

Driving and competitive events

Rules and regulations for organisers explained

Overview

Driving events run by the Club or its centres must obtain Motorsport UK approval in almost all cases. The exception where approval is not required are events defined as 'social runs' - these are events that start at point A, finish at point B, and have no required route (including waypoints) between the starting point and the destination.

For all other events, approval is required - if held on public roads this is a legal requirement not just a Motorsport UK regulation.

The requirements are especially onerous if holding a driving event on public roads with more than 12 cars. They require specific approval of the route to be used and this must be obtained at least two months in advance; this approval is also more expensive to obtain. Smaller events, or those held on private land only, can be approved with four weeks' notice.

The guidance that follows explains the approvals that you need and provides links to relevant documentation. Failure to follow the rules can have severe implications for the Club and for the organiser and participants as individuals. Penalties include fines for the Club from Motorsport UK, financial penalties from the police/courts for organisers and participants may find that their insurance is invalidated when taking part in an unauthorised event, so please do take this seriously.

Please contact Iain Leviston, the Club's Motorsport Lead, via email on SportsMog@MorganSportsCarClub.com if you have any questions. Urgent queries may be dealt with by phone on 07512 639 188.

The detailed guidance

The background

The MSCC, including its centres, is a club recognised by Motorsport UK (MSUK), previously known as the Motor Sport Association or MSA. MSUK is the governing body for motorsport in the UK, and the UK representative of the FIA, who regulate motorsport globally, most famously with the FIA Formula One World Championship.

I'm not organising a grand prix, so why is this important?

Being a MSUK recognised club is important to the MSCC. Membership allows us to organise our own competitive and driving events, including:

- the AR Motorsport Morgan Challenge;
- the MSCC Techniques Speed Championship;
- the Club AutoSolo and Concours competitions, usually part of the annual MOG;
- driving competitions run by local centres, i.e. the DonMog and NorceMog autotests; and
- treasure hunts, touring assemblies and other organised non-competitive events on public roads.

These are all key activities for the Club and its members.

Recognition by MSUK also gives us access to a wealth of training and guidance on how to organise these events. It also provides us with £100 million of personal accident insurance cover for participants, officials and spectators for any incident that occurs during an event held under either a Certificate of Exemption or a Permit (see below).

MSUK lays down rules and regulations in the Motorsport UK Yearbook (commonly called the Blue Book). This is reissued annually and can be found on the MSUK website. From the MSUK home page (www.motorsportuk.org) this can be found under 'Resource Centre' > 'Yearbook'. You can also follow this [link](#). As a recognised Club we face severe financial penalties, and potentially the loss of our recognised status, if we fail to obtain the correct approval for our events. A flow chart, showing the information in a simplified format, is provided at **Appendix 1** of this guidance.

What MSUK approval do I need?

A driving or other competitive activity, whether it be for a MOG event or for your centre, will fall into one of the following three approval categories:

- No approval required.
- Certificate of Exemption (CoE).
- Permit.

In addition to the above, Route Authorisation may also be required if your event requires a CoE or Permit and uses public roads; guidance on Route Authorisation can be found later in this document.

No approval required

No approval is required from MSUK if you are organising a 'Social Run'. The Blue Book defines a Social Run as a "non-competitive run for likeminded participants where there is no other purpose than the camaraderie of motoring in company to a predetermined point." Such an event is outside of MSUK's jurisdiction and as such no CoE or Permit is required.

Certificate of Exemption

Other events may fall within the jurisdiction of MSUK but may not require a Permit. Instead, they must have a CoE. Such events include:

- o a Touring Assembly;
- o a Gymkhana held entirely on private ground;
- o a Treasure Hunt;
- o a procession for charitable or historic purposes;
- o a Concours d'Elegance; and
- o an approved Driver's Training Day or Special Demonstration.

Definitions of these events can be found in the Blue Book. For these events an application needs to be made to MSUK for a CoE. Unless such a CoE is approved by MSUK before the event is due to be held, it must not take place.

Permit

Permits are required to hold all other competitive motorsport events. These include:

- o Sporting Trials;
- o Car Trials;
- o AutoSolos; and
- o Autotests.

Permits are also issued for race and speed events as well as championships. Definitions of these events can also be found in the Blue Book. These events must not take place until a Permit has been issued by MSUK.

