

Motorsport UK Recognition of Motor Sports Clubs

Procedure for Recognition

In order to become recognised by Motorsport UK, a club must have at least 25 members and its rules must have been approved by Motorsport UK. The names and addresses of the members must be supplied with the application. In addition, if your club uses or incorporates the registered trade name of a commercial company e.g. Land Rover, Ford etc., written permission must accompany your application.

Within this information pack, you will find a copy of our Draft Club Rules document which many clubs have found to be suitable for use. You do not have to follow the Draft Rules exactly and in some places, there is provision to vary them; for example, the size of the Committee, but essentially these Draft Rules cover most possible situations. When we look at Club Rules, we are mainly concerned that there are proper arrangements for Annual General Meetings, Committee Elections and Meetings, membership requirements and that the club is being run in a proper fashion.

Motorsport UK, having satisfied itself regarding your Rules, will then announce on the website (www.motorsportuk.org) that you are applying for recognition, giving existing clubs one month to comment. If no objections are received, we will then forward you the Club Registration Form, and when this is returned to us duly completed with the appropriate fee (£85.00 for 2024), we will then send you a Certificate of Registration, plus three copies of the current Motorsport UK Yearbook – you will then be able to apply for permits to run events.

Recognition has to be renewed annually; this must be completed online by the end of November in time for new Yearbooks to be posted to clubs in December. Registration runs from 1st January to the 31st December each year.

All new clubs are required to join their local Regional Association, which gives clubs a direct voice in the Government of the Sport via the Regional Committee and Motorsport UK. A current list of the Regional Associations and contacts can be viewed in the Regional Structure section of the Yearbook:

<https://www.motorsportuk.org/resource-centre/#yearbook>

If you have any queries on this procedure for recognition, please do not hesitate to contact us.



Why become Recognised?

Motorsport UK is the internationally recognised governing body for 4 wheeled motor sport in the United Kingdom, and as such is responsible for ensuring that events are run to a common set of regulations, are properly insured and that the interests of both competitors and organisers are fully protected.

As a result of being recognised, members of your club can, under certain conditions, take part in events organised by other recognised clubs, and invitations can be made to your own events.

All events organised by recognised clubs are held under a master set of rules; the General Regulations of Motorsport UK. The use of these avoid the possibility of ambiguities arising through different clubs (around 700 in all) operating different Regulations, and in the case of a dispute arising, Motorsport UK can arrange adjudication. These Regulations range from Racing and Rallying to Off Road specialised events and prove to be invaluable as a guide to competitors and organisers alike. Individual events, of course, have their own Supplementary Regulations covering specific points for each event. Race Meetings, Speed Events, Rallies and many other events are authorised by Motorsport UK.

It is not generally realised that clubs, in promoting competitions, could in the event of an accident-causing injury or death become liable to a substantial claim. Motorsport UK, by means of a Master Insurance Policy, arranges Club Third Party Insurance Cover to an indemnity amount of £100m for all motoring events run under a Permit. Insurance cover for Race Meetings, Speed and other events such as Rallies, Trials and Autotests are paid for on a per capita basis. Full details of all Insurances are included in the Motorsport UK Yearbook, Appendix 2. Motorsport UK also automatically arranges personal accident insurance for licenced competitors, marshals and officials signed-on at an event.

Recognised clubs receive three copies of the Motorsport UK Yearbook annually. The Kart Race Yearbook will be included for kart clubs. In addition, Club Secretaries will receive digital copies of the Revolution Magazine – a Motorsport UK publication which carries information of interest to clubs and their members, including changes of Regulations.



Benefits of Motor Club Registration

Motorsport UK is the internationally recognised controlling body of most four-wheeled motor sport in the United Kingdom. Motorsport UK ensures that events run to a common set of regulations, are properly insured against third party risks and that the interests of competitors and organisers are fully protected.

Motorsport UK is a non-profit making limited company. Much of its income comes from the sale of competition licences, event permits and motor club registration fees. The balance is earned from major events (the Wales Rally GB and the British Grand Prix, for example) and from championships (like the British Rally Championship).

Members of a recognised club can take part in events organised by other recognised clubs (there are around 700 of them), and invitations can be made to your club's events.

