meetings at which they have officiated satisfactorily as Clerk of the Course, and from one National Rallycross event at which they have officiated as Deputy Clerk of the Course. All signatures must have been obtained over a period of not less than 12 months and not more than 36 months immediately preceding the application to upgrade and at a minimum of two venues. In addition they must have attended at least one Motorsport UK Clerk of the Course seminar during the upgrading period.

**21.3.3. National to International B:** Applicants must have received signatures from a Motorsport UK Steward at a minimum of two National Rallycross meetings at which they have officiated satisfactorily as Clerk of the Course, and have acted as Deputy Clerk of the Course at two International Rallycross meetings over a period of 36 months at a minimum of three venues. An application for upgrading to International must be justified to Motorsport UK by an organising Club and applicants may be required to attend an Appointments Panel.

**21.3.4. International B to International A:** Applications for upgrading to International A must be from International B Clerks of the Course with extensive experience of Rallycross, and they must be approved by an Appointments Panel.

### **Cross Country Clerk of the Course**

**22.1.** The Clerk of the Course for a Competitive Safari, Hill Rally or Baja of National status or above must hold a valid CofC Licence issued by Motorsport UK valid for that grade of meeting.

### **Officiating Capacity**

**22.2.** As detailed above, with the following exceptions:

**22.2.1. National:** May act as Clerk of the Course at Competitive Safaris or Hill Rallies up to and including National.

**22.2.2. International:** May act as Clerk of the Course at all categories of Competitive Safari, Hill Rally or Baja.

### **First time applications – Probationary**

**22.3.** Only Clubs that organise Competitive Safaris and/or Hill Rallies may submit a nomination for a Probationary Licence. An applicant's previous motor sporting experience will be taken into account.

### **Upgrading**

**22.4.1. Upgrading to National:** Applicants must produce signatures on their Licences from a Clerk of the Course showing that they have officiated satisfactorily as an Assistant Clerk of the Course at a minimum of one National event within the preceding 12 months. Applicants must also be nominated by their Club Committee and must have attended at least one Motorsport UK Clerk of the Course seminar during upgrading period.

**22.4.2. Upgrading to International:** An application for upgrading to International must be justified to Motorsport UK by an organising Club. Applications will only be accepted from National Clerks of the Course with extensive experience, who may be required to appear before an Appointments Panel.

### **Kart Clerk of the Course**

**23.1.** In the case of all Kart events, the Clerk of the Course must hold a Clerk of the Course Licence issued by Motorsport UK and valid for the particular grade of meeting.

**23.1.1.** The maximum number of Clerks of the Course at any Kart meeting shall be two. One Clerk of the Course must be nominated as Senior Clerk of the Course responsible for the overall control of the Meeting.

**23.1.2.** Where a Championship/Series permanent Clerk of the Course is appointed, they are not included in the above numbers. The maximum number of Deputy/Assistant Clerks of the Course for any Kart meeting shall be two (except at International Meetings).

### **Officiating Capacity**

**23.2.** As detailed above, with the exception to the following:

**23.2.1. Endurance:** May act as a Clerk of the Course at Kart Endurance meetings only

**23.2.2. International:** An application for an International Clerk of the Course to take charge of a CIK-FIA Championship race must be submitted by the organising Club and will be considered by Motorsport UK on an individual basis.

### **Upgrading**

**23.3.1. Probationary to Interclub or Endurance:** Applicants must follow the Clerk of the Course modular training programme.

**23.3.2. Interclub to National:** Applicants must have received signatures from a Motorsport UK Steward for acting satisfactorily as a Clerk of the Course at six Interclub Kart meetings, and must have acted as Deputy Clerk of the Course at three National Kart meetings. All signatures must have been obtained over a period of not less than 12 months and not more than 36 months immediately preceding the application to upgrade and at a minimum of two venues. In addition they must have attended at least one Motorsport UK Clerk of the Course seminar during the upgrading period. The signatures must be obtained in not less than twelve and not more than thirty-six months.

**23.3.3. National to International:** Applicants must have been National Kart Clerks of the Course for a minimum of three years, and have received signatures from a Motorsport UK Steward for acting satisfactorily as a Clerk of the Course at six National Kart meetings and as Deputy Clerk of the Course at two International Kart meetings. All signatures must have been obtained over a period of not less than 12 months and not more than 36 months immediately preceding the application to upgrade and at a minimum of three venues. In addition they must have attended at least one Motorsport UK Clerk of the Course seminar during the upgrading period. An application for upgrading to International must be justified to Motorsport UK by an organising Club and applicants may be required to attend an Appointments Panel.

