Chapter 5 Officials

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## 2025 National Competition Rules

**CHAPTER 5**

**OFFICIALS**

**General**

1. All Events require **Officials, Marshals and other Volunteers** as provided by this Chapter and the specific discipline Chapters of the NCR or where applicable the Code.

2. This Chapter is separated into two Parts and the following Appendices:

### PART 1 LICENCED ROLES

- App.1 Officials, Marshals and other Volunteers signing-on Undertaking
- App.2 Officials Licencing criteria and requirements
- App 3 Marshals Registration criteria and requirements
- App.4 ASN Stewards including Championship Stewards
- App.5 Clerk of the Course
- App.6 Technical Commissioners and Scrutineers including Eligibility Scrutineers
- App.7 Timekeepers and Handicappers
- App.8 Driving Standards Observers (Race)
- App.9 Radio Coordinators and Controllers
- App.10 Rescue Crew and Rally Recovery Crew
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- App.16 ASN Trainers
- App.17 Officiel d’Honneur
- App.18 Charts and Tables

### PART 2 REGISTERED ROLES

- App.1 Event Secretary
- App.2 Event Stewards
- App.3 Chief Marshals
- App.4 Championship Coordinators
- App.5 Officials Mentors and Assessors
- App.6 Driving Standards Observers (non-Race)
Acts Prejudicial to Motor Sport

3. A person signed on at or for an Event who does anything to bring motor sport into disrepute or commits an act prejudicial to the interest of the ASN or 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 under these NCR.

4. The Race with Respect Code will apply to all Officials, Marshals and others who are involved in running a Motor Sport Event.

5. The ASN Code of Conduct applies to all Officials, Marshals and others who are involved in running a Motor Sport Event.

6. All Officials, Marshals and others who are involved in running a Motor Sport Event must sign on and identify themselves as being present in order to obtain Personal Accident Insurance cover. They must sign the undertaking provided at Part 1 App. 1 to this Chapter.

7. Except for Stewards of the Event the same person at any Event can undertake several of the duties detailed below provided they are qualified for each.

8. Stewards of the Event must not undertake any other duties.

9. Officials (other than Stewards) may appoint Deputies to whom any of their duties may be delegated (subject to these Regulations).

10. As a general principal all senior Officials should be at least 18 years of age.

11. At any Event there must be:
   a. A Clerk of the Course
   b. A Scrutineer
   c. Steward(s) and
   d. Timekeepers if appropriate.

12. The Stewards of the Event act in an honorary capacity but other Officials and Volunteers may be remunerated as specified in the Regulations.

13. The Organising Club is responsible for meeting all fees in respect of Officials nominated by the ASN who will invoice the Club or Organiser accordingly.

14. The ASN may nominate one or more Stewards or Observers to any Event.

15. All other Officials will be nominated by the Organisers to the requirements of the ASN who may require certain Officials to be licensed or otherwise registered as provided by these Regulations and always subject to the overriding authority of the ASN (Chapter 1 Art.4).

16. No individual may compete in an Event when 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 their official duties.

17. Registered Clubs must allow ASN Pass holders free and appropriate access to any ASN sanctioned Event.

18. The ASN Pass Holders are defined as current Directors and Executive Staff of the ASN.

19. All ASN Pass holders will make themselves known to the Event Secretary to ‘sign on’.

20. Apart from their appointment as an Official of the Event an ASN Pass holder will not have any Official duty nor have the authority to intervene in the running of the Event.
21. The **ASN Pass** which is the property of the **ASN** will show the year of validity and identify the holder and is not transferable.

**Judicial**

22. **Chapter 2** covers all regulatory matters relating to the **Judicial Process** and **Procedures**. Whilst all those officiating / marshalling on an **Event** play their part in ensuring the sport is safe, fair and fun; the following roles play a significant part in ensuring the judicial process is managed according to the regulations
   a. **Stewards** (Part 1 Appendix 4)
   b. **Clerk of the Course** (Part 1 Appendix 5)
   c. **Technical Officials** (Part 1 Appendix 6)
   d. **Judge of Fact** including **Driving Standards Observers** (Part 1 Appendix 8)
   e. **Event Secretary** (Part 2 Appendix 1)

23. All **Officials** and **Marshals** may contribute reports to the **Officials** of the **Event** that would be considered as part of the **Judicial** evidence to assist with the decision-making process.

**Stewards including Championship Stewards**

**Part 1 App.4 to this Chapter applies**

24. The **Steward's** main duties are to see 'fair play' and to ensure that the event is being run in a safe manner. They normally act as the second judicial body at an event and are responsible for hearing and adjudicating upon any appeal against a decision by the **Clerk of the Course** or other **Official**.

25. **Stewards** of an **Event** must not in any way be responsible for its organisation and must not have any executive duty in connection with the **Event** except in relation to any potential or actual fatal incident when the **Senior Steward** must assume control of the **Event** and notify the **ASN** immediately.

26. **Championship Stewards** (Chapter 4 App.1) shall be appointed by the **Organisers** of Championships and may only adjudicate on any disputes irregularities or appeals arising from the approved **Championship Regulations** and subject to rights of **Appeal** provided by **Chapter 2**.

**The Event Director**

27. The **Event Director** (Race Director or Rally Director etc) appointed at major **International Events** by the **Organisers** (or the **ASN**) is responsible for the overall planning of the **Event** and for maintaining the timetable (including non-sporting aspects) and for compliance with **FIA** and **ASN** prescriptions and protocol.

**The Clerk of the Course**

**Part 1 App.5 to this Chapter applies**

28. The **Clerk of the Course** has responsibility for the overall conduct and control of an **Event** in accordance with the **Regulations**, the **Organisers’ Programme** and **Organising Permit**.

29. The **Clerk’s** powers and responsibilities are set out at **Part 1 App. 5** to this Chapter.

30. Subject only to the exceptions in **Chapter 18** or **International Events** or as exceptionally authorised by the **ASN** where the **Code** applies to the **Event** the **Clerk of the Course** acts as the **Event** first **Judicial** body. The **Clerk** or the **Deputy Clerk** has the power to impose penalties in accordance with **Chapter 2 App. 2** (excluding
the power of Suspension and or Exclusion).

Technical Commissioners and Scrutineers  

**Part 1 App. 6 to this Chapter applies**

31. Technical Officials are licensed annually by the ASN and appointed to Events in accordance with Part 1 App.18 Chart 1.

32. Technical Commissioners are empowered to check the eligibility of Vehicles for compliance with any technical regulations and to undertake measurements or examinations as necessary.

33. Scrutineers are responsible for checking the mechanical state of competing Vehicles in terms of compliance with the regulations – ensuring fair play – and general safety.

34. Eligibility Scrutineers are appointed to certain Formulae for which Technical Commissioners have not been appointed.

35. Eligibility Scrutineers names must be published in the Official Documents and can be appointed by the Organisers in respect of Competition Classes for which Technical Commissioners have not been specified. All Championships must appoint an Eligibility Scrutineer.

36. Environmental Scrutineers (Part 1 App.9 to this Chapter applies) are appointed by Organisers (and occasionally the ASN) for all Rallies involving cars built after 1941 and for other Events using the public highway. At all other Events the Organiser and / or Chief Scrutineer may appoint an Environmental Scrutineer.

Timekeepers and Handicappers  

**Part 1 App.7 to this Chapter apply**

37. The Timekeepers role is to record Competitors’ times and positions to determine Event Results.

38. Timekeepers and Handicappers must hold the relevant ASN licence (except for Interclub or Clubman non-speed Competitions when this requirement only applies if specifically imposed on the ASN Organising Permit).

39. Timekeepers are subdivided into groups according to their specialisation ability and experience (see Part 1 App.7).

40. Licensed Timekeepers are appointed to Events by the Organisers.

41. An ASN-Licensed Handicapper must be in attendance throughout any Event where Results depend on a handicap.

Driving Standards Observers  

**Part 1 App.8 to this Chapter applies**

42. The Organisers or the ASN can appoint the ASN-licensed Driving Standards Observers to monitor driving standards at all grades of Race Events.

Radio Controllers and Radio Coordinators (Rally)  

**Part 1 App.9 to this Chapter applies**

43. Radio Coordinators and Radio Controllers assist and or deliver through the administration and
operation of the **ASN Safety and Medical** frequency and adoption of the relevant processes and procedures

44. **Radio Controllers** manage the planning and operation of the event radio and communications networks, ensuring that there is a free flow and constant exchange of information between the various motorsport Officials and particularly that any response to a safety-related incident is properly coordinated with the **Chief Medical Officer** and safety related personnel.

**Rescue Officials & Recovery Officials (Rally)**

**Part 1 App.10 to this Chapter applies**

45. **Rescue Officials** provide immediate medical and extrication facilities at the scene of an incident. They form part of the safety provision at an **Event** together with **Doctors** and **Paramedics**.

46. **Recovery Crew** recover stricken **Vehicles** and provide assistance with the stabilisation of **Vehicles** in order for **Rescue Crews** to carry out driver extrication. They also assist with the provision of basic life support in the event of a serious incident.

**Emergency and Medical Officials**

**Part 1 App.11 to this Chapter applies**

47. For specific requirements for units and equipment please refer to **Chapter 11**.

**Safety Delegates (Rally)**

**Part 1 App.12 to this Chapter applies**

48. The role of the **ASN Safety Delegate** is to assess the effectiveness of safety measures aimed at keeping the public, volunteers and competing crews safe. They support and provide advice to help in ensuring the safe planning and management of an event. Further information can be found in the **Stage Rally Safety Requirements**.

**Safety Crew Members (Rally)**

**Part 1 App.13 to this Chapter applies**

49. The primary function of the **Safety Cars** on an **Event** is to check the course for route and safety information providing this information to **Rally Control**. All **Safety Cars** whether **Spectator Safety**, **Intermediate Safety**, 000, 00 or **Sweeper Cars** will be referred to as **Safety Cars**.

**Liaison Officers**

**Part 1 App.14 to this Chapter applies**

50. The **ASN** has appointed **Liaison Officers** to cover the following areas of the sport:

   a. **Forestry Liaison**
   b. **Route Liaison**
   c. **Ministry of Defence**

Further information can be found in **Part 1 Appendix 14**.
Club Safeguarding Officers

Part 1 App.15 to this Chapter applies

51. The role of the Club Safeguarding Officer (CSO) is to act in a leadership capacity to support the development of a culture where abuse cannot occur by promoting best safeguarding practices and challenging poor behaviours. The CSO acts as the point of contact with the ASN for advice on safeguarding matters to various members of our community.

ASN Trainers

Part 1 App.16 to this Chapter applies

52. Trainers are responsible for the delivery of approved training material at training days. This training may be for Marshals or Licensed Officials.

Officiel d'Honneur

Part 1 App.17 to this chapter applies

53. Officials who have completed their active service to motor sport may be invited by the ASN to become an Officiel d'Honneur. This appointment provides entitlement to various privileges and their advice may be called upon to make optimum use of their wealth of experience.

Marshals and other Event Officials

Part 1 App.3 and associated appendices apply to these roles

54. The Marshals Pathway describes Marshals roles and defines the criteria required for each role.

55. The Marshals Pathway consists of four levels:
   a. Registered Marshals
   b. Grade 1 – Developing
   c. Grade 2 – Doing
   d. Grade 3 – Leading

56. The Pathway details can be found, along with the upgrade and maintenance criteria on the ASN Website and an overview can be found in Part 1 Appendix 3.