What is the difference between a Social Run and a Touring Assembly?

MSUK's view is that a Social Run is more of a social meeting that involves driving to a location rather than a motoring event. A route may be suggested but the activity is more about where you are finishing.

A Touring Assembly meanwhile has more emphasis on the route and points to visit. Specifically:

- a) a prescribed route may have to be followed;
- b) pre-arranged points may be provided for in the event's itinerary;
- c) no limits of speed may be laid down;
- d) no requirement to visit prearranged points, other than a requirement to report at a final point not later than a specified time, are permitted; and
- e) no awards of any description, other than those in relation to activities arranged at the finishing point may be made or given.

If any of these points (a) to (e) becomes a mandatory part of the itinerary, Route Authorisation (see later) will also be required.

The programme of a Touring Assembly may include additional events (other than speed, i.e. a Concours) if they are held only at the place of final assembly.

In short, agreeing to meet at a café for breakfast, before driving to a stately home for a picnic would be deemed to be a Social Run. However, to then leave the stately home and continue to a pub for dinner would then make the event a Touring Assembly, as the stately home would have been a pre-arranged point in the itinerary.

It is easier to organise a Social Run than a Touring Assembly, but please do not try to pretend that the latter is the former - it could lead to severe repercussions for the Club. Please speak to the Motorsport Lead if you want to organise an event as a Social Run. They can advise on what is and is not allowed by MSUK and can help you make some simple changes to your plans that would prevent us from breaking any rules.

I need a Certificate of Exemption or Permit - how do I get one?

A CoE or Permit can be applied for either:

- online through the MSUK website; or
- by emailing MSUK a completed PDF form.

Emailing the PDF form is the easiest option for most organisers and should be used in most cases. Only certain individuals have access to complete online applications - please contact the Motorsport Lead if you wish to make an application in this way.

A CoE or Permit application should be submitted **at least four weeks before** the event. This is a MSUK requirement to give it time to process the application, resolve any queries and issue the CoE or Permit. An event **must not be held** if a CoE or Permit is required and has not been received, even if an application has been made in good time. Late submission of an application may lead to a Late Application Fee being charged - this will more than double the cost of a CoE!

To apply for a CoE or Permit, download the 'Organising Permit Application Form' PDF file from the MSUK website. From the MSUK home page this can be found under 'Resource Centre' > 'Document Library' > 'Organising Permit Application Form.pdf'. You can also follow this [link](#).

Appendix 2 to this guidance explains how to complete the form - please read this and contact the Motorsport Lead if you have any further questions or need clarification on any matters.

Once completed, the form should be emailed to MSUK at james.tattersall@motorsportuk.org, copying in the Motorsport Lead at SportsMog@MorganSportsCarClub.com. Please include the following in the email's subject:

- MSCC.
- Whether it is a CoE or Permit you are applying for.
- Your centre name.
- Type of event.
- Date of the event.

For example: "MSCC Permit application - SportsMog AutoSolo, 6 June 2020". This allows the Club to keep track of the balance of our MSUK float and to add events to our online Club Competition Calendar (link [here](#)) as appropriate. The Motorsport Lead will also be in contact to discuss equipment and personnel needs for the event.

How do I pay for a Permit or Certificate of Exemption?

Certificate of Exemption

CoEs are paid in advance and charged at a flat rate. In 2020¹ this was £27.00 per event. The Club will typically cover the cost of CoEs for events run by centres.

When sending the CoE application by email to MSUK, include within the text of the email that the Morgan Sports Car Club maintains a float with MSUK for CoEs, and that the cost of the CoE should be drawn against this fund. Should this be challenged, please contact the Motorsport Lead and they will engage with MSUK to resolve this issue on your behalf.

Online applications must be paid for using a personal debit or credit card at the time of submission, hence the recommendation to use the PDF form. The cost of a CoE paid for in this way can be reimbursed by the Club if you submit an expenses claim to the Treasurer as outlined in the Expenses Policy (see the 'Club Documents' section in the 'Members' area of the Club website).

CoE fees are **not refundable**, so if the event does not run the Club will not be reimbursed by MSUK. Please use judgement therefore when deciding on the right time to apply for a CoE. You

¹ Appendix 1, Section 4 of the Blue Book details CoE and Permit fees for the current year.

must meet the four-week notice period required, but please also ensure that you are reasonably certain that the event will be able to run before submitting the application.