### **Stage Rally Clerk of the Course**

**24.1.** All Special Stage Rally Clerks of the Course are expected to attend at least two out of three consecutive Motorsport UK Clerk of the Course seminars for which they are eligible.

**24.1.1.** Motorsport UK may require applicants to take part in a written or oral examination before the upgrading of any Licence.

**24.1.2.** All names on the Clerk of the Course list will be reviewed annually and may be re-graded.

**24.1.3.** Only Clubs who organise Special Stage Rallies may submit a nomination for a probationary licence. An applicant's previous motor sporting experience will be taken into account.

## **Officiating Capacity**

**24.2.** As detailed above, with the following exceptions:

**24.2.1. National:** May act as Clerk of the Course at Special Stage Rallies up to and including National.

**24.2.2. International:** May act as Clerk of the Course at all categories of Special Stage Rally.

## **Upgrading**

**24.3.1. Probationary to Interclub:** An applicant wishing to upgrade to Interclub must follow the Clerk of the Course modular training programme.

**24.3.2. Interclub to National:** Applicants must produce signatures on their Licences from a Clerk of the Course showing that they have officiated as Assistant Clerk of the Course at a minimum of one National event within the preceding 12 months. Applicant must also be nominated by their Club Committee and have attended at least one Motorsport UK Clerk of the Course seminar during the upgrading period.

**24.3.3. National to International:** An application for upgrading to International must be justified to Motorsport UK by an organising Club. Applications will only be accepted from National CoFCs with extensive experience, who may be required to appear before an appointments panel.

## **Forestry Liaison Officers**

**25.1.** Motorsport UK has appointed Forestry Liaison Officers (FLOs) to each Forest District to provide a liaison between Organising Clubs, Motorsport UK and Natural Resources Wales, Forestry and Land Scotland and Forestry England.

**25.1.1.** The FLOs and the areas for which they are responsible are listed in the Appendices.

**25.1.2.** The detailed Regulations regarding the arrangements for the authorisation of events seeking use of the Enterprise's land are available from Motorsport UK.

**25.1.3.** However, it is important that Clubs who are seeking usages DO NOT contact the Forestry direct, but channel their enquiries through the appropriate FLO who will give guidance as to likely availability and specific problems on the use of particular forests.

## **Route Liaison Officers**

**26.1.** Integral with Motorsport UK's authorisation of motor rallies under the Motor Vehicles (Competitions and Trials) Regulations are responsibilities to consider the extent to which the holding of an event might prejudicially affect the safety, amenity and confidence of members of the public.

**26.1.1.** This responsibility is one that Motorsport UK takes seriously. It is accountable not only to the Department for Transport and the Minister responsible for the enforcement of the Regulations, but also to members of the public who may be affected by the event and feel it necessary to voice their objections, either directly to us, or via the Police, local Councils or their MP.

**26.1.2.** For this reason Motorsport UK appoints a Route Liaison Officer (RLO) to each of the County Police Authorities.

**26.1.3.** These Liaison Officers undertake duties on behalf of the Competition Authorisation Office (CAO) and must be considered as "Officials of Motorsport UK".

**26.1.4.** It is important that they are seen to act impartially with all Clubs.

**26.1.5.** The RLO's and the areas for which they are responsible are listed in the Appendices.

## **Radio Co-ordinators**

### **Motorsport UK Safety and Medical Frequency**

**27.1.** The Motorsport UK appoints Radio Co-ordinators for assistance in the administration of the Motorsport UK Safety and Medical Frequency.

**27.1.1.** These Co-ordinators hold lists of approved Radio Controllers in their respective areas.

**27.1.2.** Details of the radio procedure to be used for this frequency are available from Motorsport UK. Motor Clubs may consult with these Co-ordinators over operational procedures, administrative matters and the organising of specific training days.

### **Radio Controller Probationary**

#### *Qualification*

**27.2.** Applicants must be 18 years of age and over, Motorsport UK registered Rally Marshals at a minimum of Rally Senior Marshal level and have attended:

**27.2.1.** For Single Venue grade: at least five Single Venue Rallies as a radio operator.

or

**27.2.2.** For Multi-Venue grade: at least 10 Rallies (of which a minimum of five must have been Multi-Venue events) as a radio operator.