57. An adequate number of competent Marshals must be on duty throughout any Event and be allocated to locations and duties appropriate to their individual experience and training.
CHAPTER 5

PART 1

APPENDIX 1

Declaration and Undertakings

All Officials and Marshals who Volunteer 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 Event 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 the ASN.

I have been given an opportunity to read the ASN National Competition Rules and if any the Official Documents for this Event and agree to be bound by them.

I declare that I am physically fit to carry out my duties and that I do not have any disabilities or mental health conditions that may affect my ability to carry out my duties. I declare that I have not consumed any substance with may affect my ability to carry out my duties. 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 I may be exposed to the potential risk and dangers 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 hereby agree to abide by all ASN Codes, Guidelines and Policies and where applicable those of FIA.'
CHAPTER 5 OFFICIALS

PART 1

APPENDIX 2

Officials Licencing Criteria and Requirements

General
1. The duties and responsibilities of all Officials are detailed in Chapter 5.
2. It is expected that as representatives of the ASN Officials in particular will be suitably dressed for their role and be readily identifiable as ASN Officials.
3. The ASN Official Licence is the most appropriate means of identification and should be carried and if possible be visible at all times when acting in the capacity of an Official. Every person body or group of people holding an appointment of ASN whether as an Official or Council or Committee member be deemed to have and recognise that they have:
   a. Made themselves acquainted with these Regulations.
   b. Accepted without reserve the consequences resulting from these Regulations.
   c. Agreed they will not become concerned in any action in law against the ASN their Officials or any other persons or Board subject to these Regulations without the prior written consent of the ASN or as a result of their own personal injury or death.
4. An Official Licence granted by the ASN does not constitute a certificate of the competency of the holder.
5. Any Official whose role meets the definition of Regulated Activity is required to have a Suitability check completed. The suitability check certificate number and date of issue is a requirement for the issuing of the licence.

Ages
6. Applications for those under 18 years of age must be counter-signed by a Parent or Guardian. Proof of guardianship may be required.
7. As a general principle all senior Officials should be at least 18 years of age.
8. Certain Officials may be invited by the ASN 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
9. 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.
10. To be valid the Licence of an Official must be signed by the Official and must bear a passport type image being a current likeness of the holder.
11. The ASN Official Licence is issued bearing the holder’s name, Licence number, Licence grade(s) and image.
12. Stewards will be issued with an ASN Stewards Identification in addition to their ASN Officials Licence. The Identification shall bear the holder’s name Licence number and image.

Holder’s Indemnity and Undertakings
13. Once granted an **ASN Official Licence / Registration** the holder undertakes as follows:
   a. They will abide by the **ASN 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 sport **Event**.
   b. 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.
   c. Whilst officiating at an **Event** they must be medically fit to do so and to carry out their required duties.
   d. They must not be under the influence of or consume alcohol or banned substances during the running of an **Event**.
   e. They may not compete in an **Event** for which they are nominated as an **Official**. This includes anybody nominated as an **Official** in the **Official Documents** or programme of an **Event** even though the individual named does not in fact carry out any **Official** duties.

14. All **Officials**, **Marshals**, **Volunteers** and members of the **Media** must be identifiable as required by the **Official Documents**.

15. They perform their duties at their own risk and must not put themselves at unnecessary risk beyond that required for the performance of their duties.

16. **Officials**, **Marshals** or **Volunteers** under the age of 18 must only be given duties that require them to be within an agreed location unless they are under the supervision of a responsible adult, **Official**, **Marshal** or other **Volunteer**.

17. **Organisers** must be in possession of the addresses, contact details and emergency contact details of all **Officials**, **Marshals** and **Volunteers**.

18. Any person under the age of 18 signing-on at an **Event** and where the **Parent** is not present must be accompanied by a **Guardian**.

**Officials’ Expenses**

19. **Officials** must disclose fees earned from motor sports activities to HM Revenue and Customs and account for tax where necessary.

**Licence and Registration Retention and Downgrading**

20. Applicants may retain their **Licences** or **Registrations** if they meet the criteria set out in the **NCR**.

21. If an applicant for whatever reason does not qualify to retain their current **Licence** or **Registration** grade they will be automatically downgraded according to these **NCR**.

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

**Licence and Registration Upgrading Procedure**

23. Any applicant wishing to upgrade their **Licence** or **Registration** on renewal and who has met the upgrading criteria of the **NCR** must forward the completed relevant **Renewal Form** together with the appropriate qualification criteria and any required payment to the **ASN**.

24. Applicants wishing to upgrade a current **Licence** or **Registration** must forward to the **ASN** a written request together with the appropriate fee (if any) and the appropriate qualification criteria as detailed within the **NCR**.
The Officials Pathways

25. These exist to ensure the following roles have a consistent and standard framework for the development, maintenance, upgrade / downgrade of a new and existing Official. These frameworks are in place for the following – ASN Stewards, Clerks, Scrutineers, Timekeepers, Rescue Crew, Recovery Crew (Rally), Radio Controllers and Coordinators (Rally). The specific Pathways and their associated requirements are included in the relevant appendix. Other Licenced roles have their own application and maintenance programmes.
CHAPTER 5 OFFICIALS

PART 1

APPENDIX 3

Registered Marshals and other Event Officials

Marshals Registration Criteria and Requirements

General

1. The duties and responsibilities of all Event Officials including Marshals are detailed in Chapter 5.

2. It is expected that as representatives of the ASN and Event Marshals and Event Officials will be suitably dressed for their role and be readily identifiable as Marshals or Event Officials.

3. The ASN official Registration is the most appropriate means of identification and should be carried and if possible be visible at all times when acting in the capacity of a Marshal or Event Official. Every person, body or group of people appointed by the Club / Event or ASN whether as an Official or Council or Committee member is deemed to have and recognise that they have:
   a. Made themselves acquainted with these Regulations.
   b. Accepted without reserve the consequences resulting from these Regulations.
   c. Agreed they will not become concerned in any action in law against the ASN their Officials or any other persons or Board subject to these Regulations without the prior written consent of the ASN or as a result of their own personal injury or death.

4. An Official Licence or Registration granted by the ASN does not constitute a certificate of the competency of the holder.

Ages

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

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

7. Certain Officials may be invited by the ASN 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.

8. The Cadet Pathway is available on the ASN Website and provides further information.

Period and Validity

9. Unless otherwise rendered invalid the period of validity of all Licences and Registrations for the purposes of acquaintance and submission to these Regulations runs from the 1st January to the end of the calendar year shown on the Licence / Registration.

10. To be valid the Licence / Registration of an Official must be signed by the Official and must bear a passport type image being a current likeness of the holder.

11. The ASN Official Licence / Registration is issued bearing the holder’s name, registration number, grade(s), role(s) and image.

Holder’s Indemnity and Undertakings
12. Once granted an **ASN Official Licence / Registration** the holder undertakes as follows:
   a. They will abide by the **ASN Regulations** and any amendments or additions which may be in force at any time that the **Licence / Registration** is used for the purpose of officiating at a motor sport **Event**.
   b. 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.
   c. Whilst officiating at an **Event** they must be medically fit to do so and to carry out their required duties.
   d. They must not be under the influence of or consume alcohol or banned substances during the running of an **Event** and in the interests of Safety consent to being tested or assessed accordingly.
   e. They may not compete in an **Event** for which they are nominated as an **Official** whether of the **Event** or of any **Championship** forming part of the **Event**. This includes anybody nominated as an **Official** in the **Official Documents** or programme of an **Event** or of any Championship forming part of an **Event** even though the individual named does not in fact carry out any **Official** duties.

13. All **Officials**, **Marshals**, **Volunteers** and members of the **Media** must be identifiable as required by the **Official Documents** and these **Regulations**.

14. **Officials**, **Marshals** and **Volunteers** perform their duties at their own risk and must not put themselves at unnecessary risk beyond that required for the performance of their duties.

15. **Officials**, **Marshals** or **Volunteers** under the age of 18 must only be given duties that require them to be within an agreed area unless they are under the supervision of a responsible adult, **Official**, **Marshal** or other **Volunteer**.

16. **Organisers** must be in possession of the addresses, contact details and emergency contact details of all **Officials**, **Marshals** and **Volunteers**.

17. Any person under the age of 18 signing-on at an **Event** and where the **Parent** is not present must be accompanied by a **Guardian**.

**Licence and Registration Retention and Downgrading and Removal**

18. Applicants may retain their **Licences** or **Registrations** if they meet the criteria set out in the **NCR**.

19. If an applicant for whatever reason does not qualify to retain their current **Licence** or **Registration** grade they may be downgraded.

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

21. All **Licences** and **Registrations** are the property of the **ASN** and shall be surrendered to the **ASN** on demand.

22. Any **Licence** or **Registration** may be suspended or withdrawn temporarily or permanently by the **ASN** but the reasons shall be stated.

**Licence and Registration Upgrading Procedure**

23. Any applicant wishing to upgrade their **Licence** or **Registration** and who has met the upgrading requirements of the **NCR** must forward the completed relevant **Renewal Form** together with the appropriate documentation.

**The Marshals Pathways**

24. These pathways exist to ensure that there is a consistent and standard framework for the development,
maintenance and upgrade / downgrade of new and existing Marshals. The specific Pathways and their associated requirements are available from the ASN.
CHAPTER 5 OFFICIALS

PART 1

APPENDIX 4

Stewards

Training is provided for at Art.27 - 31 of this Appendix

General

1. High level summaries of the duties and responsibilities of all Officials, Marshals and other Event Officials are detailed in Chapter 5.
2. The relevant general provisions of Part 1 App.2 to this Chapter apply.
3. Subject only to the exceptions in Chapter 18 (Kart Race) and in respect of International Events or as exceptionally authorised by the ASN the Stewards of the Event act as the second judicial body at any Event and are responsible for hearing and adjudicating upon any permissible Appeal (Chapter 2) against a decision by the Clerk of the Course or other Official. The Stewards have the power to impose penalties in accordance with Chapter 2 App.2.
4. Where the Event is governed by the International Sporting Code Stewards are the Event Judicial body subject to any penalty functions explicitly vested in the Clerk of the Course or a Race Director.
5. Event Stewards will be issued with an ASN Stewards Identification in addition to their ASN Officials Licence / Registration. The badge shall bear the holder’s name Licence number and image.

Responsibilities

6. Stewards are responsible for forwarding to the ASN Competitor undertakings to pay any Fines or Protest Fees whether obtained direct from the Competitor or via the Event Secretary.
7. 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.
8. A Steward appointed by the ASN to an Event must have no executive duties in connection with the organisation of that Event and is responsible only to the ASN.
9. The ASN Steward’s duties commence upon appointment by the ASN.
10. In an Event comprising several Competitions there may be different Stewards for each Competition.
11. Each Stewards’ panel must comprise of three (and no more) Stewards one of whom may be ASN-appointed. If three are not available suitable people must be co-opted.
12. Where the ASN appoints a Steward of the Event that Steward will act as chair of the relevant panel of Stewards.
13. In the absence of an ASN-appointed Steward the Event Steward appointed by the Organiser will assume those duties.
14. Exceptionally at Clubman Road / Navigation Rallies and Clubman or Interclub, Trials, Cross Country or Autotest Events there may be a minimum of one Event Steward but always an odd number.
15. Copies of all **Official Documents** must be provided by the **Organising Club** for the use of **Stewards** as far as possible in advance of the **Event**.