Motorsport UK General Regulations cover Autotests, Autocross, Car Racing, Cross Country (4x4), Drag Racing, Hill Climbs, Kart Racing, Rallycross, Rallying, Sprints and Trials. Clubs add their own 'supplementary regulations' to cover specific points for each event.

In the event of an accident-causing injury or death, the organising club may be liable to substantial claims. The Motorsport UK master insurance policy provides third-party cover to a maximum of £100m for any motoring event run with Motorsport UK approval. For a social event, like static displays, Concours d'Elegance and some veteran events, approval is given for a small charge. Motorsport UK also arranges automatic personal accident insurance for marshals and officials on events.

In association with Marsh Sport, Motorsport UK has been able to extend the existing third-party cover to provide £100m of public liability insurance for member clubs' social activities, such as awards nights and dinner dances.

Recognised clubs can apply for grant aid for eligible projects through the Motorsport UK Development Fund (projects with a total value of £4 million have been helped in this way since 1995). Motorsport UK's own registered charity - the British Motor Sports Training Trust - can also grant aid certain Marshal's training days run by Recognised Clubs and Regional Associations.

Your club will receive regular information, including copies of the Revolution Magazine and the clubs' newsletter, emailed to clubs on a monthly basis. Each club also receives three copies of the Motorsport UK Yearbook, the famous 'blue book' of rules.



The Marsh Sport Motorsport UK Club of the Year Award is awarded on an annual basis, providing clubs the opportunity to be recognised for their efforts irrespective of their size and expertise.

Guidance on Club Constitutions

All Clubs registered with Motorsport UK must have a constitution and it must be filed with Motorsport UK and thereafter whenever it is modified.

The constitution may take a number of forms. A Motorsport UK template is provided within this pack.

Our advice and preference for the protection of Members and Officers is that the Club is registered (whether in England and Wales or Scotland) as a company limited by guarantee. If this does not happen then the liability of the individual members in an unincorporated association is unlimited and in the event of a claim they can all be sued; although the norm is to sue only the officers at the time of the claim arising (date of incident, that is not the legal position).

If a club is not incorporated then its constitution (Rules) must provide among other things for the vesting of authority in club officers, how they are elected and the rights and privileges of membership and how those rights may be terminated following a fair due process. Such Rules must be delivered to all Members upon being granted membership and thereafter whenever there is any amendment.

If a club is incorporated, then it can proceed in a number of ways:

- The Club may be able to rely on the provisions of its Articles of Association alone - provided that they contain sufficiently detailed provisions – the current model Articles published on Companies House website do make an adequate if basic provision, but older versions may not and should be checked rather than placing a blind reliance that everything is 'ok'.
- The Club may choose to create Club Rules that sit behind but are authorized by and shall respect the Articles of Association (so as to avoid any breach of the Articles or conflict with them).

All clubs should carry relevant insurance to cover their activities and the responsibility and liability of officers and members (but disclosing to such insurers the cover provided by Motorsport UK for Permitted Events (please refer to the GR at Appendix 2). It may be easier to obtain insurance for a company limited by guarantee.

It is permissible at law for companies to indemnify their directors /officers against liability, but this must be in writing and should be insured.

It is important for club officers and directors to note the current statutory position is that directors of a company may be personally liable for its debts if they have allowed the Company to trade and incur those debts whilst knowing it was insolvent. In the case of an unincorporated association, then all the members from time to time are liable.

DRAFT CLUB RULES

FOR CLUBS SEEKING RECOGNITION BY MOTORSPORT UK ASSOCIATION LIMITED (trading as MOTORSPORT UK) AND REGISTRATION OF THE ORGANISATION FOR MOTOR COMPETITIONS.

NOTE: These rules are not mandatory in this form, but any Club whose rules do not incorporate the basic provisions as set out below may not be eligible for registration of the organisation for motor competitions. Items in brackets may be varied according to a Club's requirements. Clubs specifically seeking a waiver of any of these Club Rules must make an application to Motorsport UK seeking approval.

1. TITLE

The name of the Club shall be "[BLOCK CAPITALS]", ("the Club").

