

If you have any questions or need help filling in this form, please call Membership Services on **01753 765050**. All calls to and from Motorsport UK are recorded for training and monitoring purposes.

Please write in **BLOCK CAPITALS**

Did you know that by registering as a Motorsport UK Official you gain access to Membership Benefits? Once you have registered, the benefits can be accessed at www.motorsportuk.org/membership

Any existing Motorsport UK Licence Number (if known): _____

SECTION 1A - Your details

Surname _____

First name(s) _____

Address _____

Postcode _____ Date of Birth ____ / ____ / ____

Phone number _____ Mobile _____

Email address _____

PLEASE ATTACH A PASSPORT STYLE PHOTOGRAPH HERE (WRITE YOUR NAME AND DATE OF BIRTH ON ITS REVERSE IN CASE OF SEPARATION).

Gender	✓
Female	<input type="checkbox"/>
Male	<input type="checkbox"/>
Non-binary or Gender Fluid	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Ethnicity	✓
Asian/Asian British	<input type="checkbox"/>
Black/African/Caribbean/Black British	<input type="checkbox"/>
Mixed/Multiple ethnic groups	<input type="checkbox"/>
White	<input type="checkbox"/>
Other ethnic group	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Disability

Do you consider yourself to have a disability or long term condition?

YES **NO**

SECTION 1B - Emergency Contact (Please complete ALL fields)

Full name _____

Phone number _____ Email address _____

Address _____

Postcode _____

SECTION 2 - Your registration details

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

CLERK OF THE COURSE

- Clerk of the Course Assistant (Kart)*
- Clerk of the Course Assistant (Cross Country)
- Clerk of the Course Assistant (Race)
- Clerk of the Course Assistant (Rallycross)
- Clerk of the Course Assistant (Speed)
- Clerk of the Course Assistant (Stage Rally)

MEDICAL

- Registered Doctor
- Registered Doctor (S)
- Registered Paramedic
- Registered Nurse
- Registered Medical Assistant
- Ambulance Crew
- Observer - Medical
- Observer - Doctor
- Chief Medical Officer (Motorsport UK Appointment Only)
- GMC / HCPC / NMC No.

OTHER

- ARKS Club Examiner
- Driving Standards Observer (Race)
- Radio Controller Probationary
- Trainee Steward
- Training Coordinator
- Motorsport UK Trainer
- Route Liaison Officer (Motorsport UK appointment only)
- Safety Car Crew
- Ministry of Defence Liaison Officer (Motorsport UK appointment only)

RESCUE & RECOVERY

- Rescue Trainee*
- Recovery Trainee*

SCRUTINEER

- Environmental Scrutineer Trainee
- Scrutineer Car Trainee
- Scrutineer Kart Trainee*

TIMEKEEPER

- Timekeeper Trainee - Discipline Required:

SECTION 3 - Declaration and your signature - To be completed by ALL applicants

1. I will abide by and respect and uphold the ASN Regulations and Policies and Guidelines and not do anything that could damage the reputation of or have any negative effect on the ASN or motorsport generally. I understand that if I do so the ASN may take disciplinary action against me and/or suspend or remove my Licence privileges.
 2. I understand that motorsport can be dangerous and accidents causing death, bodily injury and property damage can and do happen.
 3. I am not aware of any disclosable medical or other reason that renders me unfit to hold a Licence and will not exercise the privileges of this Licence if I am so aware and will disclose any that arise during the term of the Licence.
 4. I understand and agree that the ASN needs to collect and process the personal information about me which is contained in this Application in order to issue my Licence and to perform its obligations under the National Competition Rules. I also understand and agree that the ASN would like to and may use such information for other purposes, as specified in its Data Protection Policy, but, before doing so, the ASN will seek my consent in accordance with the Data Protection Policy, a copy of which can be found at www.motorsportuk.org/data-protection. A hard copy is available on request.
 5. I understand and agree that the Officials Licence remains the property of the ASN.
 6. I hereby agree that, by making this Application, I consent to the ASN forwarding documentation and information to me by mail or electronically.
 7. I confirm that (as the case may be):
 - (a) I am a Doctor that is registered and Licensed to practice with the GMC free of any Conditions and if any Conditions exist or are imposed I shall immediately declare them to the ASN.
 - (b) I am a Paramedic holding HCPC registration free of any Conditions and if any Conditions exist or are imposed I shall immediately declare them to the ASN.
 - (c) I am a Nurse holding an NMC registration free of any Conditions and if any Conditions exist or are imposed I shall immediately declare them to the ASN.
 - (d) I am a Medical Assistant that is fully registered free of any Conditions and if any Conditions exist or are imposed I shall immediately declare them to the ASN.
- AND THAT** in each above case as it applies to me that:
- (i) I hold Medical Malpractice/Professional Indemnity/Medical Defence Union or equivalent Insurance.
 - (ii) I will immediately notify the ASN if at any time my above situation should change during the period covered by my Licence.
- AND THAT** (as required):
- (i) I have a DBS/PVG/Access NI certificate issued not more than three years ago.
 - (ii) I will immediately notify the ASN if at any time I am convicted of an offence.
- (iii) I shall at all times respect any instructions given by or policies adopted by the Chief Medical Officer and the Medical Committee/ Medical Expert Group.
8. I am not currently the subject of any investigation by any relevant professional regulator and if I become the subject of any such investigation throughout the duration of my Licence, I shall immediately declare it to the ASN
 9. I will comply with the ASN Respect Code and understand that breaching the obligations may result in disciplinary action. The ASN Respect Code is available to view at www.motorsportuk.org/racewithrespect.
 10. In applying for an Officials Licence including Steward or Clerk of the Course Licence I confirm that:
 - (a) I am not currently disqualified from holding or obtaining a road driving licence - under the Road Traffic Act (RTA) or under the laws of any jurisdiction within the United Kingdom or its Crown Dependencies (including, but not limited to, Jersey and Guernsey) ("Road Driving Licence") OR see Note 3 at (i) below for DVLA medical suspensions of a Road Driving Licence.
 - (b) I shall notify the ASN Member Services Department immediately if I am disqualified from holding or obtaining a Road Driving Licence following any conviction and to produce evidence if required and understand that non-disclosure of such disqualification is a breach of the National Competition Rules.
 - (c) I understand that Road Driving Licence disqualification will be considered to be incompatible with holding an Official role for an Event where that role requires that I drive during the Event **and**
 - (d) In the case of an ASN Steward or Clerk of the Course Official licence it will be considered incompatible where any offences involve driving under the influence of alcohol or drugs or for any equivalent alcohol- or drug-related driving offence.
 - (e) I acknowledge that the above incompatibilities will not prevent me from undertaking another non-driving or non-judicial role at an Event.
 - (f) In addition I understand that incompatibility would apply only during the period of RTA/RTO disqualification.

Notes:

- (g) Note 1: A special fast-track Appeal process to the ASN National Court applies in respect of any suspension based on Road Driving Licence Disqualification. Details of the Procedure are provided in a guidance document on the ASN Website.
- (h) Note 2: The guidance document also provides information relating to disciplines where there may be no ASN Steward or Licenced Clerk of the Course.
- (i) Note 3: Where a Road Driving Licence has been suspended by DVLA, or other equivalent body, on medical grounds full details must be provided when applying for the ASN Licence. Each case will be considered on its own facts and if not granted then the Appeal process per (g) above will be available.

Applicant's signature:

Date:

We will print your photograph on your Official Licence card. You are therefore required to submit a passport sized photo which must be representative of your current appearance. This is for your protection against any possibility of improper use.

Please tick here to opt-out of electronic communication relating to exclusive offers available to our Members.

If you would like to opt in to have your contact details displayed in any Motorsport UK publications, please tick here.

Parent or legal guardian's signature:

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

Date:

Parent or legal guardian's name:

Parent or legal guardian's relationship to applicant:

SECTION 4 - Suitability Checks (DBS & PVG Checks)

Suitability checks:

- Anyone working or volunteering in a role that meets the definition of regulated activity (training, instructing, supervising, or offering advice or guidance to under 18's on a regular basis) must have a suitability check issued through the ASN within the last three years. More information can be found here: <https://www.motorsportuk.org/the-sport/safeguarding/safer-recruitment/>. This is mandatory for Club Safeguarding Officer, Kart Clerk of the Course, Kart Scrutineer and Rescue and Recovery Official licences. Please provide the following information:

Certificate number:

Issuing Authority:

Date of Issue:

If your role meets the definition of regulated activity (training, instructing, supervising, or offering advice or guidance to under 18's on a regular basis) and you do not have a current suitability check. Please contact vetting@motorsportuk.org before applying for an Official's Licence.

CLERK OF THE COURSE

If you are applying to become an **Assistant Clerk of the Course**, you must be a minimum age of 18 and are required to enclose a letter of endorsement, recommending your application, from an ASN recognised club, which organises the appropriate type of event. Your previous motorsport experience will be taken into account, so please also provide a motorsport CV. If applying to be a Clerk of the Course in Karting you must have completed a suitability check via DBS, PVG or Access NI.

MEDICAL

Doctor

Applicants must be currently registered with the GMC with a valid licence to practice, be able to work independently, and be in possession of adequate valid malpractice insurance. New applicants will be required to provide a Form 4 appraisal document and a medical CV.

Doctor (S)

Applicants must be currently registered with the GMC with a valid licence to practice, and be in possession of adequate valid malpractice insurance. New applicants will be required to provide a medical CV, a Form 4 appraisal document (where an appraisal has been conducted) or a letter of support from their educational Dean.

