

**LIVING**

**WITH**

**NASA**

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# 1 INTRODUCTION

This document has been produced to give clubs and leagues easy access to the rules and regulations of the National Autograss Sport Association Limited.

It is written in plain English in order to simplify its contents. The actual rules relating to its contents can be found in other documents such as the minutes, rules books, The Memorandum and Articles of Association of NASA Ltd etc. and these should be referred to for clarification.

Every endeavour has been made to make this document as informative as possible. However, if there is still something you do not understand or wish to know, please ask, as it may help to make the next edition more informative.

## 2 FORMATION OF NASA

- A The National Autograss Sport Association comprises of Autograss Clubs from throughout the United Kingdom and is run as a non-profit organisation.
- B To encourage inter-activity between clubs and to simplify the administration, various clubs have formed themselves into leagues.
- C Clubs may be organised by a Committee which is elected annually, or be a promotion.
- D Leagues must be organised by a Committee which is elected annually and run to accepted constitutional principles.
- E A club or league may only be formed with the consent of NASA (see also section on forming new clubs and leagues)
- F It is a condition of membership that all clubs and leagues abide by the rules of the Association.
- G A club may only be a member of a league when it shares a common area.
- H A league may only consist of clubs which share a common area, i.e. if an imaginary line be drawn around the clubs it will not encompass a club from another league.
- I Monies to run the Association are mainly obtained by charging clubs an annual affiliation fee.
- J The affiliation fee is paid in advance of the season.
- K The amount of the affiliation is based on the membership of the previous year, with different amounts charged for competitors, mechanics, juniors and members.
- L Every club will be required to pay an annual registration fee.
- M The amount of the fee in 2000 is £50 - this may be reviewed annually.

### 3 STRUCTURE OF NASA

- A The National Autograss Sport Association is registered as a Company Limited by Guarantee and not having a share capital and as such is governed by Company Law.
- B The rules concerning this part of the Associations activities and responsibilities can be found in the Memorandum and Articles of Association.
- C Under the terms of the Articles,the Committee of Management(known as the Directors)are responsible for the affairs of the Association.
- D The Articles of Association also recognises 'Members'

'Members' in this respect are as follows.

- A Certain original subscribers
  - B A named person from each league
  - C The Chairman of NASA
- E There will be an Annual General meeting where 'Members'of the Association shall meet to discuss the Associations affairs. This is held in November.
  - F The named person from the league is usually the League Chairman,but can be any one elected by the league who has a current licence and has completed the necessary forms.
  - G The Committee of Management are elected at the AGM under the terms of the Articles of the Association.
  - H The Committee of Management has the power to form sub-committees as they think fit.

Such Committees as present are

- A League Chairman's Committee
- B League Chief Scrutineers Committee
- C League Chief Marshals Committee
- D League/Club Safety Officers Committee

## 4 NASA ANNUAL GENERAL MEETING

- A The AGM will usually be held in November
- B All current 'Members' of the Association, wishing to stand for a position, may possibly do so at the discretion of the Chairman.
- C Anybody failing to attend the meeting, wishing to stand for a position, may possibly do so at the discretion of the Chairman.
- D **THE FIRST PART** of the AGM concerns itself with the Company requirements as follows:
- A Directors Report
  - B Auditors Report
  - C Election of Directors
  - D Appointment of Company Secretary
  - E Appointment of Treasurer
  - F Appointment of Auditor
  - G Fixing of the Auditors remunerations.
- E Only 'Members' under the terms of the Articles of Association or their proxies are allowed to vote and will occupy the front seats. Proxies may only be another 'Member'
- F As this part of the meeting is to deal with the requirements of Company Law, the discussion of other items is discouraged.
- G **PART TWO** of the meeting is the AGM for the League Chairman's Committee and the agenda will be as follows:
- A Chairman opening remarks
  - B Minutes of the last AGM
  - C Matters arising from the minutes
  - D Election of Officers as follows:  
  
Chairman: Vice Chairman: Secretary: Minutes Secretary: Chief Scrutineer and Chief Track Marshall.
  - E Other agenda items as required.
  - F Any other business by permission of the Chairman
- H League Representatives only may vote at this meeting and will occupy the front seats.
- I If the League Representative cannot be present, the League may appoint another League member to attend in their place. If this is done the appointed person must produce a letter of authority from a League Official.
- J No audio or visual recording of the meeting is allowed.

## 5 ELECTION OF NASA OFFICIALS

A Anybody failing to attend the meeting,wishing to stand for a position.may possibly do so at the discretion of the Chairman.

**B PRESIDENT**

This position is at the discretion of the Directors and would normally be a member of long standing who is considered to be an asset to the Association.

**C COMMITTEE OF MANAGEMENT(DIRECTORS)**

Are elected at the Companies AGM and are nominated from the Company 'Members' by Company 'Members'. They must have a proposer and seconder not from their own league and must be a League Representative or a Director. A Curriculum Vitae along with the proposer and seconder must be received in writing by the Secretary before the 14<sup>th</sup> October of the same year.

Under the Articles of Association,one third of the Directors shall retire annually and shall be eligible for re-election.

**D CHAIRMAN**

The Chairman is elected at the League Chairman's AGM. All current NASA licence holders are eligible to stand for this position. They must have a proposer and a seconder who must be a League Representative. A Curriculum Vitae along with the proposer and seconder must be received in writing by the Secretary before the 14<sup>th</sup> October of the same year.

**E VICE CHAIRMAN**

The Vice Chairman is elected at the League Chairman's AGM. All current NASA licence holders are eligible to stand for this position. They must have a proposer and a seconder who must be a League Representative. A Curriculum Vitae along with the proposer and seconder must be received in writing by the Secretary before the 14<sup>th</sup> October of the same year.

**F SECRETARY**

The Secretary is elected at the League Chairman's AGM. All current NASA licence holders are eligible to stand for this position. They must have a proposer and a seconder who must be a League Representative. A Curriculum Vitae along with the proposer and seconder must be received in writing by the Secretary before the 14<sup>th</sup> October of the same year.

**G MINUTES SECRETARY**

The Minutes Secretary is elected at the League Chairman's AGM. All current NASA licence holders are eligible to stand for this position. They must have a proposer and a seconder who must be a League Representative. A Curriculum Vitae along with the proposer and seconder must be received in writing by the Secretary before the 14<sup>th</sup> October of the same year.

**H CHIEF SCRUTINEER**

The Chief Scrutineer is elected at the League Chairman's AGM. They must currently be a League Chief Scrutineer or existing NASA Chief Scrutineer,can be proposed by their own league but must be seconded by another league. A

Curriculum Vitae along with the proposer and seconder must be received in writing by the Secretary before the 14<sup>th</sup> October of the same year.

**I CHIEF MARSHAL**

The Chief Marshal is elected at the League Chairman's AGM. They must currently be a League Chief Track Marshal or existing NASA Chief Track Marshal, can be proposed by their own league but must be seconded by another league. A Curriculum Vitae along with the proposer and seconder must be received in writing by the Secretary before the 14<sup>th</sup> October of the same year.

J Where there is more than one application for a position a paper ballot will be held.

All the above officials are expected to relinquish all League Responsibilities in their second year of office.

K The Company Secretary is appointed at the Companies AGM and is ex-officio

L The Treasurer is appointed at the Companies AGM and is ex-officio.