2. OBJECTS

- a. To further interest in motoring and motor sport.
- b. To provide members ("Members") with information, advice and assistance on matters connected with motoring and motor sport.
- c. To observe the local administration of the laws and regulations affecting motoring and motor vehicles, and to report any proposed local action or scheme to Motorsport UK
- d. To promote motor competitions in accordance with the Rules of Motorsport UK.
- e. To arrange tours, lectures, and engage with members through social gatherings and other meetings.
- f. To provide Members with such benefits and privileges as it may be possible to arrange on their behalf.

3. CONSTITUTION

Any person regardless of their sex or gender identity of not less than (17) years of age shall be eligible for membership. The membership shall consist of (a) Life Members, (b) Honorary Members, (c) Ordinary Members, (d) Social Members and (e) Family Members. (Persons under the age of 17 years may be eligible for Junior Membership).

4. MANAGEMENT

The authority and responsibility for the transaction of the business of the Club for its management shall be vested in a Committee, who, in addition to the powers and authorities by these rules expressly conferred on them, may exercise all powers and do all acts in furtherance of the objects for which the Club is established and or is approved by the Club in a General Meeting.

5. ELECTION OF OFFICERS

The President and Vice President of the Club and the (Solicitor), Treasurer, Secretary and Committee shall be elected at the Annual General Meeting which is subject to termination of office by resignation at the next Annual General Meeting following their appointment. The Committee shall have the power to co-opt other Members as they deem necessary. The retiring officers and other Members of the Committee shall be eligible for re-election.

6. COMMITTEE

The Committee shall consist of not less than (eight) and not more than (eighteen) members, exclusive of President, Vice-President, (Solicitor), Treasurer and Secretary, who shall be ex-officio Members of the Committee. The Committee shall elect from amongst its own Members a Chairman and a Vice-Chairman. (One half) of the Members of the Committee are entitled to vote and be personally present shall form a quorum at any meeting.

Nominations of Candidates for election to the Committee must be received by the Secretary not less than seven days before the Annual General Meeting, with an intention set out in writing and signed by each Member nominated, that he is willing to serve. Nominations of Candidates shall be signed by the Member proposing them. The Committee shall have the power to appoint a Sub-Committee of not less than three persons to meet on its behalf in respect of any matter which is specially referred to such a Sub-Committee.

7. MEETING OF COMMITTEE

The Secretary either of his own accord or by the direction of the Chairman shall, unless otherwise agreed by all the Committee, give at least seven (7) days written notice of a meeting.

8. ABSENCE FROM COMMITTEE

Any Member of the Committee who shall, without any reasonable explanation, absent himself from three consecutive Committee meetings, may be called upon to resign his position upon the Committee.

9. DUTIES OF SECRETARY

It shall be the duty of the Secretary to attend in person or by deputy, all meetings of the Club and all meetings of the Committee to take minutes of the proceedings. Such minutes shall be entered in a book and presented at the following meeting and signed by the Chair, confirming they represent a true and accurate reflection of the minutes recorded.

10. BANKING

All monies of the Club shall be banked by the Treasurer in the name of the Club, and no disbursements shall be made therefrom except in accordance with the form or forms authorised by the Committee.

11. ELECTION OF MEMBERS

Applications of candidates for Membership of the Club shall be submitted to the Committee by the Secretary, and the election of such candidates shall be at the discretion of the Committee. The name and address and description of the candidate and names of his proposer and seconder, being Members of the Club, shall be stated on each application submitted to the Committee, provided that in the case of a candidate who is not known to any Member of the Club, the Committee shall be empowered to carry out the election after proper enquiries and been made and reported to the Committee.

Membership of the Club shall continue only for the period covered by the current subscription, and Members shall be subject to re-election annually by the Committee.

All applications must be made by an individual in his own correct name and be signed by the said applicant personally. Applications by persons under the age of 18 years must be countersigned by a parent or guardian.

12. MEMBERSHIP OF ANY OTHER CLUB

If a candidate is a Member of another club or organisation, he shall not be entitled to affiliated Membership, whether Honorary, social or otherwise, either free or at a reduced rate.

13. PROVISIONAL MEMBERS

Any candidate for membership of the Club whose subscription has been accepted by the Secretary shall become a provisional Member of the Club. Provisional membership of any candidate shall only be valid until the meeting of the Committee next, after payment of the subscription of such candidate is received, in accordance with clause 16 below, and such membership is approved by the Committee.