#### *Training Period and Requirements*

**27.3.** Applicants must:

**27.3.1.** Liaise with a Motorsport UK Radio Co-ordinator regarding initial training requirements.

**27.3.2.** Hold a Probationary Controller Licence.

**27.3.3.** Collect signatures from active Licensed Motorsport UK Radio Controllers and event Clerks of the Course, as validation of undertaking the following duties (one set of signatures is required per event):

- (a) Sitting in control during three events.
- (b) Assisting in controlling three events.
- (c) Being involved in the pre-event organisation of three events.

**27.3.4.** Attend at least one out of three consecutive Motorsport UK Seminars to which they are invited.

**27.3.5.** Complete all the required tasks referred to in the Trainee Motorsport UK Safety & Medical Communications Controllers Log Book. This Modular Training Programme must be completed in not less than 12 months and not more than 36 months from date of appointment as Probationary.

#### *Upgrading*

**27.4.** For applicants upgrading to a Multi-Venue Radio Controllers Licence, 27.3.3 a), b) and c) above must be completed at Multi-Venue Rallies.

### **Radio Controller**

#### *Qualification*

**27.5.** Applications may be received from Probationary Radio Controllers who have satisfied the requirements of 3. above. Applications must be accompanied by a letter of endorsement from a Motorsport UK Radio Co-ordinator.



## Maintenance Criteria

**27.6.** In order to maintain their grade, Controllers should:

**27.6.1.** Apply annually to re-Licence providing evidence as below.

**27.6.2.** Attend at least one out of three consecutive Motorsport UK Specialist Seminars to which they are invited.

**27.6.3.** Gain a minimum of three signatures from Clerks of the Course annually to verify continued activity as a Controller. Alternatively, under exceptional extenuating circumstances, gain a Motorsport UK Radio Co-ordinator's signature to support re-licensing.

**27.6.4.** Failure to produce evidence of the maintenance may result in a review of the grade issued.

## Technical Officials

### Appointments (7)

**28.1.** The Technical Group comprises Scrutineers (both Car and Kart) and Technical Commissioners. (See Chart 28 at the end of this section.)

**28.1.1.** All members of the Technical Group are licensed annually by Motorsport UK.

**28.1.2.** Because of technological advances in materials and design and the rapid evolution and complexity of technical regulations, licensing will also relate to the various categories shown.

**28.1.3.** The objective is to provide a better match of the experience and qualifications of the Officials to the task required of them, as well as assisting Clubs in contacting the people most suitable for their events.

**28.1.4.** In order that Scrutineers and Technical Commissioners meet the ever-increasing demands of Motor Sport, it is clearly essential that standards be safeguarded. To this end Chief Scrutineers are required to monitor attendance and performance of Scrutineering personnel at their events.

**28.1.5.** Maintenance and upgrading details for all Scrutineer grades, and details of the requirements for grade maintenance and upgrading, are available from the Technical Department at Motorsport UK.

### Trainee Scrutineers

**28.2.1.** Trainee Scrutineers are a most important Group since they provide the senior Officials of the future.

**28.2.2.** Their potential, enthusiasm and commitment is comprehensively assessed before they are appointed as Scrutineers.

**28.2.3.** Though not listed in this Yearbook (nor eligible for expenses), they are registered with Motorsport UK who would urge Clubs to actively recruit suitable candidates and provide 'on-the-job' training and experience through their Chief Scrutineers.

**28.2.4.** Conversely, Trainee Scrutineers should seek tutors and mentors to help them progress.

### Qualification

**28.3.** The organisation chart at the end of this section indicates the age, experience and qualifications required for each Group.

**28.3.1.** The minimum time may be reduced dependent upon number of events attended, and the qualifications, suitability and aptitude of the individual.

**28.3.2.** It is not intended that the system affects existing Scrutineers, where many years of experience have proved invaluable, other than in the prudent application of maximum ages commensurate with the task required and allowing younger people to take on more responsibilities. Members of this Group, following the conclusion of their active service, may be invited to become 'Officiel d'Honneur'.

**28.3.3.** They will be entitled to various privileges and it is expected that their advice will be called upon to make optimum use of their wealth of experience.

### Training

**28.4.** Motorsport UK has established formal training schemes for those wishing to become Licensed Technical Officials (including Environmental Scrutineers).