M The Registration Co-Ordinator is appointed by the Directors

N The Scrutineers Committee Secretary is appointed by the Chief Scrutineer

O The Marshals Committee Secretary is appointed by the Chief Marshal.

## 6 A CLUB

- A A body of people consisting of Drivers,Members and Officials who are NASA licence holders,whose aim is to promote the sport of Autograss Racing by holding regular race meetings under the Rules of NASA.
- B A club may be organised as a democratically run body.
- C A club must have a Committee consisting of at least the following officials:  
Chairman Secretary Treasurer MembershipSecretary Safety Officer  
Chief Scrutineer and Chief Track Marshal
- One or more of the above position may be occupied by the same person.
- D A Committee is responsible for maintaining discipline within a club
- E A club may only be affiliated to one league
- F A club should have a written constitution to accepted standards.
- G A club shall accept full responsibility for its debts and commitments
- H A club will be entitled to receive minutes of meetings as determined by NASA
- I A club may leave one league and join another league in so far as the conditions in 2h are adhered to and no outstanding debts or obligations remain.
- J A club may only move leagues in the closed season,i.e. November to January,after notifying NASA.
- K A club which changes leagues will be considered to be a new club in respect of rules 8i,8k,8l,8m
- L If a club changes leagues,the affiliation for that club will be deducted from the old league and added to the new league.
- M A club may apply to NASA to leave it's existing league and join another league,when the league which it intends to join is not adjacent. If the move is acceptable to NASA the club will be required to forfeit all rights to race/operate in it's existing area and only race/operate in it's new area. Rules 6k and 6l will apply.
- N If a club moves its racing venue when it changes league,it's name must be changed if it relates to the area previously raced in.

## 7 A LEAGUE

- A A democratically elected body of people consisting of NASA licence holders from one or more clubs whose aim is to promote the sport of Autograss racing under the Rules of NASA.
- B A league may only be organised as a democratically run body to accepted committee procedures.
- C A league must have a committee consisting of at least the following officials:  
Chairman Secretary Treasurer Chief Scrutineer Chief Track Marshal  
and Chief Safety Officer
- D A league must have a written constitution to accepted standards
- E A league committee is responsible for maintaining discipline within its member clubs in accordance with its constitution.
- F A league shall be responsible for it's own debts and commitments
- G A league is responsible for administering it's member clubs with regards to NASA
- H A league will be entitled to an allocation of cars for the National Autograss Championships
- I A league will be entitled to receive minutes of meetings as determined by NASA
- J A full league must abide by all the restrictions and is entitled to all privileges of a league
- K A full league is entitled to register a 'Member; with NASA(a 'Member; is determined as a licence holder that is registered at Companies House as a 'Member'of the Association)
- L A full league is entitled to vote at the League Chairman's Committee,the League Scrutineers Committee,the League Marshals Committee and the League/Club Safety Officers Committee meetings.
- M A full league is entitled to vote at the NASA AGM in accordance with it's rules
- N A full league is entitled to receive expenses for attending meetings in accordance with the rules.

## 8 FORMATION OF NEW CLUBS

- A Applications for the forming of a new club must be made in writing to the Secretary of NASA
- B Upon receiving the application the Secretary will forward an application from NASA/200APP/88 to the applicant
- C Upon receipt of the completed form the Secretary will send form NASA/200(a)APP/88 to each club and league which is considered would be affected by the formation of the new club,requesting their comments.
- D New clubs will be expected to apply to join an existing league,unless in exceptional circumstances due to geographical isolation.
- E After considering the clubs comments the Directors will decide whether to accept or reject the application.
- F A new club will not be accepted if it is felt that it would adversely affect existing clubs.
- G If it is felt that the formation of a new club would not affect another club then forms NASA/200(a)APP/88 will not be sent to clubs and leagues.
- H A new club will be charged an initial joining fee of £100. This fee may be waived in the case of an existing club splitting into to two or more operational clubs,when the normal method of affiliation fees will apply.
- I A new club will select a maximum of two letters to be used as a prefix for race car identification. These letters may not be the same as is currently used by clubs or that would be confused with those already used. The final say in the use of these letters is the Directors.
- J Upon acceptance of a new club,that club will be given all the paperwork necessary to start operating and a Director may attend a meeting to offer advice.
- K New clubs will only be accepted on the condition that they organise a minimum of 4 race meetings a year at their own venue.
- L A new club must have it's track/venue inspected before an Event/Authorisation permit is issued.
- M A new club must call itself an **AUTOGRASS CLUB**.

## 9 FORMATION OF NEW LEAGUES

Except in circumstances of geographical isolation, a new league will be accepted only if following conditions apply:

- A There must be a minimum of two clubs
- B Each club will have a venue and intend to run a minimum of 4 race meetings
- C Each club will have sufficient members
- D The league will have a minimum of 100 members, of which a minimum of 75 will be registered as drivers. Or at the discretion of the NASA Directors.
- E The league committee will be formed of an equal number of members from each club for the first year.
- F The league complies with all the conditions of a league as detailed in Section 7 'A League'
- G The league will be known as an Autograss League and will bear the name of its area and the words Autograss League in its title.

## **10 COMMUNICATION WITHIN NASA**

Diagram 1 shows the normal communication channels within the Association. It is intended as a guide to show that problems or views should go through certain channels, eg-if a club member wants a certain rule change, they can approach their club committee, if they agree they can then approach their league committee, who can if they wish approach the league chairman's committee who can recommend a change to the Directors, through their chairman.

Another route is via the Scrutineers or Marshals committees for construction and marshalling rules.

Club problems should be resolved at club level: if that is not possible they should approach their league. If the league feels that they are in need of help, they should then approach NASA. Matters relating to disciplinary procedure are dealt with under DISCIPLINE.

It will be noticed that there is a direct route for club members, club committees and league chairmen to approach the Directors. Approaches made via this route may get forwarded to another committee to deal with.

## 11 DISCIPLINE

Clubs are expected to discipline their own members, however if a member of a club is disciplined by the club, the club may apply to its league to have the member disciplined by the league.

A club has the right to ban any member from attending its meetings.

If a member is banned from a league in the above manner, that league may apply to the NASA Directors to have the member's licence withdrawn nationally. Requests must be accompanied with a clear explanation of the offence and the length of the ban given. Upon receiving a request as above NASA will immediately suspend the member's licence and inform them of the reason why and allow 14 days for the member to appeal.

NASA reserves the right to deal with any serious offence as they deem necessary.

Under the rules of the Association a member may not be banned nationally until they have first been given the opportunity to attend the meeting at which it is intended to discuss disciplinary action against the member. If the member does not have a valid reason for not attending, they forfeit the right of appeal.

Local clubs will be notified of any suspensions dealt with as above.

Subject to the member's appeal, the member may be banned for a period not exceeding the ban imposed by the league.

All leagues will be notified of such bans at the next convenient meeting.

For the purpose of institution of disciplinary proceedings, the types of conduct detailed below illustrate incidents which will be considered by the Directors as compromising misuse of privileges of members of the Association, the bringing into contempt or disrepute of the Association or conduct which is such that it is likely to endanger the welfare of the Association. This list is neither exhaustive nor definitive but is intended only as a guide for the Members of the Association.