14. VOTING OF COMMITTEE MEMBERS

Each Member present at a meeting of the Committee shall be entitled to exercise one vote by a show of hands. The Committee shall vote by ballot if any Member present so demands. A vote of one third or more against any application for membership shall exclude the candidate from entitlement to membership.

15. SUBSCRIPTION

(Insert rates of subscription, badges etc.) See also paragraphs 21 and 22.

16. PAYMENT OF SUBSCRIPTIONS

(Insert rule relating to payment of subscription, i.e. due dates etc.)

17. NEW MEMBERS

Any Member who has been notified of his election and who fails to pay his subscription within one month of such notification shall, as a further request by the Secretary or Treasurer in writing, to pay the same, and, if he fails to make payment within fourteen days thereafter, his election shall be considered ipso facto, null and void. No newly elected Member shall be entitled to any of the privileges of membership until after the payment of his first subscription.

18. NON-PAYMENT

Any Member of the Club who has not paid his subscription within two clear months of the date on which it became due shall be notified of the fact in writing, by the Secretary or the Treasurer. If, after one month thereafter, any Member who has still failed to pay his subscription may, unless sufficient reason be shown to the satisfaction of the Committee, be taken off the Register of Members with immediate effect. No Member whose subscription is in arrears shall be eligible to take part in any competitions organised by the Club and under the rules of Motorsport UK.

19. RESIGNATION

Any Member wishing to resign his membership shall give notice in writing to the Secretary on, or before, the date on which his subscription would have become due for renewal in any year, otherwise he shall be liable to pay his subscription for the following year. Any Member ceasing, voluntarily or otherwise, to be a Member of the Club, shall thereafter cease to have any claim upon the property of the Club or to enjoy any privileges of membership, and shall remain liable for the payment of any debts due or outstanding, to the Club.

20. USE OF CLUB NAME AND ADDRESS

The name and address of the Club shall not be given by a Member as his address for trade, advertising or business purposes, or in connection with any legal proceedings.

21. LIFE MEMBERS

Subscribers who have been Members for not less than [NUMBER] years of paid [AMOUNT] annual subscriptions may be elected Life Members by the Committee and shall be exempt from the payment of annual subscriptions. A Member cannot become a Life Member until after re-election.

22. HONORARY MEMBERS AND SOCIAL MEMBERS

The Committee may elect as Honorary Members all Members of the Royal Family, and any persons distinguished for their political, scientific, literary, industrial and administrative capacities, or who have been distinguished in promoting the cause of motoring in general or of the Club in particular. The Committee may also elect Social Members at an annual subscription of [AMOUNT]. Social Members shall not be permitted to take part in any competitions held under the Rules of Motorsport UK and no person owning or having on hire purchase, a private car or motorcycle, shall be eligible for election as a Social Member. Any Social Member who acquires a car or motorcycle must inform the Secretary immediately and he shall, from the date of such acquisition, cease to be a Social Member.

23. EXPULSION OF MEMBERS

If, in the opinion of the Committee and in the best interests of the Club, it becomes necessary to ask a member to withdraw from the Club, it shall set out in writing giving a clear explanation and reasons for doing so. If the Member declines, he shall have the opportunity to appeal to the Committee and a meeting of the Committee will be arranged within 6 weeks following the date of the expulsion letter. Members of the Committee and the Member whose expulsion is under consideration, shall be given at least 7 days' notice of such a meeting and shall be offered the opportunity to provide an oral or written explanation of his conduct. If two thirds of the Members present vote in favour of an expulsion, he shall thereupon cease to be a Member of the Club and the decision will be final.

24. THE ANNUAL GENERAL MEETING

The Annual General Meeting of the club shall be held in the month of [MONTH] in each year at a date and time to be fixed by the Committee, giving 14 days prior notice of the Meeting. The Annual General Meeting shall:

- a. receive from the Committee a full statement of accounts duly audited detailing the receipts and expenditure for the year ending
- b. receive from the Committee a report of the activities of the Club during the said year
- c. elect the President and Vice President, and the Secretary and Treasurer of the Club, and if appropriate, the Solicitor and Auditor.
- d. e-Elect the Committee.
- e. settle any remunerations for the officers of the Club and the Solicitor and Auditor
- f. decide on any resolution which may be duly submitted and placed on the Agenda for the meeting as hereinafter provided.