16. The **Stewards** must satisfy themselves that the conditions of the **Permit** (and **Track Licence** if appropriate) are complied with and subject to **Art.22** below have the power to withdraw a **Permit** in the **Event** of non-compliance.

17. **Organisers** should make available a suitable facility for the **Stewards’** discussions and should arrange for a meeting with the **Stewards** prior to the start of an **Event** so that any issues may be discussed.

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

19. The **Stewards** have authority to act from the moment that documentation or **Scrutineering** commences until the deadline for any **Appeals** has expired or any **Right of Review** procedure has been completed by them.

20. **Stewards** may adjourn the hearing of any **Appeals** if required.

21. In cases where a **Judicial Hearing** must take place after an **Event** the **Stewards** may delegate their authority to the panel of **Stewards** at a subsequent **Event** 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.

22. **Stewards** have authority to enforce compliance with the **Regulations** and to adjudicate on any **Appeal** arising during the **Event**. In particular they can:
   a. Modify the **Supplementary Regulations** in exceptional circumstances.
   b. Subject to **Art 23 of this Appendix** 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 **Chapter 12**). 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.
   c. Deal with any matter referred by the **Clerk of the Course** under the **Clerk’s Powers** and if the offence is considered sufficiently serious impose further penalties in accordance with **Chapter 2**.
   d. Alter the composition of or consolidate heats.
   e. Authorise a re-run in the case of dead-heats.
   f. Accept a correction made by a **Judge of Fact**.
   g. Inflict a **Reprimand**, **Fine**, **Time** or **Position** penalty, **Disqualification** or **Suspension** but not **Exclusion** pursuant to **Chapter 2**. Any such penalty and the points accruing if any must be recorded on the **Steward’s Report Judicial Summary** (**Art.27.c of this Appendix**).
   h. Decide that a penalty or other decision appealed against can be waived varied or a fresh penalty imposed.
   i. Amend the results of a **Competition** pursuant to **Chapter 2**.
   j. 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**.
   k. 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.

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2025 National Competition Rules Chapter 5 PART 1 Appendix 4 Stewards
I. Order in writing on behalf of the **ASN** 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**.

m. Sign the **Upgrade Cards** of short circuit **Kart Competitors** for **Events** 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**:
   
   i. A **Competitor** must perform satisfactorily throughout the **Event** at competitive speeds and must not receive any adverse reports regarding driving. **Competitors** may not necessarily have completed the Final on the day.
   
   ii. Not more than one signature per **Event**
   
   iii. **Kart Endurance Events** do not qualify for upgrading signatures
   
   iv. **Tyro Kart Events** do not qualify for upgrading signatures.

n. 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**.

o. Sign the **Clerk of the Course Upgrade Card** as may be required to certify requalification or for upgrading their **Officials Licence**. The conditions to be met are detailed in **Part 1 Appendix 2 to this Chapter**.

23. The **Stewards of the Event** have another major function to prevent unnecessary danger and the **ASN Steward** has overriding authority in matters of safety save where the **ASN** has appointed a **Safety Delegate** in which case the **Safety Delegate** shall have overriding authority in matters of safety.

24. The **Stewards of the Event** should always try and act as a body unless there are overriding considerations of urgency.

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

26. No **Steward** should commit any act or give any order in the organisation of an **Event** except as required to execute the **Steward's** role or in the **Event** of a potentially or actual fatal incident when the **Senior Steward** must assume control and notify the **ASN** immediately.

**Stewards Report**

27. As soon as possible after an **Event** the **ASN Steward** with assistance from the **Event Secretary / Clerk of the Course** must send a **Stewards of the Event** Report to the **ASN** giving particulars of:

   a. **Incidents** involving injury or damage to property including medical statistics
   
   b. **Protests/Appeals** lodged and action taken.
   
   c. Penalties imposed and any recommendations in such cases and a synopsis of the evidence giving rise to the **Judicial Decisions**.
   
   d. General comments on the organisation of the **Event** and the exercise of their duties.
   
   e. Any other relevant observations as to the conduct of the **Event**.
   
   f. Any **Notices of Intention to Appeal** and undertakings to pay **Appeal Fees** received in accordance with **Chapter 2**.
   
   g. Such other reports and information as the **ASN** may in its absolute discretion require.
ASN Stewards Training

28. Training will include a modular training programme under the supervision of experienced ASN Stewards covering issues across a range of motor sport disciplines.

29. Upon satisfactory completion of the training programme and assessment in role appointment as an ASN Steward is made on a probationary basis for the ensuing year.

30. During the training period an experienced ASN Steward will be available to mentor the probationer at Events and provide appropriate feedback.

31. Subject to receipt of satisfactory reports by the ASN the probationer is then appointed to Events as an ASN Steward.

32. ASN Stewards are required to attend at least two out of three consecutive ASN Stewards training sessions for which they are eligible to maintain their status.
CHAPTER 5 OFFICIALS

PART 1

APPENDIX 5

Clerk of the Course
1. This Appendix is divided as follows:
   a. Responsibilities of a Clerk of the Course
   b. Powers
   c. Licensing and Upgrade requirements
      a. Race
      b. Sprint or Hill Climb
      c. Rallycross
      d. Stage Rally
      e. Cross-Country
      f. Kart
2. The ASN may require certain Clerks of the Course to be licensed.

Responsibilities of a Clerk of the Course
3. Except as provided by specific Discipline Regulations the Clerk's duties commence at the opening date for receiving entries and in all cases conclude once the results have been finalised, any Protest time has expired, and all Protests and Appeals have been dealt with and any post-Event inspections of Vehicles or components have been completed and reported on or any Right of Review procedure has been completed by the Clerk.
4. The Clerk of the Course must be present throughout Practice and the Competition to carry out the specified duties.
5. The specific responsibilities of the Clerk of the Course are:
   a. Ensure that all Official Documents are complied with and that all necessary equipment is available.
   b. Keep order in conjunction with any Officials / Marshals appointed having special responsibility for public security.
   c. Ensure that all Officials / Marshals are provided with the information necessary to carry out their duties.
   d. Ensure the appropriate Officials / Marshals are at their posts and report accordingly to the Stewards of the Event before any Event commences.
   e. 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 Event.
   f. 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 staffing or equipment levels must receive specific written approval from the Stewards of the Event before the Event can commence.
   g. To make arrangements with the Event Secretary to be satisfied and to satisfy the Stewards that all Drivers, Co-Drivers and Entrants are in possession of the appropriate Competition Licences / Medical
Certificates and Club Membership cards. Except as provided for in Part 2 App.1 Art.7 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 the prescribed fee (Chapter 1 App.2). In such cases the Clerk of the Course must ensure that the Competitor indemnities required in Chapter 3 have been signed.

h. Arrange for Vehicles to be routed to the Scrutineering area or Parc Fermé (as appropriate).

i. Ensure that every Incident involving a competing Vehicle is reported to the Stewards of the Event and the Chief Scrutineer and that the Chief Medical Officer is informed if any Competitor is injured. The Competitor’s Medical Certificate / Licence must be returned to the ASN if the Event Chief Medical Officer considers it appropriate.

j. Ensure that any Vehicle which is to give a performance demonstration has been examined and approved by the Chief Scrutineer and that the Driver has ‘signed-on’.

k. Ensure that every Vehicle carries the proper identification marking in accordance with the Official Documents.

l. Ensure that the correct Driver is in each Vehicle and marshal the Vehicles as necessary.

m. Send the Vehicles to the Start Line in the right order and personally start all races or delegate this responsibility to a competent Official.

n. Advise the Stewards of the Event any proposal to modify the programme.

o. Collect all relevant reports together with any other official information affecting the Results.

p. Prepare or arrange for the Event Secretary to provide the information necessary to enable the Stewards of the Event to complete their report to the ASN.

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

r. Ensure that any Driver of a Parade or Safety Car during a Race (n.b. not including the Driver of any Vehicle controlling a formation lap) is a suitably experienced Circuit Driver who should have or had previously held an appropriate Competition Licence (Chapter 12 App.5) and in Stage Rally that one member of each Safety Car crew holds an appropriate ASN Licence.

s. Deal with any Protests from Competitors (Chapter 2).

t. Sign Competition Licence Upgrade Cards (except in respect of Short Circuit Kart Races where the Clerk of the Course retains responsibility for Judicial duties and when the ASN Steward must sign the upgrade). As a guide the following conditions will need to be met before a signature is given:

i. A Driver must perform satisfactorily at competitive speeds and must not receive any adverse reports regarding their driving

ii. 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

iii. In races over 10 laps the Driver must complete at least 10 laps

iv. There must be at least 10 starters

v. A high-speed Trial will qualify as a Race for the purposes of signing of Upgrade Cards

vi. Not more than two signatures (one per Race) per Driver may be given at any one car Race or Race
Venue Kart Event. Where authorised by the ASN a signature may be credited following a day marshalling.

vii. If a Clerk of the Course refuses to sign an Upgrade Card a Driver concerned may Appeal to the Stewards as provided for in Chapter 2.

viii. For Endurance Races where a driver has satisfactorily completed at least one hour of driving time they may receive two signatures.

u. Notify the landowner and the Local Environmental Health Officer of any injury requiring overnight hospitalisation incurred during the Event.

v. Stop a Race in accordance with Chapter 12.

w. Authorise the use of warning Signals when these are controlled from Event Control (Chapter 10).

x. Additional duties and responsibilities can be detailed in the Official Documents of an Event.

Powers

6. Subject only to exceptions authorised by the ASN the Clerk of the Course acts as the sport's first judicial body where the Event is governed by the NCR.

7. Where an Event is governed by the Code then the Clerk may have specific penalty powers as provided by the Official Documents and/or the Code.

8. Other than those breaches reserved exclusively for the National Court (Chapter 2 App.1) the Clerk, (or their Deputy except in very serious cases), has the power to impose penalties in accordance with Chapter 2 (excluding Suspension and Exclusion) and the following:

   a. Disqualify from the Results of Practice or Competition or prohibit from competing any Competitor or Vehicle that has been reported unsafe or ineligible.

   b. Penalise any Driver reported for not complying with Signals.

   c. Penalise any Competitor reported for being in contravention of the NCR or the Official Documents.

   d. Disqualifications can be enforced either by displaying a Black Signal during a Race or after interview at the end of the Competition or Practice.

   e. Penalise a Competitor found guilty of breaching driving standards regulations. This does not preclude the Competitor also being reported to the Stewards of the Event for further penalties under Chapter 2.

   f. 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 Event for further penalties under Chapter 2.

   g. Impose a time, place or lap penalty in accordance with Chapter 2. This regulation does not preclude such a Competitor being reported to the Stewards for further penalties.

   h. Impose a Fine as detailed in Chapter 1 Appendix 2 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 safety briefing.

9. All penalties imposed must be reported by the Clerk of the Course to the Stewards of the Event together with copies of the written Decisions provided and any supplementary information required by the ASN.