- A Use of vulgar or profane language at any meeting of the Association or committees thereof, or towards any Officer of the Association in relation to the activities of the Association.
- B Use of threatening, indecent or abusive words or behaviour in like circumstances to those outlined in the previous paragraph.
- C The theft or unauthorised removal of property belonging to any member of the Association, Officer of the Association or persons working for, or on behalf of the Association or attending any of the Association's premises or meetings.
- D Fraud, forgery or similar offences in relation to the activities of the Association or any committees of the Association or ancillary thereto.
- E Vandalising of any plant, vehicles, machinery, buildings, equipment, tools or other property belonging to, or in the care of the Association, or at present at, or being used in connection with any meeting of the Association.

- F Anyone acting in a dangerous manner which could lead to serious bodily harm or fatality to themselves or others.
- G Interfering with, misusing or abusing facilities or equipment provided in the interests of health and safety of the Association, either to meet statutory requirements or maintain safe conditions at any race meeting of the Association.
- H Falsifying any records of financial information or transactions in relation to the activities of the Association.
- I Any person, in the absolute discretion of the Directors, who is considered to have deliberately cheated in relation to the construction or eligibility of any race vehicles or any matters arising during the course of or ancillary to any race meeting.
- J Wilful obstruction of Officers of the Association in relation to the activities of such Officers on behalf of the Association.
- K Any member who is considered by the Directors to have brought the sport into disrepute.
- L The using of any equipment to record voices at any committee meetings.
- M Any member or official advertising, promoting or taking part in a non NASA approved event, may be liable to disciplinary action.
- N Disciplinary action may take the form of a National ban, a fine or a suspended ban.
- O Any driver participating in any motorised non NASA approved event, must remove all NASA related prefixes and numbers and class numbers from their cars and any reference to NASA whatsoever.

### **Discipline at National Autograss Championships.**

- A Any matter relating to discipline of members at the Championships will be dealt with by NASA.
- B Where practical a Disciplinary Board will be convened to deal with matters of discipline arising from misconduct at any time during the event.
- C The Disciplinary Board, and only the Board, will have the power to ban any driver or official from any part of the meeting.
- D Any disciplinary matters not dealt with on the day will be dealt with by the Board of Directors as soon as possible after the event.

### **Appeal procedure for the National Championships**

- 1 If a vehicle is found to be in contravention of the vehicle construction rules, the competitor will be disqualified and a report sent to the Association.

- 2 Any competitor that refuses to have all, or any part of the race vehicle checked, will be disqualified and a report sent to the Association. A competitor will also be disqualified if other persons refuse to have the vehicle checked. This action carries a minimum of a three year ban from all National events.
- 3 Any competitor disqualified will be given forms AP1, D1 and VL1 duly completed by a NASA official.
- 4 A copy of all forms and report will be sent to the NASA Secretary by the Scrutineers Committee Secretary as soon as possible after the event.
- 5 A competitor may appeal against the scrutineers decision by completing form AP1 and returning it to the NASA Secretary within 7 days. Proof of posting will be required.
- 6 The NASA Directors will consider all reports and appeals within 21 days of the Championships and will decide on any penalties.
- 7 The competitor will then be notified of their penalty and advised that they may appeal against the severity of the ban by writing to the Secretary within 14 days of receipt of the letter.
- 8 The competitor and a league representative may attend the appeal hearing.
- 9 Following an appeal hearing a final decision will be made.

A body, either club, league or NASA may discipline members as they wish, providing that:

- A Their actions are in accordance with the rules and
- B Any actions taken coincide with what is called laws of natural justice.

Under the laws of natural justice (this is what a solicitor will quote) it is important to be seen to be honest and fair at all times when dealing with matters of discipline.

Some notes that may be helpful are as follows:

- 1 Do not allow anybody to sit on a disciplinary committee who has a vested interest or may be biased for any reason.
- 2 Wherever possible allow the member to be disciplined to attend in person to give their side of the story.
- 3 Always allow the disciplined member the right to appeal, but give a time limit to the time for the member to appeal.
- 4 A disciplinary committee could consist of half or less of the committees. This disciplinary committee would then consider the case and make a recommendation to the main committee.
- 5 In the event of an appeal, or a complaint, another disciplinary committee could then be convened using other members of the main committee to ensure 'fair play'

- 6 If a member is to be disciplined by a league following a request from a club, it is important that the committee be different person to the club committee

## 12 COMMITTEES WITHIN NASA

### **A The League Chairmans Committee**

- A Also called the NASA Committee-consists of League Chairmen,or,if a league chairman cannot attend,the league may appoint a representative. The meeting is chaired by the NASA Chairman.
- B Also in attendance are the NASA Vice-Chairman,NASA Secretary,NASA Treasurer and the League Chairmans Minutes Secretary.
- C The NASA Chairman may invite other people to attend such as Directors,National Championship representatives etc.where their presence is considered to be of benefit to the meeting.
- D The meetings are held on Sundays during the closed season and Saturdays during the racing season.
- E There are usually 5 meetings held during the year.
- F The dates for the meetings are planned well in advance so that clubs and leagues can plan their committee meetings accordingly.
- G All items to be discussed by leagues should be agenda items. Agenda's for the meetings will be sent out 2 weeks before the meeting.
- H As there is limited space at these meetings,league chairmen are asked not to bring guests.
- I Refreshments are usually provided,consisting of tea or coffee and biscuits.
- J Meetings at present start at 12noon and finish about 5pm
- K Expenses are paid to the league as a contribution towards travelling expenses. The amount is a set rate for each league and will be reviewed annually by the Directors.
- L Leagues will only be entitled to a contribution towards travelling expenses if a official representative attends any of the meetings on that day(league scrutineers and league marshals meetings are arranged on the same day to reduce the running costs of the Association).
- M It is the secretary's responsibility to produce accurate minutes of meetings.
- N Secretaries will be paid £5 per meeting for taking and sending out minutes.
- O Minutes of the meeting will be sent to: President,Directors,All NASA Officials,Club Chairman or Secretary(to be specified by the club)

## **B Scrutineers Committee**

A The meetings are intended for league scrutineers, however in the past club Scrutineers have been allowed to attend but not participate.

B There meetings will take place on the same dates as Chairman and Marshals meetings to enable leagues to make arrangements to share a car.

C The Association will arrange 4 scrutineers meetings throughout the year.

D The committee consists of:

NASA Chief Scrutineer (he is elected at the League Chairman's AGM and is in charge of the meeting)

Two National Scrutineers (they are elected by the league scrutineers at their first meeting of the year and their duty is to assist the NASA Chief Scrutineer). A National Scrutineer must be a league chief scrutineer and at scrutineers meetings will represent his league as well as aiding the Chief Scrutineer.

A Secretary, whose duty is to produce minutes of all scrutineers meetings, sign in members attending the meetings and control all other paperwork as required, is appointed by the Chief Scrutineer and is ex-officio.

E The objects of the meetings are as follows:

FIRST MEETING - to discuss the contents of the rule book to ensure ALL league scrutineers are aware of and understand its contents. The two National Scrutineers will be elected at this meeting.

SECOND MEETING - is a 'teach in'. This meeting is intended to provide practical training for both league and club scrutineers and has proved very popular in the past.

THIRD MEETING - is primarily to make arrangements for the scrutineering of cars at the National Autograss Championships.

FOURTH MEETING - is primarily to consider changes to the rule book for the forthcoming year and make suggestions to the Directors accordingly. (by holding this meeting last, people do not confuse 'what is' with 'what might be')

All meetings will consider scrutineering problems brought from league meetings

F Reference to the communication chart will show that problems relating to scrutineering should follow certain channels, i.e. from club members, through clubs, leagues and then to the scrutineers committee.