**28.4.1.** Prospective trainees (who must be over 16), and Licensed Technical Officials wishing to become Eligibility Scrutineers, should contact the Technical Department at Motorsport UK who will identify the most suitable contact to provide one-to-one training and instruction and make the arrangements for the following twelve months' training period.

**28.4.2.** It is a requirement that all Scrutineers attend two out of three annual Seminars to maintain their appointment.

**28.4.3.** All Appointments are reviewed annually by Motorsport UK.

**28.4.4.** Motorsport UK may reduce the minimum requirements dependent upon the number of meetings attended, qualifications, suitability, aptitude and geographical location.

**28.4.5.** If a Scrutineer does not undertake the duties associated with their grade or fails to maintain the required standard, they may not necessarily be reappointed to the same grade the following year.

**28.4.6.** For Kart Scrutineers requiring signatures for Chief Scrutineer status, signatures must be provided by the Motorsport UK Steward of the meeting.

### Upgrading and Maintenance

**28.5.** Candidates for Scrutineer grade will be appointed from Trainee Scrutineers.

**28.5.1.** Candidates will be required to submit to Motorsport UK with their application completed training modules and a CV, and letters of recommendation from Licensed Scrutineers including a Chief Scrutineer.

**28.5.2.** The outline requirements for further upgrading are shown in the Organisation Chart at the end of this section; full details are available from Motorsport UK.

**28.5.3.** At every stage of the upgrading process, an important requirement will be the recommendations of at least two Scrutineers (one of whom must be a Chief Scrutineer) who will have been building up data on attendances, performance, potential, commitment, preferences and suitability for the various categories.

**28.5.4.** All appointments are reviewed annually.

**28.5.5.** It is a requirement that all Scrutineers attend two out of three annual Seminars to maintain their appointment.

### 28.6.

#### 28.6.1. Trainee Scrutineer to Scrutineer

Applications must be 18 or over and their application must include the following:

- (a) Attendance at an annual Motorsport UK Technical seminar
- (b) A letter of recommendation to upgrade from their mentor/trainer
- (c) Completion of training modules one and two.

#### 28.6.2. *Scrutineer to National Scrutineer*

- (a) Applications for upgrading must be made in writing directly to the Motorsport UK Technical Department.
- (b) Applicants must have acted as Scrutineer at a minimum of twenty meetings and held a full Scrutineer licence for a minimum of 24 months.
- (c) The relevant training module booklet must be completed.
- (d) Applicants must be assessed in person at two events by two different Assessor Scrutineers appointed by the Motorsport UK Technical Department.

#### 28.6.4. *International Scrutineer/Environmental Inspector/Technical Commissioner/Assessor Scrutineer*

These grades are by appointment of the Motorsport UK Appointments Panel only. Applications for these grades should be submitted in the first instance to the Technical Department at Motorsport UK.

**28.7.** The total costs for the provision of Technical Officials is a matter for negotiation and prior agreement between the Organising Club and the Chief Scrutineer or Official in charge of the technical team.

For guidance only, the Technical Advisory Panel has recommended a maximum daily expense rate of £40 and 45 pence per mile for travel.

Officials are reminded of their obligation to disclose fees earned from motor sports activities to the HMRC and to account for tax where necessary. Advice on any potential tax liabilities should be available from their local tax office. The specific reimbursement of actual costs should not create a tax liability and individuals falling solely within this category and not receiving any fees need not report them on their annual tax return.

## Timekeepers

### Appointments (6)

**29.1.** Timekeepers are appointed and licensed annually by Motorsport UK, and are subdivided into groups according to their specialisation, ability and experience.

**29.1.1.** Timekeepers must be of a suitable age and physically capable of meeting the requirements of their grade.

**29.1.2.** Motorsport UK reserves the right to revoke an appointment at any time. (Please see Chart 29.)

**29.2.** Initial application for appointment should be made on the Officials' Licence Application Form available from Motorsport UK, accompanied where appropriate by a recommendation from the Club or Timekeeper for whom the applicant has carried out duties.

**29.2.1.** Except for Trainees, a fee is payable for the annual appointment and includes the cost of this Year Book containing the Motor Sport Regulations.

**29.2.2.** Newly appointed Timekeepers will be required to commence at an Assistant or Trainee grade, but a higher grade appointment may be given to suitably qualified applicants at the discretion of the Timekeeper Training Panel.

