

THE RILEY REGISTER

The Motor Sports Association - A Guide to seeking permits for sporting events.

Introduction.

Realising the potential for third parties to make claims against the organisers of our local events, the Riley Register took steps to become a Registered Motor Club within the Motor Sports Association (MSA) in order to gain the protection of the insurance provided by that organisation. To ensure that benefit, members of the Riley Register must now run sporting events in accordance with MSA rules. The aim of this document is to outline the steps needed when planning a Riley motoring event in both determining whether or not an event permit is required and, if it is, how a permit or formal certificate of exemption may be obtained.

This guide has four parts.

- a. A general introduction to responsibilities and methods when making an application for an event permit.
- b. A description of the various events and the necessary forms that are relevant to MSA approval.
- c. A Step-by-Step guide for completing the forms and obtaining a Permit or Certificate of Exemption.
- d. A short summary of relevant MSA Definitions and Terminology.

The Motor Sports Association.

The MSA is internationally recognised as the governing body of motor sport in Britain. As such, the MSA is responsible for determining and administering the rules governing the sport. **The Regulations** for competitors are issued annually in the Competitors' Yearbook, known as the Blue Book, and the complementary rules for officials are contained in the Officials' Yearbook, the Red Book. The Blue Book defines the various sporting events recognised by the MSA and states what rules apply; loan copies are available from me on request. This summary document deals only with those events likely to be planned by members of the Riley Register for the entertainment of its own membership.

The MSA is also the agent of the Department of Transport (DoT) for the issue of an Authorisation for any event that is planned to run on the public road, in accordance with the Motor Vehicles (Competitions and Trials) Regulations, 1969. As a result, the MSA not only undertakes to issue a **Permit** for an event defined in the MSA Regulations but also provides the DoT **Authorisation** when necessary. The combining of these two roles can make the process look complicated but do not feel overwhelmed by the information provided here. The procedures are straightforward and a check list is provided in this document.

Events.

An event, in MSA terms, is an organised motor sport occasion which is promoted and defined. MSA Regulations state that "No Event or Championship should be held unless the MSA has signified its approval by granting an organising **Permit** or the event is of a kind for which the MSA has granted an **Exemption** from these Regulations". This document only lists and specifies those events likely to be organised by Riley Register Areas. For example, racing, sprints and hill climbs are not included here. The full list of events that must comply with MSA Regulations are given in the Blue Book.

In cases where events use the Public Highway competitively there will also be the need for DoT **Authorisation** and you should note that the definition of the Public Road or Public Highway is now understood to include any place with public access e.g. car parks. For most Riley Register Area events the need for DoT Authorisation will be an uncommon requirement but, if you have any doubts, please contact me.

Many outings commonly organised for Riley Register members do not fall into the motor sport category at all and there is no need to make any application to the MSA. For example, an arrangement for a group of members to meet at a common location, such as a pub or stately home, is not a sporting event as long as individuals make their own way and no common itinerary is published for the run.

General

MSA website details may be found on the last page of this Guide along with the MSA Definitions/Terminology.

MSA Regulated Events.

Regulated events that are likely to be organised by Riley Register Area members are listed in the table below.

Events listed in column 1 require a **Permit**. Other low-key events, listed in column 2, have no detailed rulings in the MSA Regulations but still require approval in the form of a **Certificate of Exemption**. In both cases, the issue of an MSA Event Permit or Certificate of Exemption will ensure that the event is provided with insurance to cover the organiser(s) against any third-party claims for damages.

Permit and Compliance with Regulations	Certificate of Exemption from The Regulations
Navigation Rally (imposed competitive timing) Trials of all sorts Autotests Road Rallies Economy Run held on or using private land Economy Rally (a timed event) * 12 Car Road Rallies, i.e. 12 or fewer cars participate * Navigational Scatter Event (no defined route and no competition on the highway)	Touring Assembly Gymkhana held entirely on private ground Treasure hunt (but the over-12 car rule applies) procession for charitable or historic purposes Concours d'Elegance Road Safety event Economy Run on the public road (an untimed event)

* Denotes an event that requires a Permit and which will receive automatic Authorisation under DoT rulings.

Event Permit (events listed in the first column of the table above)

Applications for these competitions require the **MSA Event Application Form** to be completed and submitted not less than four weeks ahead of the event. The Permit fee, based on the number of cars participating, is due within 14 days of completion of the event. Fee scales are published in the Blue Book and on-line. A typical Riley event would be charged £2.25 for the event plus £4.15 insurance, for each registered competitor. Exceptionally, for 12 Car Rallies and Navigational Scatter Rallies, a flat rate fee is charged at the time of application, the same as for a Certificate of Exemption (currently £17.30). The Application form is available on the MSA website (www.msauk.org).