10. Undertakings for the payment of Fees obtained by a Clerk must be handed to the Stewards for onward transmission to the ASN.
Licencing and Upgrade

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

12. The ASN reserves the right to appoint candidates to any grade.

13. All licensed Clerks of the Course are required to attend at least two out of three consecutive training sessions as required by the ASN in order to maintain their grade(s).

14. In addition to the requirement of Art.13 above 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

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

Regrading

16. Clerk of the Course Licences may be reviewed and regraded at the discretion of the ASN.

17. The review will take into consideration the applicant’s experience and record of active participation.

Upgrading

18. Applications for upgrading must be supported in writing by a Club which organises Events within the appropriate discipline.

19. Refer to the individual disciplines within this Appendix for the relevant upgrading criteria.

20. Once all supporting documentation has been received the ASN may arrange for applicants to be assessed in the performance of their duties. The applicant must provide a list of proposed Events when applying to the ASN for upgrade.

21. The ASN 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

22. Assistant: May only work as an Assistant Clerk of the Course.

23. Deputy: May act as Deputy / Assistant Clerk of the Course up to and including National status Events.

24. National: May act as Clerk of the Course up to and including National status or as Deputy / Assistant to a higher-grade Clerk of the Course at International Events.

25. International: Only an International Clerk of the Course may take charge of an International Event.

Officiating Capacity

26. For exceptions to the definitions as detailed below refer to the individual criteria within this section. (See App.16 Chart 3)

Definition of Deputy and Assistant Clerk of Course

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

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

29. All Assistant Clerks of the Course except for Cross Country or Stage Rallies or Sprints or Hill Climbs must be Licenced.

Race Clerk of the Course

30. In the case of all Race Events the Clerk of the Course must hold a Clerk of the Course Licence issued by the ASN and valid for the grade of Event.

31. There is no restriction on the maximum number of Clerks of the Course at any Race Event however one must be nominated as Senior Clerk of the Course responsible for the overall control of the Event.

32. Where a Championship / Series permanent Clerk of the Course is appointed then 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.

33. The maximum number of Deputy / Assistant Clerks of the Course for any Race Event shall be two (except at International Events).

34. The following conditions will need to be met before the Clerk of the Course Licence can be endorsed and signed by the ASN Steward in respect of upgrading or retention.
   a. The Clerk of the Course must present their Officials Licence at the start of the day.
   b. The Licence must not have been pre-completed by the Clerk.

35. 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:
   1. What duties were performed and the quality of their performance.
   2. That the Clerk has presented satisfactory communication skills which did not exacerbate situations.
   3. That he/she has satisfactorily dealt with Judicial matters which may include Judicial hearings.
   4. The status of all the Race(s) clerked should be recorded i.e. not necessarily highest status of Event.

36. 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 Event including liaising with Competitors and fellow Officials.

Officiating Capacity

37. This is as detailed above with the following exceptions:

38. **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 the ASN on an individual and annual basis.

39. To be eligible to be named a permanent Clerk of the Course for a Race Championship registered with the ASN the Clerk must be the holder of a current Clerk of the Course National licence as a minimum.

Upgrading

40. **Assistant to Deputy Race**: An applicant wishing to upgrade to Deputy must satisfactorily complete the Clerk of the Course modular training programme.
41. **Deputy to National**: Applicants must have received signatures from an ASN Steward for acting satisfactorily as Deputy Clerk of the Course at 9 Club or National and must include at least three National Events 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 ASN Clerk of the Course seminar during the upgrading period.

42. **National to International**: Applicants must have received signatures from a ASN Steward for acting satisfactorily as Deputy Clerk of the Course for the International element of six International Race Events 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.

43. Applications for upgrading to International must be justified to ASN 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. Any International Licence once authorised will only be issued for the calendar year and on an appointment basis.

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

44. For Sprints or Hill Climbs the Clerk of the Course must hold a Licence issued by ASN and valid for the grade of Event.

45. 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.

46. 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**

47. **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 ASN on an individual basis.

**Upgrading**

48. **Assistant to Deputy**: Applicants must follow the Clerk of the Course modular training programme.

49. **Deputy to National**:
   a. Applicants must have received signatures from an ASN Steward at a minimum of six Hill Climbs or Sprints at which they have officiated satisfactorily as Deputy Clerk of the Course.
   b. 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.
   c. Applicants must have attended at least one ASN Clerk of the Course seminar during the upgrading period.

50. **National to International**:
   a. Applications for upgrading to International must be justified to the ASN by an Organising Club.
   b. Applicants may be required to attend an Appointments Panel.
   c. Applications will only be accepted from National Clerks of the Course with extensive experience.
   d. Any International Licence once authorised will only be issued for the calendar year and on an
Rallycross Clerk of the Course

51. In the case of all **Rallycross Events** the Clerk of the Course must hold a **Clerk of the Course Licence** issued by **ASN** and valid for the grade of **Event**.

Officiating Capacity

52. As detailed above with the exception to the following:
   
   a. **International**: Only an **International A grade Rallycross Clerk of the Course** may take charge of the **Rallycross Grand Prix**. Applications for an **International 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 **ASN** on an individual basis. Any **International Licence** once authorised will only be issued for the calendar year in which it is authorised and on an appointment basis.

Upgrading

53. **Assistant to Deputy**:
   
   a. An applicant wishing to upgrade to **Deputy** must follow the **Clerk of the Course modular training programme**.

54. **Deputy to National**:
   
   a. Applicants must have received signatures from an **ASN Steward** at a minimum of three **Rallycross Events** at which they have officiated satisfactorily as **Deputy Clerk of the Course** and at least one of which must be a **National Rallycross Event**.
   
   b. 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**.
   
   c. Applicants must have attended at least one **ASN Clerk of the Course seminar** during the upgrading period.

55. **National to International**:
   
   d. Applicants must have received signatures from an **ASN Steward** at a minimum of two **National Rallycross Events** at which they have officiated satisfactorily as **Clerk of the Course** and have acted as **Deputy Clerk of the Course** at two **International Rallycross Events** over a period of 36 months.
   
   e. An application for upgrading to **International** must be justified to the **ASN** by an **Organising Club**.
   
   f. Applicants may be required to attend an **Appointments Panel**.
   
   g. Any **International Licence** once authorised will only be issued for the calendar year in which it is authorised and on an appointment basis.

Stage Rally Clerk of the Course

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

57. The **ASN** may require applicants to take part in a written or oral examination before the upgrading of any **Licence**.

58. All names on the **ASN Clerk of the Course list** will be reviewed annually and may be re-graded.
59. Only **Clubs** who organise **Special Stage Rallies** may submit a nomination for an **Assistants Licence**. An applicant's previous motor sporting experience will be considered.

**Officiating Capacity**

60. As detailed above with the following exceptions:

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

62. **SVSR National**: May only act as **Clerk of the Course** at **Single Venue Stage Rallies** up to and including **National** status.

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

**Upgrading**

64. **Assistant to Deputy**: An applicant must follow the **Clerk of the Course** modular training programme.

65. **Deputy to National**:
   a. Applicants must produce signatures on their Licences from a **Clerk of the Course** showing that they have officiated as a **Deputy Clerk of the Course** at a minimum of one **Multi-Venue Stage Rally Event** within the preceding 12 months.
   b. A holder of the restricted **SVSR only National Stage Rally Clerk of the Course Licence** may apply for the unrestricted **Licence** having satisfied the requirements of **Art.64.a and d**.
   c. An applicant may request a restricted **Single Venue Only National Stage Rally Clerk of the Course Licence** having produced a signature showing that they have officiated as a **Deputy Clerk of the Course** at a minimum of one **Single Venue Stage Rally** within the preceding 12 months.
   d. Applicants must also be nominated by their **Club Committee** and have attended at least one **ASN Clerk of the Course** training session during the upgrading period in addition to having followed Appendix 1 of the **Clerk of the Course** modular training program.

66. **National to International**:
   a. An application for upgrading to **International** will only be considered from holders of the unrestricted **National Stage Rally Clerk of the Course Licence** and must be justified to **ASN** by an **Organising Club**.
   b. Applications will only be accepted from **National Clerks** with extensive experience who may be required to appear before an **Appointments Panel**.
   c. Any **International Licence** once authorised will only be issued for the calendar year in which is authorised and on an appointment basis.

**Cross Country Clerk of the Course**

67. The **Clerk of the Course** for a **Competitive Safari Hill Rally** or **Baja** of **National** status or above must hold a valid **Clerk of the Course Licence** issued by the **ASN** valid for that grade of **Event**.

**Officiating Capacity**

68. As detailed above with the following exceptions:

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

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

2025 National Competition Rules Chapter 5 Appendix 5 Clerk of the Course
First time applications – Assistant

71. Only Clubs that organise Competitive Safaris and / or Hill Rallies may submit a nomination for an Assistant Licence. An applicant’s previous motor sporting experience will be considered.

Upgrading

72. Assistant to Deputy: An applicant must follow the Clerk of the Course modular training programme.

73. Deputy to National:
   a. Applicants must produce signatures on their Licences from a Clerk of the Course showing that they have officiated satisfactorily as a Deputy Clerk of the Course at a minimum of one Competitive Safari or Hill Rally Event within the preceding 12 months.
   b. Applicants must also be nominated by their Club Committee and must have attended at least one ASN Clerk of the Course seminar during upgrading period.

74. Upgrading to International:
   a. An application for upgrading to International must be justified to ASN by an Organising Club.
   b. Applications will only be accepted from National Clerks of the Course with extensive experience who may be required to appear before an Appointments Panel.
   c. Any International Licence once authorised will only be issued for the calendar year in which it is authorised and on an appointment basis.

Kart Clerk of the Course

75. In the case of all Kart Events the Clerk of the Course must hold a Clerk of the Course Licence issued by the ASN and valid for the grade of Event.

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

77. Where a Championship/Series permanent Clerk of the Course is appointed then they are not included in the above numbers.

78. The maximum number of Deputy/Assistant Clerks of the Course for any Kart Event shall be two (except at International Events).

Officiating Capacity

79. As detailed above with the exception to the following:

80. Endurance: May act as a Clerk of the Course at Kart Endurance Events only

81. 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 the ASN on an individual basis and will only be issued for the year in which it is authorised.

Upgrading

82. Assistant to Deputy: An applicant must follow the Clerk of the Course modular training programme.

83. Deputy to National:
   a. Applicants must have received signatures from an ASN Steward for acting satisfactorily as a Deputy Clerk of the Course at six Kart Events.
84. **National to International:**
   a. Applicants must have been **National Kart Clerks of the Course** for a minimum of three years and have received signatures from an **ASN Steward** for acting satisfactorily as a **Clerk of the Course** at six **National Kart Events** and as **Deputy Clerk of the Course** at two **International Kart Events**.
   b. 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**.
   c. Applicants must have attended at least one **ASN Clerk of the Course** seminar during the upgrading period.
   d. An application for upgrading to **International** must be justified to **ASN** by an **Organising Club** and applicants may be required to attend an **Appointments Panel**.
   e. Any **International Licence** once authorised will only be issued for the calendar year in which it is authorised and on an appointment basis.
CHAPTER 5 OFFICIALS

PART 1

APPENDIX 6

Technical Commissioners, Technical Officials including Scrutineers, Eligibility and Environmental Scrutineers

Note: Training provisions are provided at Arts.46 - 64

General

1. The duties and responsibilities of all Officials are detailed in Chapter 5.
2. The relevant general provisions of Part 1 App.2 to this Chapter apply together with the specific obligations in this Appendix.