**G LEAGUE SCRUTINEERS SHOULD BE ENCOURAGED TO HOLD REGULAR MEETINGS WITH CLUB SCRUTINEERS AND LIKEWISE CLUB SCRUTINEERS SHOULD MEET WITH MEMBERS. THIS SHOULD ENSURE A FLOW OF INFORMATION.**

- H It is the secretary's responsibility to produce accurate minutes of the meetings
- I Secretaries will be paid £5.00 per meeting for taking and sending out minutes.
- J Minutes of the scrutineers meeting will be sent to: President, Directors, All NASA Officials, League Chairmen, League Chief Scrutineers Club Chairmen or Secretaries and Club Chief Scrutineers
- K There will be a Director available at all meetings to deal with matters of urgency.
- L The meetings will start at 12noon and finish at 5pm
- M No refreshments are provided at these meetings
- N The meetings are held on a Sunday in the closed season and Saturdays during the racing season,
- O Voting is restricted to league chief scrutineers.

# NASA CHIEF SCRUTINEER

## Responsibilities

- 1 To ensure that all league scrutineers are conversant with and adhere to the current NASA rule book.
- 2 To ensure that all league scrutineers take steps to ensure that club scrutineers are conversant with and adhere to the current NASA rule book.
- 3 To take charge of the NASA scrutineers committee meetings as and when called by the Directors.
- 4 To take charge of all aspects of scrutineering relating to both the National Championships.
- 5 To ensure that league scrutineers attending meetings do so with the knowledge of their league.
- 6 To ensure that league scrutineers put forward the view of their league and not their personal opinions.
- 7 To ensure that only recognised league scrutineers vote at committee meetings.
- 8 To elect a secretary
- 9 To ensure that the scrutineers committee elect two national scrutineers in accordance with the rules.
- 10 To recommend rule changes for the following year to the Directors(to maintain stability within the sport,any changes should be kept to a minimum and be done with the knowledge of the league committee)
- 11 To co-ordinate with other NASA committees as necessary.
- 12 The NASA Chief Scrutineer does not have any authority other than at NASA meetings,unless invited.

These notes are to be read in conjunction with **NASA Chief Scrutineers** responsibilities.

- 1 At present there are four meetings a year

**The First** is to ensure that all scrutineers understand the rules and interpret them as one. Note:the rules must be interpreted as would a solicitor,not twisted to suit.

**The Second** is to teach league scrutineers how to check cars-this will include how to use measuring instruments,how to check cc,how to work out compression ratios and how to measure roll cages.

**The Third** is to organise the scrutineering activities for the Nationals.

**The Fourth** is to recommend changes to the rule book. This includes the layout as well as the actual rules. Beware of scrutineers trying to change rules to suit their mates. Any problems in the rule book will probably have come to light by now and leagues will be aware of them, and their scrutineers briefed.

- 2 The ideal route of problems and answers should be—from drivers to club scrutineers—from club scrutineers to league chief scrutineers—from league chief scrutineers to the NASA scrutineers committee—and reverse for information/answers. To achieve this, clubs need to have meetings where drivers can speak about construction problems or rely on actual scrutineering conversations. Club scrutineers definitely need to meet with the league chief scrutineer to enable the information to be passed on.
- 3 'Taking charge' includes opening and closing the meeting, making the best use of the time available. The room is paid for by the hour and some members travel over 150 miles, don't waste time, don't finish early, do plan your meetings in advance. Do ensure that only the league scrutineers vote. It is up to you whether you allow club scrutineers to speak, but be careful what is minuted. Club scrutineers may not speak on behalf of their league. Do not encourage slanging matches.
- 4 You are responsible for ensuring that scrutineering at the Nationals is run as smoothly as possible by:
  - a Making sure you have enough scrutineers
  - b They are all capable of doing their job
  - c You have a measurer of sufficient expertise
  - d All your scrutineers abide by the rules with regard to dress and signing on
- 5 You will be given a list of all NASA and League Officials. If a scrutineer claims to be the representative of his league and is not on the list he should carry a letter from his league secretary or chairman.
- 6 Scrutineers should present the views of their league. This is not to say that they don't have personal views, but major items should come from and go back to leagues.
- 7 The only people allowed to participate at meetings are the recognised league scrutineer (**one** only from each league). Only these officials should be allowed to propose, second and vote at meetings.
- 8 It is your duty to ensure that you elect a secretary and that they carry out their duties correctly. Minutes should read do that they can be understood by any one who was not at the meeting.
- 9 Two national scrutineers are elected from the recognised league chief scrutineers present. Their duty is to represent their league as others, to help you to do your job by assisting at meetings, teach ins and Nationals. They do not get travelling expenses.
- 10
  - A Rule changes should be kept to a minimum
  - B All rule changes have to be verified by the Directors
  - C All rules must be presented as required to go in the rule book

- D Adding a single word can sometimes require up to 10 pages of print to be altered. Consider the cost before recommending such a change.
  - E Don't attempt to alter class structures. These changes would normally be put to the country and be widely discussed.
  - F Bear in mind that some drivers may not get their rule books until just before their first meeting,so any major changes should carry a 12 months notice.
  - G Encourage your secretary to keep a list of possible rule changes as they arise
  - H Avoid making decisions on next years rules until the end of the season-people get confused between 'what is' and 'what will be',and drivers get told 'take this off now but you can put it back on next year'
- 11 Sometimes it will be necessary to 'tie in'with the marshals committee,chairmans committee or safety officers committee.
- 12 Your duties are clearly written down and do not include club or league meetings. Be careful what you tell people over the telephone,you **will** be mis-quoted. Try to back up conversations by letter.

## **C Marshals Committee**

A The marshals meeting is primarily intended for league chief marshals, however club marshals may be allowed to attend at the discretion of the NASA Chief Marshal.

B There will be four meetings per year. The four meetings will be held as follows:

FIRST MEETING is to discuss the contents of the rule book to ensure that all league marshals are aware of and understand its contents in relation to marshalling.

SECOND MEETING is a 'teach in'. This meeting is intended to provide practical training for both league and club marshals.

THIRD MEETING is primarily to organise marshals for the National Championships. Any club marshal wishing to marshal at the Championships should attend this meeting.

FOURTH MEETING is primarily to discuss the current rule book and suggest any changes for the next rule book to the Directors.

C These meetings will be held on Sundays during the closed season and Saturdays during the racing season.

D The meetings will start at 12noon and finish at 5pm

E The committee consists of:

NASA Chief Marshal-he is elected at the league chairman's AGM and is in charge of the meeting

Two assistant chief marshals, who will be elected from the league chief marshals at their first meeting. Their duty is to assist the chief marshal in all his duties.

An assistant chief marshal must be a league chief marshal and will represent his league at meetings as well as assisting the chief marshal.

Four National Black Flag Marshals will also be elected at the first meeting

A Secretary, whose duty is to produce minutes of all meetings, sign on members at meetings and control all paperwork relating to the marshals meetings as required, is appointed by the chief marshal and is ex-officio.

All meetings will consider marshalling problems brought from league meetings

F Reference to the communications chart will show that problems relating to marshalling should follow certain channels, i.e. from club members, through clubs, leagues and then to the marshals committee.