Event Certificates of Exemption (events in the second column of the table above)

The **MSA Event Application Form** must be completed. It should be submitted four weeks ahead of the event, with a flat fee (currently £17.30). This form can be downloaded from the MSA website (www.msauk.org) and filled in by hand, or it can be completed on-line. The Certificate of Exemption is, in effect, an authorisation to proceed with the event without being subject to The Regulations. Should your event include the participation of members of the public (i.e. not MSA Registered Motor Club members), this must be stated clearly in your application. If you are unsure about the status of your planned event, please contact me.

DoT Application for Authorisation (Form E.404)

If the event uses the public road competitively, this MSA form must also be completed, but note that there are two exceptions defined by an asterisk in the Permit table above. Form E404 must be accompanied by two copies of the route trace on current Ordnance Survey 1/50,000 maps where appropriate with a summary of discussions with the Route Liaison Officer, and be submitted at least two months ahead of the planned event date. The DoT Authorisation fee is due 5 days before the event in response to a MSA request for remittance. It is based on a rising scale and calculated on the number of cars participating and the event scheduled mileage. For example, a competitive event of 20 cars undertaking a road course of say 50 miles will be charged at £2.00 per vehicle. Go to the MSA website (www.msauk.org) for forms and details of fees.

Supplementary Regulations and Fees.

If you decide that **Supplementary Regulations** are needed to ensure the smooth operation of your event, get hold of a copy from a previous event to use as a guide. Consider submitting a draft copy to the MSA with your Event Application Form, as they will advise you on the appropriate content and completeness.

MSA and DoT Fees are normally recovered through an appropriate entry fee paid by each competitor taking part in that event. This entry fee must be specified in the Supplementary Regulations.

Step by Step Guide

1. An application for either a Permit or a Certificate of Exemption must be made on the **Event Application form** which can be obtained from the MSA website (www.msauk.org) under MSA Forms/Clubs. This form can be downloaded and filled in by hand, or it can be completed on-line
2. Determine the type of event you are going to run. Complete both sides of the **Event Application form**.
 - On the front page
 - a. Complete the details at the head of the page for Club, Date, Title and Venue.
 - b. Mark the “Status of Event” as either Clubsport or C of E depending on your requirement for either a Permit or a Certificate of Exemption.
 - c. In one of the Rally, Autotest or C of E sections mark the type of event you are planning.
 - d. Complete the details of the “Secretary of the Meeting”, which is your organiser.
 - On the other side of the form
 - e. Take time to read the Reference Notes for Certificates of Exemption.
 - f. Mark all the tick boxes under “ALL EVENTS”.
 - g. Complete the remaining tick boxes as appropriate. (Ignore the Car races, speed events etc. section)
3. Contact the appropriate Route Liaison Officer with details of any part of the planned route that falls on the public highway. Take note of his advice.
4. If applying for a Certificate of Exemption, send the Event Application Form with a cheque for the flat fee to the MSA at the address given on the form. In your covering letter make it clear that you have contacted the Route Liaison Officer and summarise his response.
5. If applying for an Event Permit, complete the Event Application Form and send it to the MSA. If your request is for a permit to run a 12 Car Rally or a Navigational Scatter Event, which receive automatic DoT Authorisation, you should enclose your cheque for the flat fee. In your covering letter make it clear that you have contacted the Route Liaison Officer and summarise his response.
6. If your event uses the public road competitively, you must also complete the **Application for Authorisation (E.404)** observing the guide notes on the reverse side. Form E.505 provides additional “**Notes for Guidance on completing Form E.404**”. Attach the completed form, with route tracings, to your event application form and send all documentation to the MSA. Forms E.404 and E.505 are found on the MSA website (www.msauk.org) under MSA Forms/Competition Authorisation Office.
7. Prepare any Supplementary Regulations that you require, noting that they must be in conformance with MSA Regulations, and should include the minimum information listed below. They do not have to be submitted to the MSA with your application but may be requested. Sending a draft to the MSA with your Event Application Form is a good way to avoid difficulties with the detail. They do have to be available to competitors.
 - a. The name of the Club
 - b. The name, date, place and nature of the event.
 - c. A statement declaring the event is held under the General Regulations of the MSA and these Supplementary Regulations.
 - d. The Permit No. and grade of Permit issued by the MSA.
 - e. Details of eligible competitors and the maximum number that can be accepted for entry.
 - f. The amount of the entry fee.
 - g. The names of the officials for the event.
8. Consider the needs of Public Relations specified in detail in the Blue Book. For all Certificate of Exemption events there is a basic requirement to consult the Route Liaison Officer and follow any request he might make for extra PR activity. Make a visit to all households that are within 500m of any point where competitors are required to stop (i.e. a clue point or control) and advise them of your plans. The term “Rally” tends to conjure up ideas of speed and noise to residents so think about using other appropriate terms to describe your event.
9. After receiving your Event Permit or Certificate of Exemption, make sure that it is available at the start of the event for all participants to see. Respond to the MSA request for remittance of the DoT Authorisation fee. Complete records of participation and pay the appropriate fee to the MSA within 14 days.
10. Advise me, as the Riley Register MSA Liaison Officer, when you have received your Permit or Certificate of Exemption listing the Event Date, Title, Venue, Status, and the name of the Secretary of the Meeting. This is purely to maintain our records of MSA authorised events.