Technical Commission

3. 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.
4. Members of the Technical Commission are empowered to check the eligibility of Vehicles for compliance with any Technical Regulations and to undertake any measurements or examinations required using approved equipment having a Certificate of Conformity and relevant process to traceable standard(s).
5. Provisions relating to Eligibility Scrutineers are at Arts.30 – 32 of this Appendix.

Technical Officials

6. Technical Officials are appointed by the Organisers and shall hold the relevant ASN Licence (except for Interclub or Clubman non-speed competitions where this requirement only applies if specifically imposed on the ASN Organising Permit). Annual Training is required herein.
7. All Special Stage Rallies must have an ASN licensed Scrutineer.
8. The Chief Scrutineer is responsible for the appointment and conditions of appointment of staff.
9. 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.
10. The Chief Scrutineer can engage and deploy other suitably experienced Assistants / Deputies but lay assistants cannot give final approval for the participation of any Vehicle.
11. Scrutineers are responsible for checking the mechanical state of Vehicles both in regard to compliance with all Regulations and in the interests of safety.
12. There must be a Chief Scrutineer present at all Events and not less than one Scrutineer for every 45 Vehicles entered for the Event.
13. All Scrutineers must report to the Chief Scrutineer at the start of an Event.
14. The Chief Scrutineer can be nominated by the ASN who may also appoint other Officials for specific duties in connection with Vehicle eligibility. In other instances the Organiser is responsible for appointing these Officials.
15. The time allowed for scrutiny shall be such that no more than 10 Vehicles per hour are required to be examined per Scrutineer.

2025 National Competition Rules Chapter 5 PART 1 Appendix 6 Technical Commissioners and Scrutineers including Eligibility Scrutineers
16. **Scrutineers** will signify acceptance of a **Vehicle** that has been examined by issuing a label showing details of the **Event**.
17. For **ASN Scrutineers** the label must bear the **ASN** logo.
18. The label must be attached to the **Vehicle** for the duration of the **Event**.
19. When a **Scrutineer** rejects a **Vehicle** the relevant details must be put in writing with a copy timed and signed by the **Competitor** retained by the **Scrutineer**.
20. **Technical Commissioners** and **Scrutineers** are permitted to instruct a **Competitor** to remedy any defect and to re-present the **Vehicle** for re-examination before proceeding in accordance with Art.19 above.
21. 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.
22. **ASN** appointed **Scrutineers** and **Technical Commissioners** must report any findings to the **Chief Scrutineer** and **Clerk of the Course** with a copy direct to the **ASN**.
23. **Scrutineers** shall:
   a. Make inspections at any time at the request of the **Organisers**, the **ASN**, the **Clerk of the Course**, Chief **Scrutineer** or **Technical Commissioner**.
   b. Use only such measuring instruments as may be specified by the **ASN**.
   c. Communicate official information only to the **Clerk of the Course**, the **Stewards of the Event** or the **ASN**.
   d. Prepare and sign the reports of their inspections and pass them to the **Clerk of the Course** and the **ASN** as appropriate.
   e. Attend two out of three annual **ASN Training Events** to maintain their appointment
24. The **Chief Scrutineer** (and any **Deputy**) shall remain on duty throughout an **Event**.
25. 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**.
26. The **Official Documents** for **Events** or **International Events** being run to Appendix J of the FIA's **International Sporting Code** will require the **Entrant** to have available a copy of the **Homologation Papers** appropriate to the type of **Vehicle** participating.

**Scrutineers Groups**

27. **Chief Scrutineers** can instruct **Trainee Scrutineers** to assist as part of their on-the-job training. **Scrutineers** are authorised to approve or reject **Vehicles** and can assist more senior grades at any **Event**.
28. **National Scrutineers** can take charge of **Scrutineering** at **Events** up to **National** status.
29. **International Scrutineers** can take charge of **Scrutineering** at any type of **Event** up to **International** status including FIA Championship **Events**.

**Eligibility Scrutineers**

30. Eligibility **Scrutineers** must be licensed **Scrutineers** and must always work in conjunction with the **Chief Scrutineer** or **Technical Commissioner** regarding Judgements of Fact.
31. 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**.

2025 National Competition Rules Chapter 5 PART 1 Appendix 6 Technical Commissioners and Scrutineers including Eligibility Scrutineers
32. **Eligibility Scrutineers** appointed to **International Rallies** can carry out, or request to be carried out any stripping and dismantling that may be needed.

**Environmental Scrutineers**

33. **Environmental Scrutineers’** main function is to check noise levels of all **Vehicles** (including **Safety Cars** where applicable and **Course Cars**) at **Scrutineering** and during the **Event** and report excessive levels to the **Clerk of the Course**.

34. To assist **Owners** and **Organisers** the ASN has set up an Auditing Inspectorate of Environmental Inspectors who are licensed to attend **Events** and carry out measurements in conformity with **Chapter 7**.

35. **Environmental Scrutineers** may bar **Safety Cars** where applicable and **Course Cars** from an **Event**.

36. **Organisers** shall liaise with the landowners as appropriate.

37. No **Protest** or **Appeal** can be made against the decision of an **Environmental Scrutineer**.

38. 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**.

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

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

41. The **Official Documents** for the **Event** must carry a reminder that a sound test will be carried out.

42. The minimum requirements for **Sound Meter Standards** are as follows:
   a. Type 1 or 2 Instrument (to be calibrated regularly)
   b. International Standard IEC 651
   c. British Standard BS 5969
   d. Range 70–120 dB(A)
   e. Weighting ‘A’
   f. Time Constants Fast/Slow
   g. Maximum ‘Hold’ recommended
   h. Calibrators to comply with BSEN or IEC 60942 Class 2.

**Rally Specific Provisions**

43. 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 but this must be reported to the **Clerk of the Course**.

44. Before the start of a **Rally** a **Sound Test** must be conducted in accordance with **Chapter 7** using either the 0.5m or 2.0m test as decided by the **Environmental Scrutineer**.

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

**Technical Officials**

**Qualification**

46. The organisation chart at the end of this Appendix indicates the age experience and qualifications required.

47. The minimum time may be reduced dependent upon number of **Events** attended and the 2025 National Competition Rules Chapter 5 PART 1 Appendix 6 Technical Commissioners and Scrutineers including Eligibility Scrutineers
Training

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

49. Prospective trainees (who must be over 16) and Licensed **Technical Officials** wishing to become **Eligibility Scrutineers** should contact the **Technical Department** at **ASN** 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.

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

51. All appointments are reviewed annually by the **ASN**.

52. The **ASN** may reduce the minimum requirements dependent upon the number of **Events** attended, qualifications, suitability, aptitude and geographical location.

53. 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.

54. For **Kart Scrutineers** requiring signatures for **Chief Scrutineer** status signatures must be provided by the **ASN Steward of the Event**.

Upgrading and Maintenance

55. Candidates for **Scrutineer** grade will be appointed from **Trainee Scrutineers**. Candidates will be required to submit to the **ASN** with their application all completed training modules and a CV and letters of recommendation from Licensed **Scrutineers** including a **Chief Scrutineer**.

56. The outline requirements for further upgrading are shown in the **Organisation Chart** at the end of this Appendix; full details are available from the **ASN**.

57. 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 collecting data on attendances, performance, potential, commitment, preferences and suitability for the various categories.

Trainee Scrutineer to Scrutineer

58. Applications must be 18 or over and their application must include the following:
   a. Attendance at an annual **ASN Technical Training Event**.
   b. A letter of recommendation to upgrade from their mentor / trainer.
   c. Successful completion of training modules one and two.

Scrutineer to National Scrutineer

59. Applications for upgrading must be made in writing directly to the **ASN Technical Department**.

60. Applicants must have acted as **Scrutineer** at a minimum of twenty **Events** and held a full **Scrutineer** licence for a minimum of 24 months.

2025 National Competition Rules Chapter 5 PART 1 Appendix 6 Technical Commissioners and Scrutineers including Eligibility Scrutineers
61. The relevant training module booklet must be completed.
62. Applicants must be assessed in person at two **Events** by two different **Assessor Scrutineers** appointed by the **ASN Technical Department**.

**International Scrutineer/Environmental Inspector/Technical Commissioner/Assessor Scrutineer**

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

64. The total costs for the provision of **Technical Officials** at an **Event** are 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 maximum daily expense and travel rates available from the **ASN Technical Department**.
CHAPTER 5 OFFICIALS

PART 1

APPENDIX 7

Timekeepers and Handicappers

General

1. The duties and responsibilities of all Officials are detailed in Chapter 5.
2. The relevant general provisions of Part 1 App.2 to this Chapter apply together with the specific obligations in this Appendix.
3. Timekeepers and Handicappers are appointed and licensed annually by the ASN and are subject to an annual review of their ability, experience, and record of active participation. Their appointment can be revoked at any time.
4. They must have no connection with any trader or manufacturer who might benefit in any way from the result of any Competition at which they officiate.
5. Timekeepers can only officiate in accordance with their appointed grade and using appropriate certified equipment and procedures relevant to a particular Event.
6. The Chief Timekeeper is responsible for the appointment and conditions of appointment of timekeeping staff and may employ other suitably experienced assistants.
7. 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.
8. The minimum permitted grade of Timekeeper in charge at any Event is given in Part 1 Appendix 18 Chart 5.

Handicapper

9. A Handicapper is a person licensed by the ASN responsible for the assessment of Handicaps to be applied to a Competition.
10. After entries have closed, the Handicapper shall prepare the Handicaps in accordance with the Official Documents which must state if any Handicap is to be varied following a performance made in a previous Competition at the same Event.
11. In the case of a Handicap race where the Handicap is applied at the start, the starter must be a Timekeeper.

Timekeepers

12. Timekeepers must be capable of meeting the requirements of their grade.
13. The ASN reserves the right to revoke an appointment at any time (Part 1 Appendix 18 Chart 5).
14. Initial application for appointment must be made on the Officials’ Licence Application Form available from the ASN accompanied where appropriate by a recommendation from the Club or Timekeeper for whom the applicant has carried out duties.

Newly appointed Timekeepers must commence at a Trainee grade however a higher-grade appointment may be given to suitably qualified applicants at the discretion of the ASN.
15. For persons with no previous experience or recommendation their application must be forwarded to the ASN who will arrange a training programme with a suitable mentor.

16. Each Trainee will be provided with a Timekeeper Training Log Book.

**Upgrading**

17. 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.

18. Specific upgrading requirements are available from the ASN.

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

**Licence Grades Race**

20. International Race: may take charge at all Race Events.

21. National Race: may take charge of all Race Events up to and including National status.

22. Timekeeper Race: under the direction of the Chief Timekeeper may carry out the duties required to time the Competitors at Race Events.

**Kart**

23. International Kart: may take charge at all Kart Race Events

24. National Kart: may take charge at all Kart Race Events up to and including National status.

25. Timekeeper Kart: may take charge at all Kart Race Events up to and including Interclub status.

**Speed**

26. International Speed: may take charge at all Speed Events and World Record attempts.

27. National Speed: may take charge at all Speed Events up to and including National and National Record attempts.

28. Timekeeper Speed: may take charge at Clubman Speed Events.

**Rally**

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

30. National Rally: may take charge at all Rallies up to and including National status

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

**Assistant/Trainee**

32. Assistants shall be competent in at least one recognised Timekeeping function. Trainees are in training to become Timekeepers.

