

# The Role of the Competition Secretary

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with considerable assistance from Sonja Game and Rita Chapman

**MSA Meetings 2006**

# A Club Membership Form

- Name , Address, Telephone numbers, Email
- Race Class, Desired Race Number
- Age if under 18 and if so Counter Signed?
- Details of Membership Entitlement  
Enter the Club Championship, Reduced Race and Test Fees – must show Membership Card
- Data Protection Details

# Championship Panel

- An intent to run a Championship must be with the MSA by September
- Each application must be sponsored by a recognised Club
- Evidence of past performance is important as you will be asked for details of the year earlier

# Championship Regulations

B7 B7.1

- Do ensure you say who may enter, the cost and minimum grid numbers
- Ensure your points scheme is understandable with tie breakers
- When results become final
  - How long will you give for any errors to come to light?

# Permit Applications

B2

- At least 6 weeks ahead
- Complete both sides of the form
- Attach the appropriate SRs
- (Clubman is ideal – lower cost – 15 invited clubs permitted)

# Remember the Letters?

- You are required to write to –
  - Local Hospital
  - Local Police
- AND
  - Local Ambulance Service!

# Club SR

B8.3

- DO NOT REWRITE THE BLUE BOOK
- Follow the guide lines as per Blue Book
- Insert data that is pertinent to your meeting and the facility that you use
- Relating to tyre and fuel testing – that it is being carried out, no need for chapter and verse!
- What about photographers?

# Entry Forms

B9 B9.3

- See the most important areas easily e.g. Date and Class should be prominent
- OR in an order to suit your computing
- Make sure you have the latest MSA indemnity from the web site or B9
- Transponder number is important too!
- S.a.e or email address for confirmation?



# How Do You Receive Entries?

- Class
- Driver
- Race No.
- Receipt  
of entry

Rotax Maxc

0	50	Paul Cox	59
1	51		16
2	52	Terry Forbes	65
3	53		91
4	54		29
5	55		31
6	56		50
7	57		77
8	58		14
9	59	Trevor Smith	19
10	60		73
11	61		75
12	62		24
13	63		53
14	64	Neil King	38
15	65	Kim Walker	70
16	66	John Hardy	83
17	67		74
18	68		92
19	69	Rod Falke	88
20	70		27
21	71		43

# Acknowledgements

B10.1.2

- Do YOU break the rules? (Most Do) You should acknowledge the receipt of an entry within seven days!
- You acknowledge by post
- OR by email

# Posting to the Computer

- If you do not wish to stimulate chaos do this BEFORE race day
- Clear out the last meeting's data  
Removes all “Y” against “entered this meeting” and all “temporary transponders”.
- Update for the new meeting

# Do You Plan the Meeting?

- How many races do you need per class?
- How long would they last in the dry or in the wet?
- Have you considered running to a time e.g. 5 minutes plus a lap
- <E:\seminars\2006\karting\racedayWMKC.xls>

# How Do You Set Grids?

- Excel spread sheets?
- Computer Program?

B	C	D	E	F
Heat 1	Heat 2	Heat 3	Heat 4	
1	21	17		39
2	19		19	40
3	12		25	40
4	18		18	40
5		21	14	40
6	11		23	40
7	15	18		40
8	20		12	40
9		24	6	39
11		20	8	39
10	25	4		39
12		25	3	40
13	24	3		40
14	22		4	40
15	23	2		40
16		14	10	40
17	17	5		39
18	16	6		40
19	10		11	40
20		7	13	40

# Producing Forms

- Use your computer program as much as possible to prepare forms and the race programme, keep life simple!
- Add the appropriate MSA Header to computer printed forms – drivers, officials, medics, press

# Contacting the Steward

- As a minimum send a copy of the Permit, Track Licence and Championship number and a route map
- Why not send everything he needs to reduce time on race day?

# The Stewards Data

- Track Licence
- Championship and Meeting Permits
- Scales Certificate
- Senior Officials & Drivers List (Programme?)
- Fire Extinguisher Certificate
- Decoder Certificate (if Time Certified)
- A Noise Meter check Certificate?



# Signing On Problems

- No Licence – See Steward
- No Club Membership – Join Today?
- No Guardian
- Use your C of C or the MSA Steward to help if you do not know the answer
- NO MSA STEWARD –upgrade a Clerk or Club Steward

# Paperwork During the Meeting

- A list of trophies per class
- Any changes in staff compared with the official programme (Race Day Bulletin)
- Any changes in the way the meeting is being run (Race Day Bulletin)
- All results posted signed and timed
- All judicial posted signed and timed
- Accident reports complete with statements

# Final Stewards Paperwork

- Up to date programme
- All results
- All judicial, plus fines (to MSA)
- All scrutineering paperwork
- All medical paperwork

# Post Meeting Paperwork

- Fees to MSA
- Communications relating to accidents where the person was retained in hospital overnight.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations RIDDOR contact web or **0845 3009923**
- And a copy to your local HSE

# Well Done!

- Remember details to help you are in the Blue Book and on the MSA web site
- [www.msauk.org](http://www.msauk.org)