### Requisite Qualifications

**29.3.** Timekeepers, Handicappers and Technical Officials are appointed and licensed annually by Motorsport UK and are subject to an annual review of their ability, experience and record of active participation.

**29.3.1.** Motorsport UK reserves the right to revoke an appointment at any time.

**29.3.2.** Timekeepers should have no connection with any particular trader's or manufacturer's business that might benefit in a direct or indirect way from the result of the Competition.

### Training

**29.4.** For persons with no previous experience or recommendation, their application should be forwarded to Motorsport UK who will arrange with the Timekeeper Training Panel to organise a training programme with a suitable mentor in their chosen specialisation. Each trainee will be provided with a Timekeeper Training Log Book.

### Upgrading

**29.5.** Subject to prior arrangement with the Chief Timekeeper of an event, new Timekeepers are encouraged to attend, observe and assist at all types of event with a view to eventual upgrading.

**29.5.1.** Specific upgrading requirements are available from Motorsport UK.

**29.5.3.** Application for the grade of Rally Timekeeper must be made via the Regional Association of the Club requesting the appointment.

### Licence Grades

#### 29.6. *Race*

**29.6.1.** *International Race:* may take charge at all race events.

**29.6.2.** *National Race:* may take charge of all race events up to and including National.

**29.6.3.** *Timekeeper Race:* under the direction of the Chief Timekeeper, may carry out the duties required to time the passage of Competitors at race events.

#### 29.7. *Kart*

**29.7.1.** *Timekeeper Kart:* may take charge at all Kart race events up to and including Interclub.

**29.7.2.** *Timekeeper Kart National:* may take charge at all Kart race events up to and including National.

#### 29.8. *Speed*

**29.8.1.** *International Speed:* may take charge at all Speed events and World Record attempts.

**29.8.2.** *National Speed:* may take charge at all Speed events up to and including National and National record attempts.

**29.8.3.** *Timekeeper Speed:* may take charge at Clubman Speed events.

#### 29.9. *Rally*

**29.9.1.** *International Rally:* may take charge at all Rallies up to and including International.

**29.9.2.** *National Rally:* may take charge at all Rallies up to and including National.

**29.9.3.** *Rally Timekeeper (29.5.3):* may take charge at all Rallies up to and including Interclub (Manual timing only).

## Assistant/Trainee

**29.10.** Assistants shall be competent in at least one recognised timekeeping function. Trainees are in training to become Timekeepers.

## Handicapper

**29.11.** A Handicapper is a person licensed by Motorsport UK responsible for the assessment of handicaps to be applied to a Competition.

## Timing Equipment – Classification and Certification

**29.12.1.** It is mandatory for all timing equipment used to establish and publish times at Motorsport UK Permit events to be of a type which has a current Motorsport UK Certificate of Approval for Use, and to be tested and certified in accordance with Chart 29.12, shown at the end of this section.

**29.12.2.** Detailed specifications for all classes of approved equipment are available from Motorsport UK or any member of the Motorsport UK Equipment Test Panel, with whom new purchasers or builders of equipment are advised to make contact. Specifications detailing the use of laser equipment are also available from Motorsport UK (6.6.2).

**29.12.3.** To obtain a Motorsport UK Certificate of Approval for Use and Certificate of Accuracy, equipment must be submitted for test to any member of the Motorsport UK Test Panel, in a complete form and as normally used, including any remote operating devices.

**29.12.4.** Motorsport UK Certificates of Accuracy will only be issued to custodians of equipment, irrespective of ownership.

**29.12.5.** The Motorsport UK Test Panel for class E/A, E, E/B, E/C, F and R equipment is.

*All disciplines:*

- T. H. Saunders, 48 Broadlands Drive, Malvern, Worcs WR14 1PW. Tel: (h) 01684 561966; (m) 07814 696230  
Email: tim@sangers.org.uk

*Rally and E/B only:*

- R. Smith, Turner Timing, 6 Mortimer House, Chorley New Road, Horwich, Bolton, BL6 5QE. Tel: 07969 055286.  
Email: russ@turnertiming.co.uk

## Timekeeping Officials' Expenses

**29.13.** The total costs for the provision of timekeeping services is a matter for negotiation and prior agreement between the Organising Club and the Chief Timekeeper or Official in charge of the timekeeping team. For guidance only, the Timekeeping Advisory Panel has recommended a maximum daily expense rate of £40 and 45 pence a mile for travel. Officials are reminded of their obligation to disclose fees earned from motor sports activities to the Inland Revenue and to account for tax where necessary.