Permit

Permits are paid for in arrears, based on the number of entries. In 2020 Permits cost £11.50 per entry. The Club typically expects event organisers to recoup Permit costs through an entry fee. Centres may choose to subsidise Permit costs from their own funds should they wish to do so. Requests for financial support from the Club for competition events may be made via the Motorsport Lead; this request will be decided by the Club's Finance, Employment & General Purposes Committee using delegated authority from the National Committee.

Payment of the Permit fee is required within 14 days of the event being held. Payment details will be included on the Permit as well as being given on the PDF form. A late payment fee is charged per week or part thereof, so please make appropriate arrangements in advance to ensure that payment can be made on time.

If an event is cancelled after a Permit has been issued by MSUK then no Permit fees will be due. The organiser should notify MSUK of the cancellation in a timely manner to avoid being chased unnecessarily for payment.

Route Authorisation

All events requiring a CoE or Permit and using public roads, in part or in whole, must have Route Authorisation (RA). RA is not required if you are organising a Social Run (because a CoE or Permit are not required, see above). RA is not just a MSUK requirement - it is enshrined in British law (England, Wales and Scotland) via 'The Motor Vehicles (Competitions and Trials) Regulations 1969' as amended. Organisers of events held in Northern Ireland must contact MSUK in respect of their specific legal requirements.

RA is provided by MSUK's Competition Authorisation Office (CAO) following consultation with local Route Liaison Officers (RLOs). Individual RLOs are responsible for specific regions of the UK - their details can be found in Appendix 5(b) of the Blue Book. Note that the names and/or contact details may change over time, so do always check before making contact, even if you have obtained RA for a previous event in the same area.

For events in which 12 or fewer cars will participate then RA is granted automatically with the CoE or Permit, and no additional application needs to be made to the RLO. **However, you MUST notify the Motorsport Lead by email of your intention to hold such an event BEFORE making your CoE or Permit application.** This is because the Club cannot hold two events of this type within eight days of each other, irrespective of the centre organising the event or the part of the UK they are held in. You may therefore be unaware of an event taking place on the previous, same, or following weekend. We cannot rely on MSUK to identify potential clashes at application stage and the Club would be liable for a financial penalty as well as enforcement action if found to have committed a breach of MSUK and legal regulations.

If you do need to apply for RA you must make your application to the CAO between six and two months before the event is scheduled to take place. Applications made outside of this period will be rejected by MSUK. The RLO must therefore be engaged well in advance of the event to ensure that the route, dates, and schedule can be discussed and amended as necessary prior to submitting the application to the CAO. The RLO will also guide you through the application process and tell you what needs to be submitted.

If you are organising an event that uses public roads but where you do not need to contact the RLO (i.e. a Social Run or if you are allowed by the Motorsport Lead to use the automatic RA), you may still wish to notify the relevant RLO of your plans. Notification helps the RLO know where and when events are taking place and helps them and you avoid congestion from multiple events using the

same roads at the same time. It also helps maintain good relationships with the local community, which is vital if we want to continue to enjoy the use of these roads for motor club activity.

There are detail differences between the systems in operation in England & Wales and Scotland. There are also differences in the fees charged for the RA (these are in addition to the CoE or Permit fee).

England and Wales

MSUK publishes the mileage rates on a per car basis. Further guidance on RA, including the fees payable, can be found on the MSUK website. From the MSUK home page this can be found under 'Resource Centre' > 'Document Library' > '2020 Route Authorisation Fees - England & Wales.pdf'. You can also follow this [link](#). In 2020, events with a route of less than 10 miles cost £1.85 per car, but those in excess of 200 miles cost £12.95.

Scotland

The Royal Scottish Automobile Club (RSAC) publishes rates on a total cost per mile basis (i.e. irrespective of the number of cars entered). Further guidance on RA, including the fees payable, can be found on the RSAC website², www.rsacmotorsport.com. RA guidance is provided by selecting 'Route Authorisation' from the top of the home page. In 2020, the RA costs £67 for up to 50 route miles, increasing by £35 for every additional 50 miles or part thereof.

Northern Ireland

Contact the MSUK using the contact details provided in Appendix 5(b) of the Blue Book.

