

Event Secretary Paperwork Checklist



Below is a list of all paperwork to be collated by the Event Secretary at the conclusion of an event, and to whom and when it should be sent. Template documents can be found in the [Motorsport UK Resource Centre](#).

Essential Documentation:

Document	Received from:	To be sent to:	When*	Done (✓)
Signing-On Declaration Record	N/A	Motorsport UK Steward	ASAP	
Rescue/Recovery Vehicle & Crew Attendance Record	Rescue/Recovery Crew Chief	Motorsport UK Steward	ASAP	
Personnel & Equipment Record	N/A	Motorsport UK Steward	ASAP	
Medical forms (Med Stats, and other supporting forms)	Paramedic/Doctor	Motorsport UK Steward	ASAP	
Scrutineering/Technical documentation	Chief Scrutineer	Motorsport UK Steward	ASAP	
Judicial Summary & Clerk Decisions	Clerk(s) of the Course	Motorsport UK Steward	ASAP	
Competition Licence applications (if applicable)	Competitor(s)	Motorsport UK†	14 days	
Entry list(s)	Event Organiser	Motorsport UK‡	14 days	
Event programme(s)/route book(s)	Event Organiser	Motorsport UK‡	14 days	
Event results (provisional or final)	Event Organiser/Timing	Motorsport UK‡	14 days	
Fee monies (e.g. permit fees)	N/A	Motorsport UK‡	14 days	

*from the conclusion of the event. **In most cases, a Motorsport UK Steward will ask documentation (printed or digital) prior to leaving the venue.** Fines and Appeal/Protest fees should be paid directly by the Competitor to Motorsport UK within the specified timescales.

† FAO Membership Services

‡ FAO Competitions and Clubs (competitionsandclubs@motorsportuk.org)

Optional Documentation:

Be prepared to provide the following information to the Motorsport UK Steward if requested. Where appropriate, you should send the documentation marked ♦ to the Motorsport UK Steward in **advance** of the event.

Document
Competition Licence applications (if applicable)
Event programme(s)/route book(s) ♦
Event results (provisional or final)
Event Final Instructions ♦
Event Supplementary Regulations (SRs) ♦
Event Permit(s)
Venue Track Licence
Event Bulletins
Tickets to the Event ♦
Serious Incident documentation
Information on local accommodation ♦

Note: A full Entry List should be provided to the Rescue and Recovery Crews in **advance** of the event, especially if any hybrid or electric vehicles are competing. Your Scrutineer(s) may also request a copy of the Entry List in advance.