G League marshals should be encouraged to hold regular meetings with club marshals and likewise club marshals should meet with members. This should ensure a flow of information.

H It is the secretary's responsibility to produce accurate minutes of meetings.

- I Secretaries will be paid £5.00 per meeting for taking and sending out minutes
- J Minutes of the marshals meetings will be sent to: President,Directors,All NASA Officials,league chairmen league chief marshals,club chairmen or secretary and club chief marshals
- K There will be a Director available at all meetings to deal with matter of urgency
- L No refreshments will be provided at these meetings
- M Voting is restricted to league chief marshals
- N **SOME FORMAT CHANGES MAY ARISE DURING 1995**

# NASA CHIEF MARSHAL

## Responsibilities

- 1 To ensure that all league chief marshals are conversant with and adhere to the current NASA rule book
- 2 To ensure that all league chief marshals take steps to ensure that all league and club marshals are conversant and adhere to the current NASA rule book.
- 3 To take charge of the NASA Chief Marshals committee meetings as and when called by the Directors
- 4 To take charge of all aspects of marshalling relating to both the National Championships.
- 5 To ensure that league chief marshals attending meetings do so with the knowledge of their league.
- 6 To ensure that league chief marshals put forward the views of their league and not their personal opinions
- 7 To ensure that only recognised league marshals vote at committee meetings
- 8 To elect a secretary
- 9 To ensure that the marshals committee elect National Championship Officials as per the Championship file.
- 10 To recommend rule changes for the following year to the Directors(to maintain stability within the sport,any changes should be kept to a minimum and be done with the full knowledge of league committees)
- 11 To co-ordinate with other NASA committees as necessary.
- 12 The NASA Chief Marshal does not have any authority other than at NASA meetings,unless invited.

These notes are to be read in conjunction with **NASA Chief Marshal** responsibilities.

- 1 At present there are four meetings a year

**The First** is to ensure that all marshals understand the rules and interpret them as one

Note:the rules must be interpreted as would a solicitor,not twisted to suit.

**The Second** is to teach league and club marshals how to marshal,this will include how to control a race meeting,how to use flags,when to use flags,how to put out a fire and what to do in the event of a roll over or major accident.

**The Third** is to organise the marshalling activities for the Nationals

**The Fourth** is to recommend changes to the rule book. This includes layout as well as the actual rules. Beware of marshals trying to change the rules to suit mates. Any problems with the book will probably have come to light by now and leagues will be aware of them, and their marshals briefed.

- 2 The ideal route of problems and answers should be—from driver to club marshal—from club marshal to league chief marshal—from league chief marshal to NASA marshals committee and reverse for information/answers. To achieve this clubs need to have meetings where drivers can speak about marshalling problems or rely on actual marshalling conversations.

Club marshals definitely need to meet with the league chief marshal to enable information to be passed on.

- 3 'Taking charge' includes opening and closing the meeting, making the best use of the time available. The room is paid for by the hour and some members travel over 150 miles, don't waste time, don't finish early, do plan your meeting in advance.

Do ensure that only league chief marshals vote. It is up to you whether you allow club marshals to speak, but be careful what is minuted, club marshals may not speak on behalf of their league. Do not encourage slanging matches.

- 4 You are responsible for ensuring that marshalling at the Nationals is run as smoothly as possible by:

- a Making sure you have enough marshals
- b They are capable of doing their job
- c All your marshals abide by the rules with regard to dress and signing on

- 5 You will be given a list of all NASA and league officials. If a marshal claims to be the representative of his league and is not on the list, he should carry a letter from his league secretary or chairman.

- 6 Marshals should present the views of their league. This is not to say that they don't have personal views, but major items should come from and go back to leagues.

- 7 The only people allowed to participate at meetings are the recognised league marshals (**one** only from each league). Only these officials should be allowed to propose, second and vote at meetings.

- 8 It is your duty to ensure you elect a secretary and that they carry out their duties correctly. Minutes should read so that they can be understood by anyone who was not at the meeting.

- 9 Sometimes it will be necessary to 'tie in' with the scrutineers committee, chairmans committee or safety officers committee.

- 10 Your duties are clearly written down and do not include club or league meetings. Be careful what you tell people over the telephone, you **will** be mis-quoted. Try to back up conversations by letter.

**D Safety Officers Committee**

- A The Association will arrange a minimum of two meetings a year.
- B The first meeting will be to clarify the tracks for the current season. The second meeting will be for recommendations for the following season.
- C The meetings will be chaired by the Director in charge of Safety.
- D The purpose of the meeting is to explain to safety officers:
  - A The need for such a position
  - B The responsibility of the safety officer
  - C Why we need to comply to standards
  - D What these standards are
  - E How to ensure that others comply to the standards
  - F How to deal with insurance claims.
- E The meetings will start at 12noon and finish at 5pm
- F No refreshments are provided at these meetings
- G It is the secretary's responsibility to produce accurate minutes of meetings
- H Secretaries will be paid £5.00 per meeting for taking and sending minutes.
- I Minutes of the safety officers meetings will be sent to: President,Directors,all NASA Officials,league chairmen club chairmen,club safety officers.

## THE ROLE OF THE SAFETY OFFICER

- 1 Why the need for a safety officer?
- 2 What is the duty of the safety officer?
- 3 Why do we need to comply to standards?
- 4 What are the standards?
- 5 How do we ensure other comply to the standards
- 6 How do we deal with insurance problems

- 1 If this was a perfect world,we would not need scrutineers,because the cars would be built right,we would not need marshals because cars would not break down or crash and we would not need a safety officer because everyone would know the right thing to do. Unfortunately this is not a perfect world and people do not always know the right thing to do,hence the need for a safety officer.
- 2 It is your duty to ensure that everyone knows the right thing to do and where possible does it. Basically you must ensure that the 'club'does everything that is reasonably practical to ensure that no one is injured or placed in unnecessary dangers and all the rules of the Association are adhered to. Don't forget the club safety officer or his assistant MUST be present at every club race meeting.
- 3 The NASA rules have been written after many years of experience and thousands of race meetings,some rules are common sense and some rules have to be learned through bitter experiences,but all the rules are necessary and must be adhered to. If someone was to authorise a deviation from the rules and this resulted in someone becoming injured,they may find that they stand alone in being accused of neglect.
- 4 The standards referred to can be found in the current edition of the NASA members handbook. The rules and regulations cover all aspects of a race meeting,from the track construction to ages of competitors and officials. Vehicle construction is contained within the construction rules for each class.

All safety officers should be aware of the contents of the members handbook and ensure that others are aware of their responsibilities.

- 5 Ensuring that a race meeting runs to the rules is best done beforehand. Speak to all committee members and ensure they realise their responsibilities,for example:
  - A Who on your committee is responsible for ensuring that loading and unloading is done in accordance with the rules
  - B Does your chief scrutineer ensure that scrutineering is not only carried out in accordance to the rules(including noise tests)but is carried out in a safe manner,if not who is ensuring this?
  - C Who is responsible for ensuring that only cars that have passed scrutineering are allowed to race?
  - D Who is responsible for ensuring that only 'signed on'members race?
  - E Who is responsible for ensuring the track complies to the rules and remains so throughout the race meeting?
  - F Who is responsible for ensuring that the pits are kept free from spectators during racing?

It is too late when you get to a race meeting to sort out who is doing what,this needs to be done at a committee meeting. Don't do it all yourself-delegate.