**Timekeeping Officials’ Expenses**

33. The total cost of the provision of Timekeeping services is a matter for agreement between the Organising Club and the Chief Timekeeper or Official in charge of the Timekeeping team.

**Duties of Timekeepers**

34. The principal duties of Timekeepers are to:

2025 National Competition Rules Chapter 5 PART 1 Appendix 7 Timekeepers and Handicappers
a. Report personally to the Chief Timekeeper at the start of an Event.
b. Use appropriate certified equipment for the type and status of Event and for the authenticity of the Results produced.
c. 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.
d. Send their original time records to the Clerk of the Course, the Stewards of the Event or the ASN if requested.
e. Communicate any times or results only to the Clerk of the Course, the Stewards of the Event or in accordance with their instructions.
f. Prepare and sign a report relating to timing and send it with all necessary supporting documents to the Clerk of the Course (or to the ASN in the case of a record attempt).
g. Act as Judge of Fact in respect of timing matters at Race and Speed Events.

35. If there is no appointed Chief Timekeeper at Kart Race Events the Chief Lap Scorer will be a Judge of Fact in respect of laps completed and finishing order.

At Speed Events unless appointed as the Course Controller Timekeepers must NOT accept responsibility for ensuring the Course is clear so as to permit the next Competitor to start.

36. The Timekeeper shall notify the Course Controller when the Timekeeper is ready for the next Competitor.

Timing Requirements
37. Except as provided by specific NCR times recorded using manually operated equipment should be rounded to the nearest 0.1 of a second.
38. The accuracy of automatically operated equipment will be as classified.
39. Where times are not to be published speeds should be given to the nearest mile per hour and no minimum standard of equipment applies.
40. 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.

Standing Start Speed Events:
41. For Hill Climbs and Sprints timing shall be in accordance with the provisions of Chapters 14 and 15.
42. 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.
43. Where timing is actuated by a light beam only Vehicles fitted with a timing strut will have their times recorded (Chapter 14)
44. For Speed Events (except Drag Races) the light beams must be set parallel to and between 28cm and 43cm 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 Vehicle that will break the beam is 10cm behind it.
45. For Speed Events (except Drag Races) the Course Clear/Closed signal must be separated from any other Signal.
46. Should the Competitor react to the timing system too quickly and drive away from the starting line before the green “go” signal then a foul start has occurred and when no time will be recorded and the Competitor may be Disqualified (red light start).
47. 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.

48. For Drag Racing two separate performances are monitored for each run, the elapsed time and the speed. On an elapsed time run the Vehicle first leaves the starting line connecting the beam which activates the electronic timer. As the Vehicle continues through the course the timer records the elapsed seconds and fractions of seconds until the Vehicle breaks the finish line beam and stops the timer. Top speed is determined by the Vehicle breaking one additional light beam at the Finish Line.

Alignment Lights

49. 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

50. The start timing should be synchronised with the starting Signal and not activated by a light beam.

Rallying Events

51. Where times are recorded to the minute a timepiece with an accuracy validated against GMT/BST Time is permitted (Chapter 13).

Timing Equipment

52. All timing equipment used at any ASN Permit Event must have a licence plate attached and proof of current certification must always be available (except for Interclub or Clubman non-Speed Event competitions when this requirement only applies if specifically detailed in the discipline Specific Regulations). Part 1 Appendix 18 Chart 2 identifies which Events require certified timing equipment.

53. For Stage Rallies the Chief Timekeeper must provide the ASN Steward (or send to the ASN within seven days) a standard report form listing the certificate numbers, serial numbers and names of the suppliers of the clocks being used.

54. Any Laser equipment must have ASN approval before use.

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

Timing Equipment – Classification and Certification

56. It is mandatory for all timing equipment used to establish and publish times at ASN Permit Events to be of a type which has a current ASN Certificate of Approval for Use and to be tested and certified in accordance with Part 1 Appendix 18 Chart 6.

57. Detailed specifications for all classes of approved equipment are available from the ASN Technical Department or any member of the ASN Equipment Test Panel with whom new purchasers or builders of equipment are advised to make contact. Specifications detailing the use of laser equipment are available from the ASN Technical Office.

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

59. **ASN Certificates of Accuracy** will only be issued to custodians of equipment irrespective of ownership.

60. The **ASN Test Panel** for class E/A E E/B E/C F and R equipment is maintained by the **ASN Technical Office** and details of the current panel are available on request.
CHAPTER 5 OFFICIALS

PART 1

APPENDIX 8

Driving Standards Observers

Race (Chapter 12)

1. The Organisers or the ASN can appoint ASN-Licensed Driving Standards Observers to monitor driving standards at all grades of Race Events.

2. Any ASN-Licensed Race Clerk of the Course is automatically considered an ASN-Licensed Driving Standards Observer.

3. 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.

4. 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.
CHAPTER 5 OFFICIALS

PART 1

APPENDIX 9

Radio Coordinators and Radio Controllers

1. The duties and responsibilities of all Event Officials including Marshals are detailed in Chapter 5.
2. The relevant general provisions of Part 1 App.2 to this Chapter apply together with the specific obligations in this Appendix.

Radio Coordinators

3. The ASN appoints Radio Coordinators for assistance in the administration of the ASN Safety and Medical Frequency.
4. Radio Coordinators must hold lists of approved Radio Controllers within their respective groups.
5. Details of the radio procedure to be used for this frequency are available from the ASN.
6. Motor Clubs should consult where appropriate with these Coordinators over operational procedures and administrative matters.

Radio Controller

Probationary Qualification

7. Applicants must be 18 years of age and over, ASN registered Rally Marshals at a minimum of Grade 3 Rally (Sector/Senior Stage) Marshal level and have attended:
   a. For Single Venue grade: at least five Single Venue Rallies as a radio operator.
   b. 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

8. Applicants must:
   a. Liaise with the ASN Radio Co-ordinator regarding initial training requirements.
   b. Hold a Probationary Controller Licence.
   c. Collect signatures from active ASN-Licensed Radio Controllers and Event Clerks of the Course, as validation of undertaking the following duties (one set of signatures is required per Event):
      i. Sitting and observing in Event control during three Events.
      ii. Assisting in controlling three Events.
      iii. Being involved in the pre-Event organisation of three Events.
   d. Attend at least one out of three consecutive ASN Training Events to which they are invited.
   e. Complete all the required tasks referred to in the relevant Probationary ASN 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
9. For applicants upgrading to a Multi-Venue Radio Controllers Licence, Arts.8.c.i., ii. and iii. above must be completed at Multi-Venue Rallies.

Radio Controller Qualification
10. Applications may be received from Probationary Radio Controllers who have satisfied the requirements of Art.8 above.
11. Applications must be accompanied by a letter of endorsement from an ASN Radio Co-ordinator.

Maintenance Criteria
12. To maintain their grade Controllers must apply annually to re-Licence and provide evidence as below:
   a. Attend at least one out of three consecutive ASN Specialist Training Events to which they are invited and;
   b. Gain a minimum of three signatures from Clerks of the Course annually to verify continued activity as a Controller. Alternatively the ASN may in its discretion accept an ASN Radio Co-ordinator’s signature to support re-licensing.
13. Failure to produce evidence of the maintenance criteria may result in a review of the grade issued.
CHAPTER 5 OFFICIALS

PART 1

APPENDIX 10

Rescue and Rally Recovery Officials

1. The duties and responsibilities of all Officials are detailed in Chapter 5.
2. The relevant general provisions of Part 1 App.2 to this Chapter apply together with the specific obligations in this Appendix.

Rescue and Recovery

3. Licence requirements:

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Acceptance for Training</th>
<th>Trainee Period &amp; Requirements</th>
<th>Licence Acceptance</th>
<th>Maintenance of Licence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rescue</td>
<td>Race/Trackside/Stage Rally experience</td>
<td>Hold a Trainee Licence, complete modular training programme detailed on the training record card, with signatures</td>
<td>Attend Approved ASN Rescue Licence Assessment. Demonstrate to assessors full familiarity and competence in the operation of all equipment and identification and preparation of medical equipment</td>
<td>Attend and pass 3 yearly Assessments. Satisfy ASN registered assessor that training attendances as per Chapter 10 have been completed between assessments</td>
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<td></td>
<td>Attend one approved Marshal training day including fire training and radio procedure training</td>
<td>Collect 10 signatures from an Instructor or Crew Chief for attendance at: 8 Race, Rally or Speed Events with at least 3 from each of two of these disciplines 2 Training Days all 10 within 2 years</td>
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<td></td>
<td>Possession of a valid First Aid Certificate is recommended</td>
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<td></td>
<td>Gain endorsement of Crew Chief on existing Rescue Unit</td>
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<td></td>
<td>Minimum age 18</td>
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<tr>
<td>Rally/Cross Country Recovery</td>
<td>Gain endorsement of Crew Chief on existing Recovery Unit</td>
<td>Hold a Trainee Licence Collect 6 signatures from Crew Chief or Rally Official and attend two approved recovery training days, all within 2 years</td>
<td>Attend Approved ASN Recovery Licence Assessment. Demonstrate to assessors full familiarity and competence in the operation of all equipment</td>
<td>Attend and pass 3 yearly Assessments. Satisfy ASN registered assessor that training attendances as per Chapter 10 have been completed between assessments</td>
</tr>
<tr>
<td></td>
<td>Attend one approved Rally Training day including radio procedure and fire training within two years of application</td>
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<td></td>
<td>Minimum age 17</td>
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</table>
CHAPTER 5 OFFICIALS

PART 1

APPENDIX 11

Emergency and Medical Officials

1. The duties and responsibilities of all Officials are detailed in Chapter 5.
2. The relevant general provisions of App.2 to this Chapter apply together with the specific obligations in this Appendix.

Medical Arrangements

3. All Doctors attending motor sport Events 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.
4. 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.
5. Doctors must be aware that they are expected to provide themselves with the equipment the see necessary for the proper performance of their duties.
6. It is recommended that Doctors should wear readily identifiable (preferably red) protective overalls or tabards. The backs should display the word Doctor.
7. Full details of equipment required and duties of Medical personnel are given in Chapter 10.
8. 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 (Chapter 3).

Emergency and Medical Officials

9. For specific requirements for units and equipment please refer to Chapter 11.

Doctors

10. To be ASN licensed, applicants must be currently registered with the General Medical Council (GMC) and in possession of adequate valid malpractice insurance.
11. Anyone who ceases to be GMC-registered will be removed from the register.
12. All Doctors attending motor sport Events as medical officers must be in possession of a valid Licence to practice and be members of a recognised medical defence organisation and covered by insurance. These insurance requirements will normally be provided under the ASN Master Insurance Policies.
13. Doctors must ‘sign-on’ and where appropriate produce their ASN Doctor Registration card at any Event at which they are officiating. They are under the control of the Clerk of the Course at all times.

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

15. A Paramedic (registered with the Health and Care Professions Council – HCPC) attending a motor sport meeting under a commercial contract between the Event Organisers and the Paramedics employers will be considered as being an ASN registered Paramedic for the duration of that specific Event.