25. EXTROADINARY GENERAL MEETINGS

An Extraordinary General Meeting may be convened by direction of the Committee, or on a requisition of the Secretary stating the business for which the Extraordinary General Meeting is required and signed not less than (12) members. If the meeting so requisitioned is not convened within 21 days, the said (12) members may convene such meeting. 15 Members shall form a quorum.

26. AGENDA

When Members wish a matter to be discussed at a General Meeting, the text of such matters signed by at least two members shall be sent to the Secretary at least 14 days before the date of such meetings, so that it may be included in the Agenda.

A copy of the Agenda shall be sent to each member at least five days prior to the meeting, but the fact that any member has not received a copy of the Agenda shall not invalidate the proceedings. No business which is not included in the Agenda shall be discussed at the meeting unless every Member present is in favour thereof. Should the proposer of any motion fail to move a resolution in respect of the relevant item on the Agenda, then any other Member shall be entitled to do so.

27. VOTING

Every person with a right to be present may exercise one vote. The Chairman shall not vote except in the exercise of a casting vote. At all General Meetings, except as provided in Rule 30, a majority of votes decides a resolution.

At any General Meeting any (12) members may demand a Poll, and thereupon the meeting shall be adjourned to a time and place to be named by the Chairman, and a postal vote shall be taken of all members of the club, the decision of the members, as shown by a postal vote, shall be reported to the adjourned meeting, and shall be deemed to be the decision of such meeting. The Rules relating to collective vote and proxies shall apply as in Clause 14 hereof.

28. RIGHT TO BE PRESENT

No-one can take part in General Meetings unless he has been duly elected as a Member of the Club and has paid his subscription according to the rules.

29. OBSERVANCE AND INTERPRETATION OF RULES

Every Member binds himself to abide by the rules of the club, and also by any modifications thereof made in conformity with such rules, and also to accept as final and binding the decision of the Committee in all cases of dispute or disagreement as to the interpretation of these rules.

30. ALTERATION OF RULES

Any alterations may be made in these rules by a General Meeting provided (a) that details of the proposed alteration or alterations are included in the notice of the General Meeting and (b) that the resolution proposing such alteration is carried out by two thirds of those present and voting at such General Meeting or by two-thirds of those voting should a Poll be demanded as provided for in Rule 27.

31. EVENTS

All motor competitions organised by the Club shall be held under the rules and requirements of Motorsport UK.

Any Member convicted of an offence arising out of his being in charge of a motor vehicle in any Club event or on Club business shall be thereupon liable to expulsion from the Club under Rule 23.

32. COPIES OF RULES

Every Member shall be furnished with a copy of the Club rules and regulations on election.

33. BADGES

Any badges issued to a Member or for a Club shall remain the property of the Club. On termination of their membership, Members shall deliver up such badges to the Secretary.

34. SAFEGUARDING POLICY

(A suitable Safeguarding Policy will need to be adopted by the Club, please amend this section). Guidance on how to create a suitable Safeguarding policy and procedure can be downloaded via the following link:

<https://www.motorsportuk.org/wp-content/uploads/2023/05/2023-04-25-how-to-write-a-safeguarding-policy-and-procedure.pdf>

Further information and Motorsport UK's Safeguarding policies can be viewed here:

<https://www.motorsportuk.org/the-sport/safeguarding/policies-guidance/>

35. **GENERAL DATA PROTECTION REGULATION (GDPR)**

(A suitable Data Protection Policy will need to be adopted by the Club, please amend this section). A Data Protection template can be downloaded from the Motorsport UK website, direct link here: <https://www.motorsportuk.org/wp-content/uploads/2020/04/GDPR-Template.pdf>

36. **SOCIAL MEDIA**

(A suitable Social Media Policy will need to be adopted by the Club, please amend this section). A Social Media Policy template can be downloaded from the Motorsport UK website, direct link here: <https://motorsportuk.org/wp-content/uploads/2023/06/Social-Media-Policy-Template-for-Clubs.docx>

37. **CODE OF CONDUCT**

Members must ensure they abide by the rules and regulations of the Club and Motorsport UK and:

- a. conduct themselves in a proper manner at all times, in the best interests of UK motor sport
- b. respect the decision of event officials
- c. treat all competitors, marshals and officials equally with respect
- d. maintain the highest standards of driving behaviour
- e. not discriminate against individuals for any reason, whether as a result of race, colour, gender, marital status, sexuality, age, disability, occupation, religion or political persuasion.