- 6 As long as you make sure your club complies with and runs strictly to the members handbook, then for any claim of negligence NASA could go to court and prove good experience, good conduct and a good system of racing.

There are many other matters within the members handbook that need attention-clarifications on some aspects are to be found within the pages of the safety officers minutes. Some duties such as safety officers check sheets, authorisation and event permits, track inspections are not mentioned in the members handbook. If you are unsure what to do on any of these matters, consult the Director in charge of safety. Accident reporting, which also involves the safety officer, is the province of the Director in charge of insurance, with whom you should consult if you have any problems.

If you require copies of past safety officers meeting minutes to help you with your position, contact the Director in charge of Safety.

# 13a NATIONAL AUTOGRASS CHAMPIONSHIP

## MEN'S

- A There is a separate document relating specifically to the Championships, this is updated annually and issued free to clubs and leagues. This section will deal with matters not covered in the Championship File but still relating to the Championships.
- B **Allocation of cars**  
The amount of cars allocated to each league is directly proportional to the number of cars that have raced in a league prior to the Sunday before the May Bank Holiday.
- C To arrive at this figure the number of cars in each class that have raced from all the leagues prior to the Sunday before the May Bank Holiday is divided by the number of cars that race at the Nationals in that class.

The resulting figure is the amount of cars a league must have recorded as raced to obtain one place (see example below for fuller explanation)

### EXAMPLE ONLY

If the total of cars recorded as raced in class 1 = 400

The number of cars allowed to race in class 1 at the Nationals = 40

Therefore it can be seen that only 1/10 of the class 1 cars in the country can go to the Nationals.

Therefore it follows that only 1/10 of the class 1 cars recorded as raced in your league can go to the Nationals, i.e. 1 in 10

Therefore if you have 20 cars recorded as raced you get an allocation of 2.

To deal with the fraction, i.e. part of a car, we say that a figure of .5 or over equals one car, i.e. if a league has 15 cars registered as in above, they will get 2 places (1 place for 10 cars, plus 1 place for 5 cars which is .5 of 10)

But if a league has 14 cars registered they will get 1 place (1 place for 10 cars and no place for 4 cars which is .4 of 10)

Then we come to reserves, any fraction that is not a full car becomes a reserve. Therefore the league with that .4 above will have a first reserve.

- D If a car from league A races at league B prior to the Sunday before the May Bank Holiday, then that car will be included in the total for league A
- E Any attempt to gain extra places through altering or adding to the signing on sheets will be dealt with severely by the Directors. To avoid alterations or additions being made to the signing on sheets after it has been signed as correct by an official, the official must mark the sheet with a large **Z** to make it impossible to add names. Any alteration should be initialled.

- F Leagues will be notified of how many cars they have been allocated in each class. It is then up to the league to decide which cars qualify for the Championships.
- G The league is then required to return the names and car numbers to NASA by a certain date.
- If a place is not accepted by a league, that place will be offered to the league which had a first place reserve in that class.
- H A league may change a driver any time before the Championships, i.e. a substitution providing that the substituted driver has registered by the required date.
- I A driver may change his car (but not his class) any time before the Championships, that is, up until the cars enter the scrutineering bays.
- J Only cars which are on the original list will be scrutineered at the Championships without question.
- K There are 40 cars allocated to each class, there are also reserve cars allocated. Reserves will be scrutineered in the normal way and then placed in a separate bay.
- L Any places not filled prior to 10.15am before the start of the first race will be filled by using the reserve list. However as the allocations are worked out purely mathematically it often happens that there are several reserve drivers with an equal chance of filling a vacated place. If this is the case **the class will never be oversubscribed**. Therefore, the class will run short rather than attempt to differentiate between the reserve places.
- M It is often the case when compiling the original allocations, that there is an equal opportunity for several drivers competing for the final places in a class, again **the class will never be oversubscribed**.
- N Substitutions will not be made once a car has entered the scrutineering bays. The same car must be used by the same driver throughout the Championships.

## 13b NATIONAL AUTOGRASS CHAMPIONSHIPS

### LADIES AND JUNIORS

In 1993 the Ladies and Juniors were included in the National File, clearly defined by being in *italics*. Any items that relate to both Men's and Ladies/Juniors has been left untouched. Items which differ include

- A     **Allocation**  
Under the present system there is no allocation made to leagues. This situation will only change when the Championships become oversubscribed.
  
- B     Entry to these Championships is by entry form supplied by NASA and distributed by club secretaries. The entry forms are returned to NASA via the club secretary by a set date. The secretary will also collect the entry fee of £9.00(2000)which is non refundable. This should then be sent to your own league who will subsequently be invoiced by the host league. The entry fee will be offset against the gate money of each competitor who attends.
  
- C     A list of entrants will be sent to each league after the closing date for acceptance of entrants.

## 14 TYPES OF MEETINGS

- A All clubs must cater for classes 1-10 inclusive at race meetings and all racing and cars must comply to the NASA rule book.
- B **Open meeting**  
This is the normal type of race meeting where racing will be provided for all classes 1-10 with a recommendation that Ladies are given the same amount of races as the Men. Visitors will be allowed in all races.
- C **Restricted Open**  
This type of meeting will cater for visitors but racing may not be as for an Open Meeting. Some clubs mix classes by having front wheel drive and rear wheel drive races.
- D **Closed to Club**  
Racing is strictly for Club Members only, usually because of club points.
- E **Closed to League**  
Racing is strictly for League Members only, because of league points or because the meeting is a Nationals Qualifying Round

**NOTE: No racing will take place on the same date as the Men's and Ladies/Juniors Nationals.**

## 15 TYPES OF VEHICLES

A A vehicle must comply to the minimum standards laid down for one of the classes from 1-10 and must carry this class number on the vehicle roof, in a place as defined in the rules.

B Clubs may have a 'Club Class'. This will consist of cars built to the minimum standards as defined for a class with additional restrictions.

C For example a club could have a 'Club Class' to the following rules

The class will consist of class 2 cars and class 5 cars up to 1300cc, with construction rules as for class 2 except for being FWD

The FWD cars would have to have class 5 on the roof, possibly followed by a letter C to denote club class.

These two classes of cars could then race together in what could be an interesting class.

The club would have to make it clear to class 5 drivers that they would not be competitive in other club class 5 races, unless the other clubs also had a similar club class

## 16 INSURANCE

NASA is responsible for arranging suitable insurance for Clubs and Leagues.

Insurance will consist of the following types.

- A Third party insurance. This indemnified the organiser from third party claims in respect of neglect. The third party is usually a spectator.
- B Third party insurance for competitors(drivers insurance). This indemnifies the driver whilst competing from third party claims in respect of neglect.
- C Officials insurance. This provides sickness benefit for officials if injured at a race meeting whilst operating within the rules.

### DRIVERS INSURANCE

#### Payment

NASA is responsible for arranging suitable third party insurance for drivers/competitors. Drivers contributions will be incorporated in the Clubs affiliation fee which is payable at the beginning of the year.

#### New Clubs

As it is not possible to base the drivers insurance on the affiliation fee(standard rate for new clubs)a total will be made on the 31<sup>st</sup> July and the club invoiced after this date.