16. To be ASN licensed, applicants must be currently in possession of a valid licence to practice and of adequate valid medical malpractice insurance.

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

18. Professional Indemnity insurance is required by Eligible Paramedics and Registered Nurses in accordance with Art.22 below. These insurance requirements will normally be provided under the ASN Master Insurance Policies.

19. Paramedics must ‘sign-on’ and where appropriate (Chapter 11) produce their ASN Paramedic Registration card at any Event at which they are officiating.

20. Paramedics are under the control of the Clerk of the Course at all times.

21. An ASN accident form must be completed for each incident treated.

Professional Indemnity Insurance

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

23. Registered Nurses – A qualified nurse registered with the Nursing and Midwifery Council.

24. Medical Assistants – A person holding a Care Certificate or relevant NCFE CACHE Qualifications and at a Permitted Event working under the direct supervision of a qualified healthcare specialist such as Doctor or Paramedic or Registered Nurse.
CHAPTER 5 OFFICIALS

PART 1

APPENDIX 12

Safety Delegates

1. The relevant general provisions of Part 1 App.2 to this Chapter apply together with the specific obligations in this Appendix.

2. The role of the ASN Safety Delegate is to assess the effectiveness of safety measures aimed at keeping the public, Volunteers and competing crews safe. The Safety Delegate is an experienced person provided as a check and balance on safety; they will provide support and advice to help in ensuring the safe planning and management of an Event.

3. The Safety Delegate role has four specific parts:
   1. Input into an Event at planning stage – Organisers should contact their Safety Delegate in the early stages of the Event planning process to agree input;
   2. Visiting each Stage usually on the day prior to the Event (with the Spectator Safety Officer, Event Safety Officer or other Senior Official) to confirm set-up plans and overview safety planning proposals;
   3. Travelling around the Special Stages during the Event - in a safety car to a schedule agreed with the Organiser (and may travel with the Spectator Safety Officer);
   4. Taking part in post-event debrief – including a written report to the ASN that will be made available to the Organiser of the Event. The Safety Delegate should provide the Organiser with a draft copy of this for comment prior to it being sent to the ASN.

4. The Safety Delegate also has specific regulatory powers. The Safety Delegate will exercise these powers if absolutely required on the Event. They will require a radio which has the capability to talk to both Rally Control and through Radio Control to the Stages. A poor report from the Safety Delegate would be expected to result in changes to the Event or potentially to a permit not being approved for that Event the following year.

5. Subject to Art.6 below, in the case of Force Majeure or for safety reasons the Safety Delegate may instruct the Clerk of the Course to postpone, abandon or stop an Event or part of an Event. Any such instruction must be formally recorded and must be copied to the ASN. 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.

6. The Stewards of an Event should so far as in their ability to do so prevent unnecessary danger and the ASN Steward has overriding authority in matters of safety save where the ASN has appointed a Safety Delegate, in which case the Safety Delegate shall have overriding authority in matters of safety.
CHAPTER 5 OFFICIALS

PART 1

APPENDIX 13

Safety Car Crew (Rally)
1. The duties and responsibilities of all Officials are detailed in Chapter 5.
2. The relevant general provisions of Part 1 App.2 to this Chapter apply together with the specific obligations in this Appendix.

Role & Responsibilities
3. The primary function of the Safety Cars on an Event is to check the course for route and safety information and to provide this information to Rally Control.
4. All Safety Cars whether Spectator Safety, Intermediate Safety, 000, 00 or Sweeper Cars will be referred to as Safety Cars.
5. Further detailed responsibilities are contained within the Stage Rally Safety Requirements AND Annex I of that document.
CHAPTER 5 OFFICIALS

PART 1

APPENDIX 14

Liaison Officers
1. The duties and responsibilities of all Officials are detailed in Chapter 5.
2. The relevant general provisions of Part 1 App.2 to this Chapter apply together with the specific obligations in this Appendix.
3. This Appendix covers:
   - Forestry Liaison Officers
   - Route Liaison Officers
   - Ministry of Defence Liaison Officers

Forestry Liaison Officers
4. The ASN has appointed Forestry Liaison Officers (FLOs) to each Forest District to provide a liaison between Organising Clubs, ASN and Natural Resources Wales, Forestry and Land Scotland and Forestry England or their nominated representatives (‘the Forestry bodies’).
5. The FLOs and the areas for which they are responsible are listed in Chapter 1 App.6.
6. The detailed Regulations regarding the arrangements for the authorisation of Events seeking use of the Enterprise’s land are available from the ASN.
7. Clubs who are seeking use MUST NOT make direct contact with the Forestry bodies but MUST channel their enquiries through the appropriate FLO who will give guidance as to likely availability and problems on the use of specific forests.

Route Liaison Officers
8. Integral with the ASN’s authorisation of motor Rallies under the relevant statutory legislation 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 as well as mandatory liaison with a variety of Local Authorities.
9. The ASN is accountable to Government departments responsible for the enforcement of the Regulations and to the public who may be affected by the Event and who have the right to object directly to the ASN or to relevant Local Authorities.
10. For the above reasons the ASN appoints a Route Liaison Officer (RLO) to each of the relevant Local Authorities.
11. RLOs undertake duties on behalf of the ASN Competition Authorisation Office (CAO) and are Officials of the ASN for this purpose.
12. RLOs must act impartially with all Organisers.
13. The RLOs and the areas for which they are responsible are listed in Chapter 1 App.6.

MoD Liaison Officers
14. The ASN has appointed MoD Liaison Officers (‘MLOs’) to each Regional Association area to provide a liaison between Organising Clubs and the ASN and the MoD and its various departments.

15. The MLOs and the areas for which they responsible are listed on the ASN website.

16. The MLO will engage with the MoD and its agents as a single point of contact for Events in order to improve communication and to provide guidance and information to assist Clubs using MoD land.
CHAPTER 5 OFFICIALS

PART 1

APPENDIX 15

Club Safeguarding Officer

The Safeguarding Officer is the first point of contact for all safeguarding enquiries within your Club. This role helps to ensure that the welfare of all children, young people, and adults at risk is promoted in the Club’s activities. They should develop a positive culture that encourages both children and adults to share any concerns they have and be confident that they will be listened to. It is mandatory to have a Safeguarding Officer within your Club.

Responsibilities and Duties

It is the role of the safeguarding officer to promote the welfare of all Club members. This can include:

- Ensuring you are familiar with the ASN Safeguarding Policies, procedures, and guidance.
- Actively maintain and promote Club Safeguarding Policies.
- Ensuring that you (or a nominated other) are in attendance and/or contactable at all Events.
- Be the first point of contact for Club members if they have an issue or concern regarding someone’s welfare.
- Being aware of resources that can help support Club members.
- Undergo safeguarding training when requested by the ASN.

One of the main responsibilities of a Safeguarding Officer is managing incidents concerning the welfare of children and adults at risk. This can involve:

- Reporting safeguarding concerns to the ASN Safeguarding Team within 24 hours of becoming aware or notified.
- Maintaining accurate records of safeguarding incidents.
- Promoting and ensuring that confidentiality is maintained.
- Sharing information on a need-to-know basis.
- Liaising with statutory authorities as required/requested.

As a participating member of motorsport, they should uphold the values of the Race With Respect Code.

Skills and Qualities

A Safeguarding Officer should:

- Demonstrate good communication skills.
- Demonstrate a knowledge of equality and diversity issues.
- Actively display and encourage the behaviours expected in the Race with Respect Code of Conduct.
- Maintain a professional boundary with children, young people, and adults at risk.
- Be approachable and friendly.
- Have knowledge of safeguarding resources and legislation.
- Be willing to learn about safeguarding.
- Have ability to handle emotionally distressing matters and/or seek support if required.
- Have administration and systems (records) management skills.
CHAPTER 5 OFFICIALS

APPENDIX 16

ASN Trainers

1. The duties and responsibilities of all Event Officials including Marshals are detailed in Chapter 5.

2. The relevant general provisions of Part 1 App.2 to this Chapter apply together with the specific obligations in this Appendix.

Trainers

3. Trainers are responsible for the delivery of approved training material at training events. This training may be for Volunteers and / or Officials.

4. They will liaise with the ASN on training matters and may design and deliver additional training materials based on the ASN Officials documentation.

5. They are responsible for collecting and collating feedback from participants and providing the collated Results to the ASN.

6. They will provide signatures and where appropriate comments on a Marshals Personal Record Card.

7. They may undertake the role of Training Coordinator if no other person is appointed to this role.

8. Responsible for organising training events for a Club or Regional Association.

9. They will take on budgetary and administrative responsibilities including but not limited to managing registrations, attendance records and issuing / collating feedback forms / comments

10. They will maintain training records for the purpose of upgrades and provide such information to the ASN when required.
CHAPTER 5 OFFICIALS

PART 1

APPENDIX 17

Officiel d'Honneur

1. ASN appointed Officials who have completed their active service to motor sport may be invited by the ASN to become an 'Officiel d'Honneur'.

2. Such an appointment by the ASN may entitle the person concerned to certain privileges and the ASN may call on their experience to provide advice.
### Chart 1

<table>
<thead>
<tr>
<th>Event Status</th>
<th>Race</th>
<th>Kart</th>
<th>Speed incl. Records</th>
<th>Stage Rally</th>
</tr>
</thead>
<tbody>
<tr>
<td>International</td>
<td><strong>International Race</strong></td>
<td><strong>International Kart</strong></td>
<td><strong>International Speed</strong></td>
<td><strong>International Rally</strong></td>
</tr>
<tr>
<td>National</td>
<td>National Race Timekeeper</td>
<td>Timekeeper Kart National</td>
<td>National Speed Timekeeper</td>
<td>National Rally Timekeeper</td>
</tr>
<tr>
<td>Interclub</td>
<td>National Race Timekeeper</td>
<td>Timekeeper Kart</td>
<td>National Speed Timekeeper</td>
<td>*National Rally Timekeeper</td>
</tr>
<tr>
<td>Clubman</td>
<td>National Race Timekeeper</td>
<td>Timekeeper Kart</td>
<td>Timekeeper Speed Timekeeper</td>
<td>*National Rally Timekeeper</td>
</tr>
</tbody>
</table>

* Includes Timekeepers proposed by Regional Associations and approved by the ASN 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.

** Where an International Event has no National content, an International Timekeeper Licenced by an ASN may be appointed.