For GMC registered Doctors who are no longer Residents and require supervision. Supervision requirements must be discussed and arranged with the Chief Medical Officer of the Event which they are working at.

Paramedics

Applicants must be Health and Care Professions Council (HCPC) registered for a minimum of 2 years, currently in possession of a valid licence to practice, and have adequate valid malpractice insurance. New applicants will be required to provide a copy of their qualification certificate.

Nurses

Applicants must be currently registered with the Nursing and Midwifery Council (NMC) for a minimum of 2 years as being a Nurse and be in possession of adequate valid malpractice insurance. New applicants will be required to provide a letter of support from the Chief Medical Officer or an ASN registered Senior Doctor of the venue they will work at confirming their suitability and experience.

Medical Assistants

Radiographers, Physiotherapists and Operating Department Practitioners. To be ASN licensed, applicants must be currently registered with the HCPC. New applicants will be required to provide a letter of support from the Chief Medical Officer or an ASN registered Senior Doctor of the venue they will work at confirming their suitability and experience.

Medical indemnity insurance is required and will not be provided by the ASN.

Ambulance Crew - Emergency Care Assistant (ECAs)

Applicants must provide a copy of their FREC4 certificate and letter of support from the ambulance provider.

Medical indemnity insurance is required and will not be provided by the ASN.

Ambulance Crew - Emergency Medical Technicians (EMTs)

Applicants must provide a copy of their Level 4 Diploma Associate Ambulance Practitioner certificate and letter of support from the ambulance provider.

Medical indemnity insurance is required and will not be provided by the ASN.

Observer – Medical

Student Doctors, student Paramedics and student Nurses. To be ASN licensed, applicants must provide a letter from the university confirming student status.

Paramedics with less than 2 years since qualification. To be ASN licensed, applicants must be currently registered with the HCPC.

Nurses with less than 2 years since qualification. To be ASN licensed, applicants must be currently registered with the NMC.

Observer – Doctor

Applicants must be currently registered with the GMC and provide a letter of approval from their Postgraduate Dean confirming Resident status. Chief Medical Officer

The Chief Medical Officer Licence grade will be individually reviewed and appointed by the ASN.

Medical Malpractice Insurance

Professional indemnity insurance is required by all Medical Personnel. 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 attending ASN authorised Events as a result of a commercial contract between their employers and the Event Organisers, promoters, 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.

TIMEKEEPER

If you are applying to become a Trainee Timekeeper, you must be a minimum age of 16 and your completed application must be accompanied by a letter of support from a Licensed Timekeeper, having already spent at least two days shadowing them. Following review, successful candidates are required to undertake a period of training with the support of a Mentor. During this period, they will complete a modular development programme that incorporates both the theoretical and practical aspects of the role

RESCUE / RECOVERY

If you are applying to become a **Rescue Trainee**, you must be a minimum age of 18, or 17 to become a **Recovery Trainee**, and your completed application must be accompanied by a letter of endorsement from your Rescue or Recovery Unit signed by your Crew Chief or the Unit Administrator.

SCRUTINEER

If you are applying to become any of the **Scrutineer Trainee** grades, you must be a minimum age of 16 and your completed application must be accompanied by a letter of support from a Licensed Scrutineer, having already spent at least two days shadowing them. If applying to be a Scrutineer in Karting you must also have completed a suitability check via DBS, PVG or Access NI.

SAFETY CAR CREW

Applications for the role of **Safety Car Crew** must be supported by a nomination from a Clerk of the Course for the event the crew member will be working on. Applications may only be granted once the individual has completed the online Rally accreditation training and completed the Event Safety section of the Safety Car Workshop.

OTHER

If you are applying to become an **ARKS Club Examiner**, your application must be accompanied by a letter of nomination from an ASN Registered Kart Club and you will need to complete the necessary training as required by ARKS.

If you are applying to become a **Driving Standards Observer (Race)**, your completed application must be accompanied by a letter of nomination from a Race organising club, together with confirmation of completion of a dedicated training course which will then be subject to approval prior to final appointment.

If you are applying to become a **Radio Controller Probationary**, you must be the holder of a 'Senior Stage Marshal' Registration issued by the ASN.

If you are applying to become a **Trainee Steward**, your application must be supported by an existing ASN Steward and by a ASN recognised club. Following review, successful candidates are required to undertake a period of traineeship with the support of a Mentor. During this period, they will complete a modular development programme that incorporates both the theoretical and practical aspects of the role before completing a final assessment in post.

If you are applying to become a **Training Coordinator**, applications must be accompanied by a letter of endorsement from the club which you will be undertaking that role for.

If you are applying to become a **Motorsport UK Trainer**, applications must be accompanied by a suitable CV and you will be required to attend the Train the Trainer course organised by the ASN.

Applications will only be accepted for the **Route Liaison Officer** following a position becoming available and the recommendation of the Regional Association for your appointment.