### GENERAL PROCEDURES TO FOLLOW WHEN A CLAIM COULD BE MADE.

- A For club also read league
- B For members-this applies specifically to **Officials** of NASA.
- C First and foremost **NO ONE** should admit liability for whatever happened,whether the comment is made as a person,spectator,driver,club,league or Association Official.
- D Each club should have a nominated person to whom anyone wanting to make a claim should be sent,with no comments being made by any one to the possible claimant.
- E This person only will be responsible for telling the possible claimant what they have to do and then telling the club what they have to do.
- F Our insurance policies are **Legal Liability Policies** and as such for a third party to succeed in a claim against NASA Ltd,negligence must be proved. **Under no circumstances must a member of NASA Ltd admit liability**(either orally or in writing)as this may at best prejudice the position of the insurance company and at worst invalidate the insurance contract.
- G No money should be paid out if a claim is being made or likely to be made. It is the insurers who decide payments. The club may pay out if the amount is small and it

wishes to end the matter, but this is an admission of liability and obviously the insurance company would not entertain a future claim by someone.

- H The insurance details displayed in the signing on area are for the information of **members** of the Association only. **Please note** the insurance policies will only cover members of the Association who have strictly complied with the terms and conditions of the 'current rule book.

Any one who does work at a race meeting and is not a **member** of the Association (i.e. is not a current registered official) will not be covered by any insurance arranged by NASA Ltd.

### **HOW TO DEAL WITH A CLAIMANT**

- A Calm them down and **listen** carefully to what they are trying to say, take notes if possible, and have a reliable witness there.
- B If they wish to pursue a claim against NASA Ltd all you have to do is either telephone or write to the Director in charge of insurance, who will send the necessary forms to fill out.
- C DO NOT ADMIT LIABILITY IN ANY SHAPE OR FORM
- D The above applies whether a claim is being made by a spectator for an accident under Public Liability, or a **member** under the Personal Accident Policy.

### **WHAT THE CLUB HAS TO DO**

- A Take all the relevant details of the claimant, the accident etc., witnesses names and addresses, photographs, where they were standing or sitting when the accident happened.
- B Ring the Director in charge of insurance asking for the relevant claim forms. **YOU ARE NOT MAKING A CLAIM, YOU ARE PROTECTING YOUR CLUB AGAINST A CLAIM WHICH MAY NOT BE RECOGNISED IF YOU DELAY.**
- C Fill in the form, photocopy it for your record and send it to the Director in charge of insurance.
- D If you receive any correspondence about the accident, send it to the Director in charge of insurance.
- E If you are in doubt about a possible claim, **RING** for a form any way and fill it in and return it to the Director in charge of insurance with an explanatory letter stating a possible claim or a definite one.
- F All incidents and accidents should of course be on the ACCIDENT REPORT FORM returned to the Director in charge of insurance **within 7 days** of the race meeting.
- G **IF YOU HAVE ANY PROBLEMS OR DOUBTS, RING AND GET AN ANSWER, DON'T WAIT UNTIL IT IS TOO LATE.**

## **LIMITATION OF LIABILITY**

The present insurance cover applies specifically to NASA Ltd as the organising body and if there is no negligence on the part of NASA Ltd., then strictly speaking there will be no indemnity provided under our policy.

The cover provided is in relation to the activities of NASA Ltd. And it's officials and drivers (under the separate policies)

Now that the driver is also covered under a separate policy, go through the normal channels for a claim involving a driver. Give as much information to the Director in charge of insurance as possible regarding the claim, so he is able to judge whether the negligence claim is against the club or the driver, so that he can pass the information on to the insurers.

Obviously for NASA's own protection, claim forms should still be completed in the usual manner and copies of all correspondence sent to the insurance company via the Director in charge of insurance.

The Director in charge of insurance for 2000 is **GORDON HARRIES**.

## **WHAT TO DO IN THE EVENT OF A FATAL ACCIDENT AT A RACE MEETING**

RING FOR AN AMBULANCE

RING FOR THE POLICE

On arrival of the police ascertain whether he can act as a Coroners Officer,if the casualty/fatality has been confirmed by the Ambulance Personnel. It may be that this part would take place at the hospital,if the ambulance personnel have taken the casualty/fatality to hospital.

ASK FOR POLICE ADVICE ON STATEMENTS TO BE TAKEN,IF UNSURE.

Otherwise:

Take names,addresses,telephone numbers and occupations of all witnesses to the accident/incident.

Take short statements

Get a statement from the scrutineer who examined the vehicle on the condition before and after the incident-to be taken if a racing car and driver are involved.

Get particulars of the Doctor if the police have called one in and get a statement from him.

Get particulars from ambulance personnel,their names,where the ambulance is based and which hospital they will take the casualty/fatality to.

Make a note of how long it took the ambulance to arrive.

This information will be necessary for the Coroners Office if they request it,for use at an inquest.

Don't inconvenience witnesses-get their statements as quickly and calmly as possible.

Keep all your record of the incident together. Don't forget to fill in and send of a NASA Accident Form to the Director in charge of insurance.

In the event of a potentially fatal accident,the track layout and racing cars must be left in place until a police officer allows them to be removed.

## 17 RACE MEETINGS

- A All race meetings organised by a club/league, or any club/league official, must comply to the rules and regulations of the Association.
- B All race meetings **must** be covered by NASA insurance. All race meetings must be registered with the NASA Treasurer by early January in order that Insurance cover can be arranged.
- C All racing will take place on an unsealed surface
- D All tracks must comply with the rules in the current book
- E Only cars to NASA standards that have passed inspection by a recognised scrutineer will be permitted to race.
- F No driver will be permitted to drive a race car unless he/she has a current licence and a current rule book or a valid day licence and a current rule book and is registered as driving that car and has signed on an official NASA signing on sheet.
- G No person will be permitted to officiate or race unless their age is in accordance with the rules and regulations.
- H No person will be allowed in the pits during racing unless their age is in accordance with the rules and regulations.
- I Spectators may be allowed to visit the pits during an interval. If this is done the club/league must ensure that all movement of racing cars is kept to a minimum.
- J Racing will **not** take place on the same dates as the Men's or Ladies/Juniors National Autograss Championships.
- K An accident report form must be completed after each race meeting and sent to the appropriate NASA Official within 7 days of the race meeting.
- L All signing on sheets must be returned to the appropriate NASA Official within 7 days of the race meeting.
- M All race meetings run by a NASA club or league must have an Event Permit issued by NASA.
- N A copy of the valid Event Permit and Insurance details must be displayed for the benefit of club/league members.
- O All drivers/mechanics must wear overalls whilst in the pits.
- P All authorised personnel within the pits and track enclosures must wear overalls or an officials jacket.

## 18 MOLARA

NASA are members of MOLARA-the Motoring Organisation Land Access and Recreation Association. Other members of MOLARA are:

Auto Cycle Union  
Association of Rover Clubs  
All Wheel Drive Club  
British Motorcycle Federation  
Civil Service Motoring Association  
Motor Cycle Industry Association  
RAC Motor Sports Association  
Trail Riders Fellowship  
Amateur Motor Cycle Association

As you can see the list of members is very impressive and forms a very powerful body for voicing opinions of motor sport to the Sports Council and the Government.

MOLARA has access to 'Legal' experts in the field of Motor Sport and have proved very useful to clubs with noise and planning problems.

If your club does start to have problems with the local council over noise or planning problems,talk to them straight away. If you are going to need help,notify NASA. Once things get out of hand it is very difficult to deal with.