### Chart 2

#### REQUIREMENT FOR EVENTS TO HAVE CERTIFIED TIMING EQUIPMENT

<table>
<thead>
<tr>
<th>Motorsport Discipline</th>
<th>Event Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AUTOTEST/ Solo</strong></td>
<td>CLUBMAN</td>
</tr>
<tr>
<td><strong>ALL TRIALS</strong></td>
<td>NO</td>
</tr>
<tr>
<td><strong>NAVIGATION RALLY</strong></td>
<td>NO (unless sections timed to less than one minute)</td>
</tr>
<tr>
<td><strong>ROAD RALLY</strong> (incl. Targa, Historic &amp; Endurance)</td>
<td>NO (unless sections timed to less than one minute)</td>
</tr>
<tr>
<td><strong>SAFARI TIME TRIAL, TEAM RECOVERIES, CHALLENGE EVENTS</strong></td>
<td>NO (unless timed to less than one minute)</td>
</tr>
<tr>
<td><strong>HILL RALLIES</strong></td>
<td>NO (unless timed to less than one minute)</td>
</tr>
<tr>
<td><strong>CLUBCROSS</strong></td>
<td>NO</td>
</tr>
<tr>
<td><strong>AUTOCROSS</strong></td>
<td>NO</td>
</tr>
<tr>
<td><strong>HILL CLIMBS/ SPRINTS</strong></td>
<td>YES</td>
</tr>
<tr>
<td><strong>DRAG RACE</strong></td>
<td>YES</td>
</tr>
<tr>
<td><strong>RALLYCROSS</strong></td>
<td>YES</td>
</tr>
<tr>
<td><strong>STAGE RALLY</strong></td>
<td>YES</td>
</tr>
<tr>
<td><strong>KART RACE</strong></td>
<td>YES (unless lap scoring only)</td>
</tr>
<tr>
<td><strong>CIRCUIT RACE</strong></td>
<td>YES</td>
</tr>
</tbody>
</table>
## Chart 3

**CHART OF MINIMUM ACCEPTABLE CLERK OF THE COURSE LICENCE REQUIRED**

<table>
<thead>
<tr>
<th>Motorsport Discipline</th>
<th>Event Status</th>
<th>Event Status</th>
<th>Event Status</th>
<th>Event Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAFARI HILL RALLY</td>
<td>N/A</td>
<td>N/A</td>
<td>CROSS COUNTRY National or International</td>
<td>CROSS COUNTRY National or International</td>
</tr>
<tr>
<td>HILL CLIMB SPRINTS DRAG</td>
<td>N/A</td>
<td>SPEED National or International</td>
<td>SPEED National or International</td>
<td>SPEED International</td>
</tr>
<tr>
<td>RALLYCROSS</td>
<td>N/A</td>
<td>RALLYCROSS National or International</td>
<td>RALLYCROSS National or International</td>
<td>RALLYCROSS International (1)</td>
</tr>
<tr>
<td>STAGE RALLY (Multi-Venue)</td>
<td>N/A</td>
<td>STAGE RALLY National or International</td>
<td>STAGE RALLY National or International</td>
<td>STAGE RALLY International</td>
</tr>
<tr>
<td>STAGE RALLY (Single-Venue)</td>
<td>N/A</td>
<td>STAGE RALLY National (SVSR Only) (3)</td>
<td>STAGE RALLY National (SVSR Only) (3)</td>
<td>STAGE RALLY International</td>
</tr>
<tr>
<td>RACE</td>
<td>N/A</td>
<td>RACE National or International</td>
<td>RACE National or International</td>
<td>RACE International</td>
</tr>
<tr>
<td>KART</td>
<td>KART National or International</td>
<td>KART National or International</td>
<td>KART National or International</td>
<td>KART International</td>
</tr>
<tr>
<td>KART ENDURANCE</td>
<td>KART Endurance (2)</td>
<td>KART Endurance (2)</td>
<td>KART Endurance (2)</td>
<td>KART Endurance (2)</td>
</tr>
</tbody>
</table>

(1) A higher grade licence is valid for lower permit events of the same discipline.
(2) Only a KART Endurance Clerk may take charge of a Kart Endurance Event.
(3) The unrestricted National or the International Stage Rally Clerk of the Course licence is also valid.

## Chart 4

**CHART OF TECHNICAL OFFICIALS**

- International Scrutineer
- National Scrutineer
- Technical Commissioner
- Eligibility Scrutineer
- Scrutineer
- Trainee Scrutineer
- Environmental Scrutineer
- Environmental Inspector
- ASN appointment
- Minimum age 18
Chart 5

MOTORSPORT UK TIMEKEEPER GRADING STRUCTURE

INTERNATIONAL TIMEKEEPER

ASN Appointment

NATIONAL TIMEKEEPER

TIMEKEEPER

HANDICAPPER

ASSISTANT TIMEKEEPER

TRAINEE TIMEKEEPER (Initial Appointment)

Chart 6

CHART OF TIMING EQUIPMENT CLASSIFICATION

Timing Equipment is classified as follows:

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

*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.
CHAPTER 5 OFFICIALS

PART 2

APPENDIX 1

Event Secretary

1. The duties and responsibilities of all Event Officials including Marshals are detailed in Chapter 5.
2. The relevant general provisions of Part 1 App. 2 to this chapter apply together with the specific obligations in this Appendix.
3. The Event Secretary is responsible for all materials and notices required for the organisation of the Event. This documentation may be created by other persons responsible to the Organisers and includes all paperwork pertinent to the Event including acceptance of entries, allocation of Competition numbers, collation of signing-on declarations, Licence examinations where applicable and the submission of items required to be sent to the ASN Steward and / or the ASN after the Event.
4. The Organisers may appoint one or more deputies to assist the Event Secretary.
5. The Event Secretary must be present through Practice / qualifying and the Competition to assist in the correct running of the Event.
6. The Event Secretary must maintain a list of novice Competitors.
7. Competitors who fail to produce the necessary documents to prove their eligibility to take part in an Event must be reported by the Event Secretary to the Steward(s).
8. The Event Secretary and any Deputies shall:
   a. Have access to a current edition of the applicable NCR (with amendments if any).
   b. Post on the Official Notice Board (whether physical or digital) all Permits, bulletins, authorisations, penalties or other decisions, times, grids and Results and all of which are Official Documents.
   c. Ensure all results, bulletins, decisions and communications are signed, timed and dated by the Clerk of the Course and / or Steward(s) at the point of issue.
   d. Be responsible for receiving any Protests or Appeals from Competitors noting time of receipt. Thereafter they shall refer any Protests to the Clerk of the Course and any Appeals to the Steward(s).
   e. Ensure that the relevant Competitor signs and the Event Secretary must pass to the relevant Judicial Official the necessary Undertaking to pay the relevant Fee or any Fine imposed by the Judicial Officials.
   f. Ensure that publicity for the Event is arranged in compliance with Chapter 3 so that the general public are aware of the Event.
   g. Liaise with the Chief Timekeeper and Clerk of the Course to confirm the proposed timetable for the Event.
   h. Ensure the ASN Steward, media services and connected parties are made aware of an Event cancellation.
9. All Official Documents issued for an Event by the Event Secretary must contain information required by Chapter 3.
CHAPTER 5 OFFICIALS

PART 2

APPENDIX 2

Event Stewards

1. The duties and responsibilities of all Event Officials including Marshals are detailed in Chapter 5.

2. The relevant general provisions of Part 1 App.2 to this Chapter apply together with the specific obligations in this Appendix.

3. The Club / Event appoints the Event Steward who will either work as part of a panel of 3 with the ASN Steward or on their own.

4. Chapter 5 Part 1 App. 4 also applies
CHAPTER 5 OFFICIALS

APPENDIX 3

Chief Marshals
1. The duties and responsibilities of all Event Officials including Marshals are detailed in Chapter 5.
2. The relevant general provisions of Part 1 App.2 to this Chapter apply together with the specific obligations in this Appendix.
3. A Chief Marshal will be appointed either by a Club or by Event Organisers.
4. A Chief Marshal may be responsible for the Marshals and other Event Officials within their Club or at a specific Event.
5. The Chief Marshal will liaise with the Clerk of the Course, ASN or Event Steward and, where appointed, the ASN Safety Delegate to confirm adequate numbers of Marshals and make changes if required.

Club Chief Marshal
6. For the Club they are responsible for keeping records of Club members who are available for marshalling and arranging for their attendance at Events where marshalling assistance has been requested.

Event Chief Marshal
7. For an Event they are responsible for:
   a. the allocation of sufficient and competent Marshals to comply with Official Documents and any specific Venue requirements.
   b. Maintenance of the relevant and necessary contact information of Marshals signing on at the Event
CHAPTER 5 OFFICIALS

PART 2

APPENDIX 4

Championship Coordinators
1. The duties and responsibilities of all Event Officials including Marshals are detailed in Chapter 5.
2. The relevant general provisions of Part 1 App.2 to this Chapter apply together with the specific obligations in this Appendix.
3. Chapter 4 applies to Championships.
4. A Championship Coordinator is a person who has any administrative function in connection with a Championship regardless of whether their title is 'Coordinator' or 'Administrator' or some other construct.
5. A Championship Coordinator is responsible for liaison between the Championship Organiser, the Event Organiser, the Competitors, and the Championship Stewards as well as for the distribution of all relevant information pursuant to the published Championship Regulations.
6. The Championship Coordinator may liaise with the Event Secretary or any other relevant Official over any relevant matters.
7. A Championship Coordinator may only issue Championship Bulletins with the approval of the Championship Organiser. A Championship Coordinator when present at a Championship Event must sign on and remain at the Event until the conclusion of all relevant Championship matters.
8. The Championship Coordinator has no Judicial function whatsoever and may not impose any sanction or penalty nor take any form of Judicial or quasi-Judicial action in connection with the Championship or any Registered Competitor.
9. The Championship Coordinator may request the Championship Stewards to conduct an investigation and hold a Hearing (in conformity with Chapter 2) in respect of any alleged breach of the Championship Regulations. If requested to do so by the Championship Stewards the Coordinator may assist with the administrative elements only of such an investigation or Hearing.
10. The Championship Coordinator as an independent person responsible for the fair administration of a Championship for the benefit of all Championship Competitors must not be connected in any way to anyEntrant or Competitor in the Championship or Sponsor of the Championship. Thus the Coordinator cannot enter a Competitor or any Vehicle in the Championship nor undertake any preparation of any Vehicle competing in the Championship nor maintenance of such a Vehicle while at an Event.

2025 National Competition Rules Chapter 5 PART 2 Appendix 4 Championship Coordinator
CHAPTER 5 OFFICIALS

PART 2

APPENDIX 5

Mentors and Assessors
1. The duties and responsibilities of all Event Officials including Marshals are detailed in Chapter 5.
2. The relevant general provisions of Part 2 App.2 to this Chapter apply together with the specific obligations in this Appendix.

Mentor
3. An Officials’ Mentor will provide guidance, advice, feedback, and support to the Mentee using a range of techniques.
4. They should make contact regularly to provide support as the Mentee progresses through their motorsport journey.

Assessor
5. An Officials Assessor will ensure that the competence and / or knowledge demonstrated meets the required standards.
6. They are required to assess candidates / Mentees at events performing duties, and question candidates / Mentees about how they would deal with standard and non-standard situations.
7. Provide feedback and suggest future actions.
8. Complete the relevant ASN Assessment paperwork and provide to the ASN.
Driving Standards Observers (non-Race)

1. The duties and responsibilities of all Event Officials including Marshals are detailed in Chapter 5.
2. The relevant general provisions of Part 1 App.2 to this Chapter apply together the specific obligations in this Appendix.
3. The Organisers of non-Race Events can appoint Driving Standards Observers who are not Licenced by the ASN to monitor driving standards at all grades of non-Race Events.
4. The names of the Driving Standards Observers must either be given in the Final Instructions or posted on the Official Notice Board not less than 30 minutes before the first Competitor starts the Event.
5. All Driving Standards Observers shall provide a full written report on any adverse driving standards to the Clerk of the Course as soon as possible after the incident is observed.