Further questions or guidance

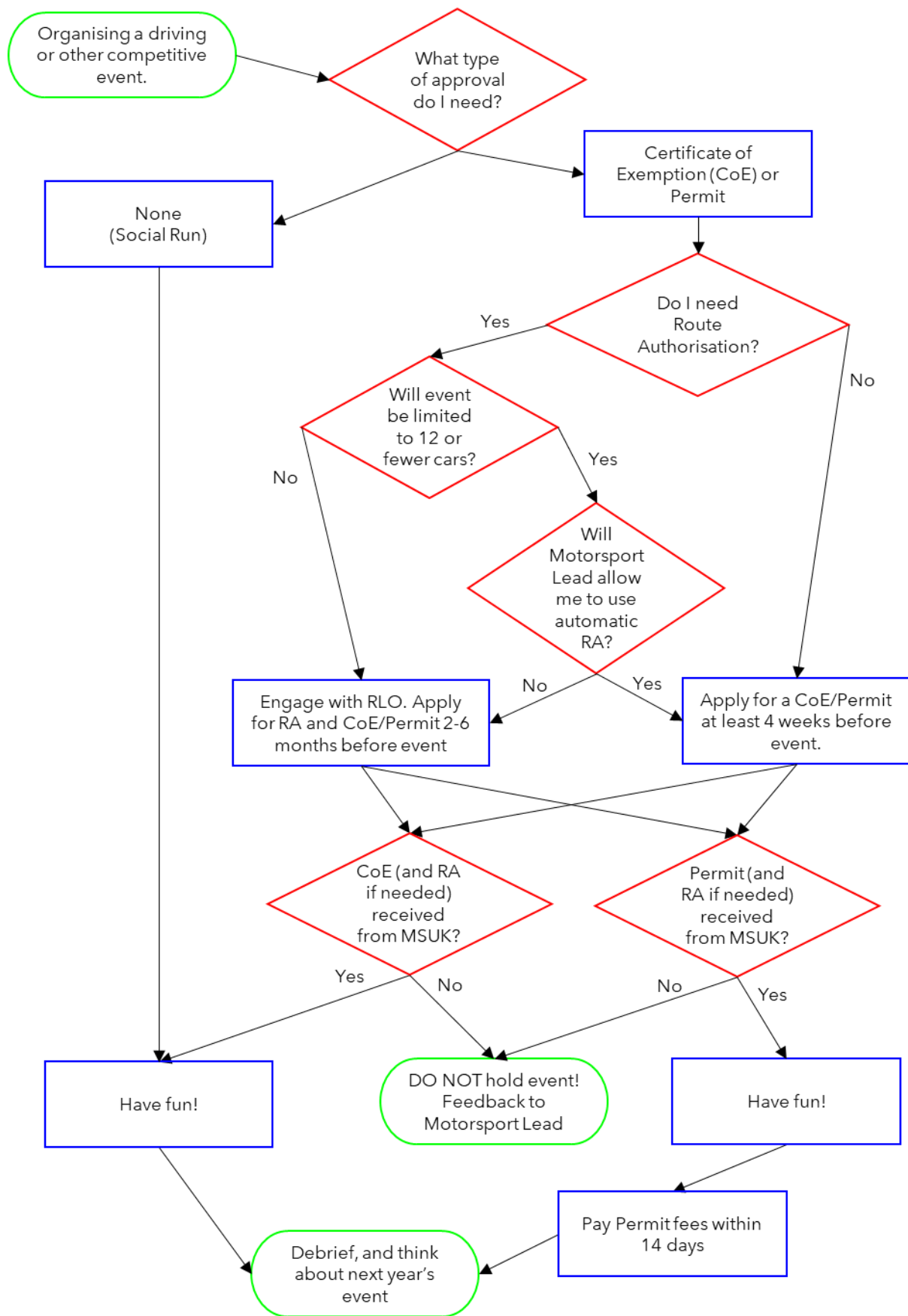
Please note that when looking at the MSUK website, not all the links have been updated. In particular:

- the link to the RSAC takes you to the old rsacmotorsport.co.uk website (see footnote #2); and
- many links to email addresses retain the old '@msuk.org' format. These will not be actioned by MSUK even if you do not receive an undeliverable response. All current addresses take the form '@motorsportuk.org'.

If you have any questions, guidance or feedback on the process, or this guide, please contact the Motorsport Lead, Iain Leviston, on SportsMog@MorganSportsCarClub.com. Urgent queries may be dealt with by phone on 07512 639 188.