Advice on any potential tax liabilities should be available from their local tax office. The specific reimbursement of actual costs should not create a tax liability and individuals falling solely within this category and not receiving any fees need not report them on their annual tax return.

## Marshals' and Officials' Training

**30.1.** Each year Motorsport UK organises around 100 training days targeted at its range of licensed and volunteer Officials which in total attract over 5,000 participants. In addition, other specialist training is undertaken according to need at National, Regional and local level.

**30.1.1.** Training policy is co-ordinated by Motorsport UK with Annual Seminars led by senior Motorsport UK staff and delivered by a team of National and International Clerks of the Course and Stewards.

**30.1.2.** Specialist training days are delivered by Motorsport UK staff and Specialist Committee members.

**30.1.3.** A network of over 100 Motorsport UK Training Instructors – all trained to a common standard by Motorsport UK – delivers the majority of Marshal Training Days.

### Training Day Organisation

**30.2.** Clubs or Associations intending to run training days are advised to make contact with Motorsport UK for advice and guidance. Training which conforms to certain Motorsport UK criteria may qualify for grant aid assistance.

### National Marshals Register

**30.3.** Motorsport UK administers a National Marshals Register, from basic entry level through defined upgrading pathways to senior Official. Details of the scheme rules are circulated to all those registered and are available on request from Motorsport UK.

## Stewards

**31.1.** Stewards of a Meeting must not in any way be responsible for its organisation and must not have any executive duty in connection with the meeting.

**31.1.1.** In the discharge of their duties they must not incur any responsibility except to Motorsport UK.

**31.1.2.** In a meeting comprising several events there may be different Stewards of the Meeting for each event.

**31.1.3.** When Motorsport UK has appointed one or more of the Stewards of the Meeting, the Steward appointed as the Senior Steward will act as Chairman of the Stewards of the Meeting.

### Training

**31.2.** Training will include an initial interview by an Appointments Panel followed by a modular training programme under the supervision of experienced Motorsport UK Stewards covering issues across a range of motor sport disciplines.

**31.2.1.** Upon satisfactory completion of the training programme, appointment as a Motorsport UK Steward is made on a probationary basis for the ensuing year.

**31.2.2.** During this time an experienced Motorsport UK Steward will be available to mentor the probationer at events and provide appropriate feedback.

**31.2.3.** Subject to receipt of satisfactory reports, the probationer is then appointed to events in their own right as a Motorsport UK Steward.

**31.3.** Motorsport UK Stewards are required to attend at least two out of three consecutive Motorsport UK Stewards seminars for which they are eligible to maintain their status.

## Emergency and Medical Officials

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*For specific requirements for units and equipment please refer to Section F.*

### Eligible Paramedics

**32.1.** Eligible Paramedics may be used as detailed in the Specific Regulations.

**32.1.1.** A Paramedic (registered with the Health and Care Professions Council – HCPC) attending a motor sport meeting as a result of a commercial contract between the meeting organisers and the Paramedics employers, will be considered as being a Motorsport UK-registered Paramedic for the duration of that specific meeting.

**32.1.2.** To be Motorsport UK registered applicants must be currently in possession of a valid licence to practice and of adequate valid medical malpractice insurance.

**32.1.3.** Anyone who ceases to be in possession of a valid licence to practice will be removed from the register.

**32.1.4.** Paramedics must 'sign-on' and, where appropriate (F.7.3.1), produce their Motorsport UK Paramedic Registration card at any event at which they are officiating.

**32.1.5.** Paramedics shall remain under the control of the Clerk of the Course at all times.

**32.1.6.** A Motorsport UK accident form must be completed for each incident treated.

### Doctors

**32.2.** Doctors must be aware that they are expected to provide themselves with such equipment as they deem necessary for the proper performance of their duties.

**32.2.1.** It is recommended that Doctors wear overalls for protection which should be readily identifiable in colour (preferably red).

**32.2.2.** The back of the overalls (or any tabard) should be labelled with the word 'Doctor'.

**32.2.3.** Details of equipment required and duties of medical personnel are given in Section F.

**32.3.** To be Motorsport UK registered, applicants must be currently registered with the General Medical Council (GMC) and in possession of adequate valid malpractice insurance.