Failure to comply with this Code may result in stringent sanctions being imposed by Motorsport UK and the National Court.

38. **DISSOLUTION**

The Club may be dissolved by a Special General Meeting convened by direction of the Committee, or on the requisition of the majority of the Members. If the resolution of dissolution be duly passed, the Committee shall forthwith liquidate the affairs of the Club, and if there be any surplus assets on realisation, these shall be disposed of at the discretion of the Committee.



Regional Associations

Regional Associations are composed of clubs individually recognised for the promotion of motor competitions by and on behalf of the Motor Sports Council of Motorsport UK.

In order to become registered with Motorsport UK, clubs must first become a member of a Regional Association.

Each individual Regional Association acts as an advisory and liaison body between Motor Sport Clubs and their members and Motorsport UK, and can represent the views of those clubs on matters of current interest or concern directly to the Motor Sports Council and Motorsport UK through the forum of the Regional Committee.

Membership of Regional Associations also enables clubs to access a wealth of accumulated experience and guidance across a broad spectrum of Motor Sport, to widen the number of events and championships in which club members can compete.

A current list of Regional Association contacts can be viewed in the Regional Structure section of the Yearbook, which can be obtained from the Motorsport UK Resource Centre:

<https://www.motorsportuk.org/resource-centre/>





Public Highway Events

All motoring competitions held on the public highway, including motorcycle events, are governed by the Motor Vehicles (Competitions and Trials) Regulations 1969 (as amended). Under this legislation, the Royal Automobile Club Motor Sports Association Ltd is the sole authorising body for England and Wales on behalf of the Department of Transport. Scotland is handled in a similar fashion, albeit with a different system of processing, by the Royal Scottish Automobile Club (RSAC).

Although certain events are automatically Authorised under the legislation, in particular events involving no more than twelve competing vehicles, or those with no set route or timing on the public highway, all organisers should ensure that they are acquainted with the terms of the legislation prior to running any event for cars or motorcycles on the public highway.

The official title of the main document for England and Wales Statutory Instruments 1969 No. 414 Road Traffic and for Scotland No. 2019 (S166) 1976.

In England and Wales, most events which require Authorisation under the legislation must make application to the Competition Authorisation Office (CAO) between two and six months prior to the planned date of the event, on an official application form (form E.404) in line with its accompanying notes (form E.405). Applications should be submitted online to cao@motorsportuk.org and contain; a completed and signed E404 Application form, a copy of the route preferably in .qu2, .gpx or .mmo format, including control and time schedule details. The minimum period of 2 months is rigorously enforced.

Applications are checked for compliance with the legislation and also with a rationing system which is designed to limit the number of events using a particular section of road in a given period. A certain level of public relations work is required as a condition of the Authorisation being issued, this being designed to limit the impact of events upon local residents. Having accepted the application, the CAO then sends the event details to the Police forces and National Parks involved with the route and will also confirm direct to the organisers all actions to be taken in response to any observations they make about the event. Organisers are also required to contact the Route Liaison Officers (RLO's) and gain their approval for the planned event. Before the granting of the actual Authorisation (form E.406) a fee will be required, as the CAO is required to be self-financing rather than a drain on central government finances. Events are Authorised for a fixed maximum number of starters and for maximum mileage as previously confirmed by the organisers.

Application forms, details of fees and further information can be found in the Resource Centre on the Motorsport UK website: <https://www.motorsportuk.org/resource-centre/>

Events in England & Wales

Competition Authorisation Office
Motorsport UK
141 The Command Works
Southern Avenue
Bicester Heritage
OX27 8FY

Email: cao@motorsportuk.org
☎ 01753 765 075
www.motorsportuk.org

Events in Scotland

RSAC (MOTOR SPORT) LTD
PO Box 3333
Glasgow
G20 2AX

Email: jcl30@btinternet.com
☎ 0141 946 5045
www.rsacmotorsport.co.uk