² Note that 'rsacmotorsport.co.uk' is an archived site containing no information relevant to RA. Furthermore, if searching online then you must use 'RSAC motorsport' or similar to find the site. 'RSAC' or 'Royal Scottish Automobile Club' will not work in most search engines.

Appendix 1 - Flow chart



Appendix 2 - Guide to completing the 'Organising Permit Application Form'

First page

Name of organising Club/Club ID	Complete as 'Morgan Sports Car Club'. Our Club ID is 120338. Do not include your Centre name here, as individual MSCC Centres are not recognised by MSUK and may confuse them.
Title of event	Please use the format 'Centre name - Name and type of event', i.e. 'SportsMog - MogFEST 2020 AutoSolo'
Status of event	Select 'COE' for all Certificates of Exemption. All other events are likely to be 'Clubman' events. These allow MSCC members, plus members of up to 15 other MSUK recognised clubs, to enter. These other clubs must all be specifically listed in the Supplementary Regulations, so plan ahead. Inviting other clubs can build connections with other like-minded enthusiasts as well as increasing the number of entries and volunteer marshals/officials. Do not apply for a 'Taster Event' permit without first consulting with the Motorsport Lead. As a Club we are allowed only one Taster Event in any given discipline each year. As such you must check that there are no other events have used the Taster Event option already.
Secretary of the Meeting	This will be the member in charge of administration for the event, probably the person completing the form. You will be MSUK's contact for the event, so please do not ask someone who disappears on holiday for six weeks the day after the event to take on this role.
Remember to enclose your Supplementary Regulations and Entry Form	As it states underneath, you do not need to submit these if you are applying for a 'COE' or 'Clubmans' Permit. They do still need to be prepared however. Then select the type of event you are running from the list included below.

Second page

Has your club run an event of this type and status previously?	Contact the Motorsport Lead if you or your centre have not organised a similar event in the last two years. They can then confirm if we have run one elsewhere within the Club. They can also provide you with support and may be able to supply equipment if needed.
Have all clubs been specifically invited?	For a 'Clubman' Permit, other clubs that are MSUK recognised may be invited to compete if they are specifically included in the Supplementary Regulations. If they have, then select 'Yes'. If no other clubs are invited, or the event is a CoE, select 'N/A'.
Does the event cross or traverse over any footpaths, bridleways or restricted byways?	This would be 'Yes' if your event is solely on private land and competitors cross a footpath, bridleway or restricted byway during their competitive activity. It is far easier to layout your venue to avoid using affected parts of the site for competition, though they can be used or crossed for access, parking, or spectating.
Is the event listed on the Motorsport UK Fixture List?	The event would be listed if you completed the application using the online system. If applying for a 'COE' or 'Clubman' Permit this is not required.

Is approval required for members of unrecognised clubs / members the public to participate?

This applies to designated Taster Events only. Select 'Yes' if your event will include competitors/participants who are not members of the MSCC or another MSUK recognised club. Otherwise select 'No'.

Do you understand that all events on the Public Highway in England, Scotland and Wales are subject to the Motor Vehicles (Competitions and Trials) Regulations 1969 (as amended) (MVCTR)?

Answer 'Yes'.

Does the event utilise the Public Highway?

Answer 'No' if your event is held solely on private land. If it does not, answer 'Yes' and list the name of the relevant RLO you have worked with. If your event takes place on public roads but you are not required to get approval from a RLO, i.e. the event is limited to 12 or fewer cars, add the local RLO's name anyway, and make sure you email them a copy of your route for their information, and explain that you are using the 12 car or fewer rule to gain automatic RA.

Is the event subject to MVCTR Authorisation under DoT regulations?

If you have had RA for your event from the CAO following consultation with the RLO, then answer 'Yes'. If you are using the automatic RA due to having 12 or fewer cars, then answer 'No', and add 'Maximum 12 cars' in the text box underneath.

ALL RALLIES AND TRIALS and CAR RACES, SPEED EVENTS, KART RACES

Leave these questions blank unless you are running one of these events. By 'Trials' they mean events such as traditional MCC Trials (i.e. Exeter, Lands End, Edinburgh) run over a mixture of public roads and private land, not events held exclusively on private land such as a typical MSCC 'Trial'.