**32.3.1.** Anyone who ceases to be GMC-registered will be removed from the register.

**32.3.2.** Doctors must 'sign-on' and where appropriate produce their Motorsport UK Doctor Registration card at any event at which they are officiating. They shall remain under the control of the Clerk of the Course at all times.

### Professional Indemnity Insurance Registered Paramedics

**33.1.** Professional indemnity insurance is required by the above. Within the range of Motorsport UK-arranged insurances, medical malpractice insurance is now provided for volunteer Paramedics (registered with the Health and Care Professions Council) attending Motorsport UK authorised events. This cover does not extend to any other category of medical personnel. It does not cover those Paramedics or medical assistants attending Motorsport UK-authorized events as a result of a commercial contract between their employers and the meeting organisers, promoters or venue owners or operators, where the minimum level of required indemnification is £2,000,000 (Samaritan cover is not adequate). Please forward to Motorsport UK a copy of your insurance certificate in this instance, on application.

## Appendix 1: Officials' Licences – Tables, Charts and Diagrams

Table number 6

Event Status	Race	Kart	Speed incl. Records	Stage Rally
International	**International Race	**International Kart	**International Speed	**International Rally
National	National Race Timekeeper	Timekeeper Kart National	National Speed Timekeeper	National Rally Timekeeper
Interclub	National Race Timekeeper	Timekeeper Kart	National Speed Timekeeper	*National Rally Timekeeper
Clubman	National Race Timekeeper	Timekeeper Kart	Timekeeper Speed	*National Rally Timekeeper
<p>* Includes Timekeepers proposed by Regional Associations and approved by Motorsport UK but only when manual timing is used. When automatic timing is used minimum grade is National Rally with Certificate of Competence from timing equipment manufacturer.</p> <p>** Where an International Event has no National content, an International Timekeeper Licenced by an ASN may be appointed.</p>				

### 18: CHART OF MINIMUM ACCEPTABLE CLERK OF THE COURSE LICENCE REQUIRED

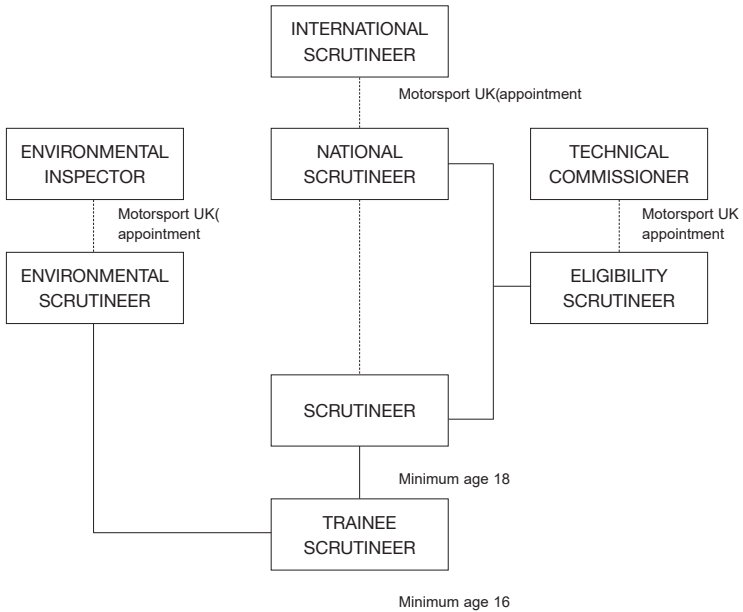
MOTOR SPORT DISCIPLINE	EVENT STATUS			
	CLUBMAN	INTERCLUB	NATIONAL	INTERNATIONAL
<b>SAFARI HILL RALLY</b>	None	None	CROSS COUNTRY National or International	CROSS COUNTRY International
<b>HILL CLIMB SPRINTS DRAG</b>	SPEED Interclub, National or International	SPEED Interclub, National or International	SPEED National or International	SPEED International
<b>RALLYCROSS</b>	RALLYCROSS Interclub, National or International	RALLYCROSS Interclub, National or International	RALLYCROSS National or International	RALLYCROSS International (1)
<b>STAGE RALLY</b>	STAGE RALLY Interclub	STAGE RALLY Interclub	STAGE RALLY National or International	STAGE RALLY International
<b>RACE</b>	RACE Interclub, National, International B or International A	RACE Interclub, National, International B or International A	RACE National A, International B or International A	RACE International B or International A (2)
<b>KART</b>	KART Interclub, National or International	KART Interclub, National or International	KART National or International	KART International
<b>KART ENDURANCE</b>	Endurance (3)	KART Endurance (3)		

(1) A RALLYCROSS International B CoF may act as Clerk of the Course at all categories of Rallycross, other than those listed for International A. Only an International A Rallycross Clerk of the Course may take charge of the Rallycross Grand Prix or FIA Rallycross Championship.