The person responsible for MOLARA in 2000 is **ROGER GILL**

## 19 RAC MSA

NASA has a written agreement with the RAC Motor Sports Association, the designated body for the control of motoring competition in the UK, by the Federation de Automobile, whereby they accept that we have developed a form of motor competition, namely Autograss Racing.

The RAC MSA have agreed that while this agreement is in force, they will **not** seek to enforce regulations contained in the British Motor Sports Year Book with regard to members licences, club affiliation, track licences and penalties against any RAC MSA licence holder who takes part in a NASA event.

We in turn have promised not to deviate from our accepted form of racing, constitution, administration procedures with full and satisfactory insurance cover.

NASA is also a member of the Association of Authorising Bodies, which is responsible for issuing permits for Autograss events and Banger events under our sister organisation Contact Auto Racing Association (CARA).

## **20 USE OF NASA LOGO**

### **ON PROGRAMMES, LETTER HEADINGS ETC.**

The NASA logo may only be used by clubs and leagues to indicate that they are members of NASA by including the word 'member' or 'members of' with the logo.

The many problems clubs have encountered in the past have diminished when councils have found that clubs are members of a National Body. Clubs and leagues are recommended to indicate their membership of NASA on their programme. Below are an assortment of logo sizes to assist in programme layout.

### **MEMBER OF**

**MEMBER**

## 21 AFFILIATION

- 1 Clubs will pay an annual registration fee to NASA
- 2 Clubs will also pay annual affiliation fees to NASA. These will be paid by their league
- 3 All fees are to be paid in advance of the coming season.
- 4 The affiliation fee is based on the members registered with the club the previous year
- 5 As a newly registered club would not have previous membership to refer to, the fee will be £100 for the first year.
- 6 If a club moves from one league to another, its 'fee' will be deducted from its old league and added to its new league.
- 7 All payments to NASA will be made by cheque only.

## **22 NATIONAL FIXTURES LIST**

The Association publishes a National Fixtures List annually.

In order to ensure that the Fixtures List is available prior to the start of the season, clubs and leagues are asked to send their fixtures to the designated NASA Official no later than the AGM in the November of the year before.

The fixtures list is issued free to clubs to distribute free to members

NASA will make all efforts to cover the cost of producing the list by advertisers.

The cost of placing an advert is £50 for clubs, £150 full page inside, £175 back cover and £280 front cover (1995 rate). Note: there is no charge for normal fixtures.

## 23 FINANCES

- A All matters of finance will be dealt with through the Associations Treasurer.
- B All cheques should be made payable to National Autograss Sport Association.
- C Cash payments should not be made
- D To assist in administration, bills will normally be sent via leagues.
- E Insurance payments may be made via instalments, by prior arrangement with NASA. This information will be detailed on your insurance invoice.
- F No club or league will be allowed to go into debt with NASA beyond a maximum of £150.

Any debtors in excess of this figure will be reported to the League Chairman's Committee who will deal with the matter as they see it.

NOTE: If your club is having difficulty paying a NASA bill, contact the Treasurer, it may be possible to make arrangements.

## 24 PLANNING PERMISSION

This section has been included as a guide to racing without planning permission.

- A Motor Sport can take place without the need for planning permission by virtue of the General Development Order 1988
- B This allows motor racing to take place on land for not more than 14 days in any calendar year and a further 14 days for the use of the land. This means that you can move your caravans/race control etc. onto the land Saturday,race on Sunday,move off Sunday night with no problems,up to 14 times a year.
- C You must not alter the shape of the land or build any permanent structures.
- D There is however one way local councils can 'over ride' this no planning permission. This is an Article 4 Directive under the General Development Order.

If your local council should quote this at you contact NASA immediately,NASA will then seek advice from MOLARA's legal department.

## **25 NOISE PROBLEMS**

Any one can complain about noise from a race meeting. Usually they go to the council who then send the Environmental Health Officer along to investigate.

They are likely to take readings at the complainants residence and compare these with the ambient(normal/everyday)noise.

They will also ask if you have a National Rule Book and the specific noise levels. It is important that you treat these officers with respect and cooperate.

This is where you hope your scrutineers have done their job and all the noise levels are below the figure in the rule book.

The council may insist that the noise levels are below those in the current rule book and may also stipulate times for starting and finishing racing.

Beware of public address systems that are too loud. A lot of small speakers distributes noise better that a few large speakers.

All clubs and leagues should register with NASA what type of noise meter they have and are using.

## 26 LICENCES

### A How to apply for a licence

You must obtain an Application Form for your licence from your club secretary, giving to that secretary your subscription for your licence. The club secretary **must** sign and date the form and also stamp it with the club stamp, if the club has one.

You will also receive an envelope with the address of the person to whom you must send the application form, together with a blank envelope on which you should add your name and address and stamp for the return of your licence and membership book.

The form is in quadruplicate and when filled in you should hand the yellow copy back to your club secretary, keep the pink copy for yourself and send the two white copies to the registration secretary for your league together with a stamped addressed envelope, failure to send a stamped addressed envelope will result in your licence not being issued. Please ensure that your application is accompanied by a stamped addressed envelope.

When filling in your application form, please print all the details and mark the appropriate licence that you are applying for. Obviously full men's' is for a mans licence and likewise for the full ladies, although if a lady wished to race with the men only, and wishes to compete at the men's finals and not the ladies finals, then she too must apply for a full men's' licence.

If applying for a junior licence or a full licence but you are under 18 years of age, then your application must be countersigned by a parent or guardian. You must also have a consent form completed by your parent or guardian and a copy of this to be sent with your application form.

### B Types of Licence

There are different types of licence

Full Competition	This is for any one who wishes to drive, mechanic and/or officiate
Mechanics membership	This is for any one who wishes to mechanic and/or officiate
Membership Card	This is for any one who wishes to be a member and officiate only
Day Licence	This is for any one who wishes to race for the one day

If a driving member wishes to race on the day, he/she must purchase a day licence as there is no racing on 'pink slips'

Non racing members may apply for a licence and still officiate on that day

### C Lost Licence

If you loose your licence then get in touch with your club secretary for details of re-application, who should then contact your area registration assistant

## **27 NASA PAPERWORK AND WHERE TO OBTAIN IT**

Most NASA paperwork is obtained from Mrs Pat Patrick. Some is available from the NASA Treasurer. All clubs and leagues will have been issued with the order forms NASA/MR/93 and Rule Book order form. These forms should be returned to Pat Patrick or the Treasurer as appropriate along with the necessary remittance.

From Pat Patrick you order:

Signing on sheets,officials sheets,mechanics signing on sheets.IN3,RT1,RT2.licence application forms,consent forms and day licences.

Although all the notices can be ordered through Pat Patrick,they can only be collected at a Chairman's meeting,they cannot be posted.

From the NASA Treasurer you order:

Rule books,marshals jackets,cancellation cards and insurance forms.

From Jeff Gutteridge you order:

Promotional leaflets and packs.

If any one has any problems then contact the NASA Secretary

## **28 PROTECTION OF TITLES**

All written publication and forms are copyrighted and must not be copied in any way what so ever. This includes league/club vehicle identification numbers/letters and classes 1-10. Persons should be aware that if they do use these classes and vehicle identification letters/numbers outside NASA they could be in breach of copyright law and action will be taken against them

All names,addresses and telephone numbers are protected by the Data Protection Act.