

# Application for MSA New Officials Registration

If you have any questions, or need help filling in this form please phone our Licence Section on 01753 765050.

**Section 1 – Your personal details** Any existing MSA licence Number (if known)

Surname:

First Name(s):

Address:

Postcode:

Daytime phone number:

Evening phone number:

E-mail address:

Date of Birth:  /  /  Male:  Female:

FIRMLY ATTACH  
YOUR PHOTO HERE  
AFTER HAVING  
PRINTED YOUR  
FULL NAME, DATE  
OF BIRTH AND  
LICENCE NUMBER  
(IF KNOWN)  
CLEARLY ON ITS  
REVERSE.

**Section 2 – Your registration details**

Please tick which type of Officials Licence is required. (Please refer to the notes overleaf regarding qualification of these grades)

<p><b><u>CLERK OF THE COURSE</u></b></p> <p><input type="checkbox"/> Clerk of the Course Probationary Kart</p> <p><input type="checkbox"/> Clerk of the Course Probationary Cross Country</p> <p><input type="checkbox"/> Clerk of the Course Probationary Race</p> <p><input type="checkbox"/> Clerk of the Course Probationary Rallycross</p> <p><input type="checkbox"/> Clerk of the Course Probationary Speed</p> <p><input type="checkbox"/> Clerk of the Course Probationary Stage Rally</p> <p><b><u>OTHER</u></b></p> <p><input type="checkbox"/> ARKS Club Examiner</p> <p><input type="checkbox"/> Driving Standards Observer (Race)</p> <p><input type="checkbox"/> Radio Controller Probationary</p> <p><input type="checkbox"/> Trainee Steward</p> <p><input type="checkbox"/> Training Coordinator</p> <p><input type="checkbox"/> Training Instructor</p> <p><input type="checkbox"/> Route Liaison Officer (MSA appointment only)</p>	<p><b><u>MEDICAL</u></b></p> <p><input type="checkbox"/> Registered Doctor</p> <p><input type="checkbox"/> Registered Paramedic</p> <p><input type="checkbox"/> Registered Medical Assistant</p> <p>GMC/HPC/NMC No. (if known): <input type="text"/></p> <p><b><u>SCRUTINEER</u></b></p> <p><input type="checkbox"/> Environmental Scrutineer Trainee</p> <p><input type="checkbox"/> Scrutineer Trainee Car</p> <p><input type="checkbox"/> Scrutineer Trainee Kart</p> <p><b><u>TIMEKEEPER</u></b></p> <p><input type="checkbox"/> Timekeeper Trainee</p> <p>RACE / RALLY / KART / SPEED (Delete as appropriate)</p> <p><b><u>RESCUE &amp; RECOVERY</u></b></p> <p><input type="checkbox"/> Rescue Trainee</p> <p><input type="checkbox"/> Recovery Trainee</p>
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When attending events in your licensed capacity do you come into contact with minors under age 18?  Yes  No

**Section 3 – Declaration**

- I will abide by the MSA Regulations and not do anything that could damage the reputation of or have any negative effect on motor sport generally. I understand that if I do so, you may take disciplinary action against me.
- I understand that motor sport is dangerous and accidents causing death, bodily injury and property damage can and do happen.
- I will not exercise the privileges of this licence if I am aware of any medical, or other, reason that renders me unfit to do so.
- I understand that you are registered under the Data Protection Act to hold information on your computer system.
- I understand that as a licenced Official you may include my contact details in your publications.
- I can confirm that (as the case may be):-
  - a) As a Doctor that I am registered with the GMC.
  - b) As a Paramedic that I hold HPC registration.
  - c) As a Medical Assistant that I am fully registered.

**AND THAT** in each above case as it applies to me that:

- I. I hold Medical Malpractice/Professional Indemnity/Medical Defence Union or equivalent Insurance
- II. I will immediately notify MSA if at any time my above situation should change during the period covered by my 2014 licence.

Your signature:

Date:  /  /

(If you are 17 or under, your parent or legal guardian must also sign below.)