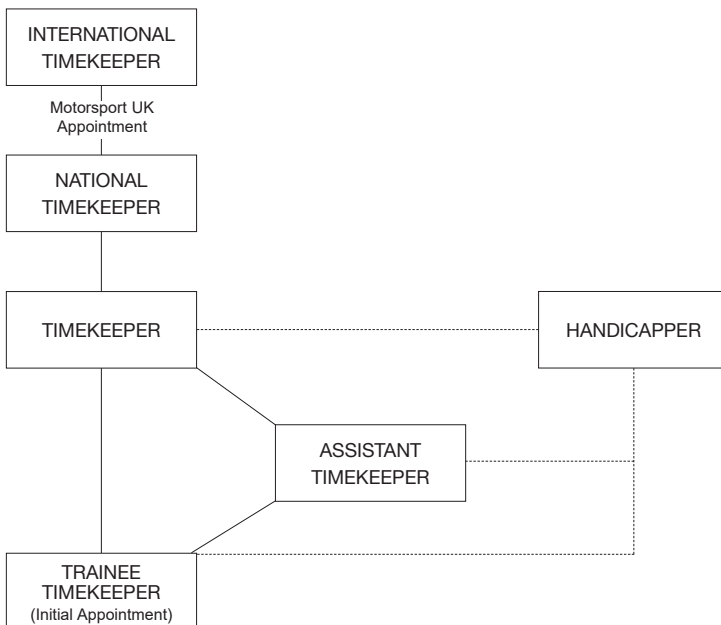
(2) A RACE International B Clerk of the Course may act as Clerk of the Course for all categories of race meeting other than those listed for International A. Only a RACE International A Clerk of the Course may take charge of a British Championship or FIA Championship Race.

(3) Only a KART Endurance Clerk may take charge of a Kart Endurance event.

## 28: CHART OF TECHNICAL OFFICIALS



## 29: MOTORSPORT UK TIMEKEEPER GRADING STRUCTURE





## 29.12: CHART OF TIMING EQUIPMENT CLASSIFICATION

Timing Equipment is classified as follows:

<i>Equipment class</i>	<i>Description</i>	<i>Suitable for</i>	<i>Certifying laboratory</i>
G/A	Vehicular actuated apparatus incorporating print-out. Issue times to 0.001 sec	Race/Karting	National observatory or NAMAS certified laboratory
G/A D/A	Vehicular actuated apparatus incorporating print-out. Issue times to 0.01 sec	Any event	As G/A
D	Vehicular actuated digital display. Issue times to 0.01 sec	International speed events	As G/A
E/A	Vehicular actuated apparatus incorporating print-out. Issue times to 0.01 sec	All except FIA events	Motorsport UK
E/A (10)	Vehicular actuated apparatus incorporating print-out. Issue times to 0.01 sec	All below National	Motorsport UK
E/A (10 K)	Transponder actuated apparatus. Issue times to 0.01 sec	Race/Short circuit Karting	Motorsport UK
E	Vehicular actuated digital display. Issue times to 0.01 sec	National speed events	Motorsport UK
E/B *	Apparatus with multi-memory split and digital display. Issue times to 0.1 sec	National events	Motorsport UK
E/C	Apparatus with split time function. Issue times to 0.1 sec	Clubman speed events	Motorsport UK
F	Vehicular actuated apparatus. Issue times to 0.1 sec	Clubman speed events	Motorsport UK
R	Time of day with split. Issue times to 1 sec	Rally timing	Motorsport UK
R (O/I)	Time of day with split. Issue times to 0.1 sec	Rally timing	Motorsport UK

\*Some class E/B timers incorporate facilities to ensure that only those times coincident with the start of vehicle actuation are recorded to 0.01 sec. These may be used in conjunction with a class E/A printing clock to produce short interval times to 0.01 sec accuracy (Latching System). The time interval is not to exceed 5 mins and in the event of any difference or dispute the E/A time is to be issued as the true time.