Internet Access to MSA website

- MSA Home page www.msauk.org
- MSA Event Application Form & Fees On Home Page, select from index, “MSA Forms” then “Clubs”.
- DoT Application for Authorisation On Home Page, select from index, “MSA Forms” then i.e. (Forms E404 & E405) “Competition Authorisation Office”.
- List of Route Liaison Officers Look on “Clubs” and “Competition Authorisation Office” pages.

MSA Definitions/Terminology

Touring Assembly. An event organised with the primary object of assembling tourists at a point selected beforehand. In a Touring Assembly a prescribed route may have to be followed. Pre-arranged points may be provided in the event’s itinerary but no limits of speed may be laid down, nor any requirement to visit pre-arranged points, other than a requirement to report at a final point not later than a specified time. The Touring Assembly may include additional events (other than speed) provided that they are held only at the place of final assembly. No awards nor prize money may be allocated in respect of Touring Assemblies. All Supplementary Regulations must be clearly endorsed “Touring Assembly”.

Gymkhana. An event held entirely on private ground and in which no test is determined solely by the speed of the competing vehicle, or by the skill of the driver in controlling the vehicle, and in which if there are to be timed tests, there will be at least an equal number of untimed tests. No test may be timed to an accuracy of less than 5 seconds.

Treasure hunt. An event involving the solving of certain problems in which the use of a car is merely incidental as a means of transport and the skill or experience of the driver plays no part. If the event utilises the Public Highway and involves more than 12 competitive cars, it shall be run in accordance with the Motor Vehicles (Competitions and Trials) Regulations and will need DoT Authorisation.

Road Rally. A competition that utilises the public highway and where there is an imposed average speed. It must conform to one of the MSA classifications listed in the Blue Book e.g. Economy, Special Stage, Historic. Marking for maintaining a time schedule must form a substantial part of the competition and the greatest speed must never be a factor for classification.

Twelve Car Rule. A Rally of 12 or fewer cars, complying with one of the MSA specified forms of Rally (e.g. Economy, Navigational, Vintage) achieves automatic DoT Authorisation under the Regulations. Conversely, any Rally of more than 12 cars using the public road competitively (e.g. a Treasure Hunt) requires specific DoT Authorisation.

Navigational Scatter Rally. A navigational event where there is no competition on the public highway. Competitors should be required to visit a number of points at random and no merit should be attached to visiting more than 75% of the points listed. The majority of points should not be readily accessible without leaving the car and the car should be an incidental means of transport between the various points.

Autotest. A competition in which marking during the event is based solely on a competitor’s performance in manoeuvring tests. These tests may be at one or more sites on private property.

Procession for charitable or historic purposes. Defined by the description.

Concours d’Elegance. A meeting at which classic or vintage cars are exhibited and prizes awarded

Road Safety Event. An event organised with the intention of promoting Road Safety.

Economy Rally/Run on a public road. An event designed to assess the fuel economy of competitors’ cars and in which the overall result is based on relative fuel consumption. The use of “Rally” indicates the inclusion of timing penalties and requires a Permit. In a “Run” the competitors are not required to arrive at any point, other than the finish, by a specific time and a Certificate of Exemption will be issued.

Public Road. The term Public Highway or Public Road is used in the MSA Regulations. You should be aware that under the terms of the Road Traffic Act 1988, as modified by the Motor Vehicles (Compulsory Insurance) Regulations of 2000, the term “Public Road” has been extended to include “or other public place”. The public road or highway is now deemed to refer to anywhere to which the public has access.