Parent's or legal guardian's name:

Relationship to you:

Date:  /  /

If you do not want to receive information from organisations other than the Motor Sports Association please tick this box.

## YOUR PHOTO

We will include an encrypted image on your licence. You are therefore required to submit a passport size photograph which must be representative of your current image. This is for your protection to guard against any possibility of improper use. For subsequent renewals a replacement photograph is not required unless there has been a material change in your appearance.

## CLERK OF THE COURSE

If you are applying to become a **Probationary Clerk of Course** you must be a minimum age of 18 and are required to enclose a letter of endorsement, recommending your application, from an MSA recognised club, which organises the appropriate type of event. Your previous motor sport experience will be taken into account, so please also provide a motor sports C.V.

## MEDICAL

If you are applying to become a **Registered Doctor** a current GMC Registration, together with Professional Indemnity Insurance, must be in place for the licence to be valid.

If you are applying to become a **Registered Paramedic** a current HPC Registration must be in place for the licence to be valid.

If you are applying to become a **Registered Medical Assistant** your application must be supported by the Chief Medical Officer of the venue where it is intended you will attend MSA Permitted events, and an HPC or Nursing & Midwifery Council Registration is required for the licence to be valid. Demonstrable experience and proficiency in resuscitation and trauma management skills are required, also having experience of active participation in motor sport medical care or has attended an MSA Medical Staff Induction Course. It is desirable that the applicant has successfully attended at least one of the following courses: ATNC, PHTLS, PHEC, ALS, PHPLS, APLS or ATLS observer.

### **Professional Indemnity Insurance – Registered Paramedic's / Registered Medical Assistants**

Professional Indemnity Insurance is required for the licence to be valid. Within the range of MSA-arranged insurances, Medical Malpractice Insurance is now provided for volunteer paramedics (registered with the Health Professions Council) and for volunteer medical assistants (registered with the MSA) attending MSA authorised events. This cover does not extend to any other category of medical personnel. It does not cover those paramedics or medical assistants attending MSA authorised 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).

## TIMEKEEPER

If you are applying to become a **Timekeeper Trainee** you must be a minimum age of 16 and only the completed application is required. Please indicate the discipline(s) you wish to develop in. A tailored modular training booklet will be sent out accordingly.

## OTHER

- If you are applying to become an **ARKS Club Examiner** your completed application must be accompanied by a letter of nomination from a MSA Registered Kart Club and you will need to complete the necessary training as required by ARKS.
- If you are applying to become a **Driving Standards Observer (Race)** your completed application must be accompanied by a letter of nomination from a Race organising club together with confirmation of completion of a dedicated training course which will then be subject to approval of the Training Steering Group prior to final appointment.
- If you are applying to become a **Radio Controller Probationary** you must be the holder of a Senior Marshal (Rally) Registration issued by the MSA.
- If you are applying to become a **Trainee Steward** your application must be supported by nomination of an existing MSA Steward and also by a recognised MSA Club. Following individual interview and identification of any additional experience needs, successful candidates are required to undertake a period of traineeship during which they complete a modular training programme to evidence their suitability for final appointment.
- If you are applying to become a **Training Coordinator** applications must be accompanied by a letter of endorsement from the club which you will be undertaking that role for.
- If you are applying to become a **Training Instructor** applications must be accompanied by a suitable C.V. to the MSA Training Working Group, and further training recommendations may be made prior to appointment.
- Applications will only be accepted for the **Route Liaison Officer** following a position becoming available and the recommendation of the Regional Association for your appointment.

## RESCUE / RECOVERY

If you are applying to become a **Rescue or Recovery Trainee**, you must be a minimum age of 18 and your completed application must be accompanied by a copy of your First Aid Certificate, together with a letter of endorsement from your Rescue or Recovery Unit signed by your Crew Chief or the Unit Administrator.

## SCRUTINEER

If you are applying to become any of the **Scrutineer Trainee** grades you must be a minimum age of 16 and only the completed application is required.