

AJP/OS16/INV

30th October 2015

To: **MSA Registered Clubs & Recognised Groups**
MSA Registered Regional Associations

MSA Regional Committee members -for information

Dear Colleagues,

2016 Seminars for Club Officials – Invitation to attend

In 2016, the series of MSA Seminars will primarily be reserved for unlicensed Club and Event Officials (which typically includes but is not limited to Club Stewards, Secretaries of the Meeting and unlicensed Clerks). The day will be predominantly workshop based, specifically aimed at exchanging views and information to assist your Club's future development and encouraging liaison with the Regional Development Officers.

Attendance is being invited from all disciplines, and each Club may nominate up to 5 representatives from as wide a profile as considered appropriate and, with newcomers especially welcome, these seminars providing an opportunity to gain and share relevant knowledge and information. Clubs with national or regional centres are invited to nominate selected officials as appropriate to each venue.

Please note that once again this year we are asking you to advise us of the names, addresses and **email addresses** of the officials whom you are nominating to attend, so that we may then correspond directly with those individuals with precise venue and joining instructions, and further programme details.

Full day seminars assemble at 9.30am for a 10am prompt start. Delegates will be responsible for their own luncheon arrangements, with each delegate attending receiving a £7.50 lunch allowance, with suitable menus being available. Further details will be provided at signing on.

Also a mileage allowance will be payable at volunteer rate of 38p per mile. This allowance will only be payable for your attendance at your most local venue, or the next local if you are unable to attend the most local venue. As always, car sharing is encouraged and the extra mileage incurred in collecting any fellow attendees as passengers will also be refundable. Expenses claim forms will be available on the day for submission to the MSA after the training.

The dates and locations of the venues are as follows - please note that some venues have been reviewed as a result of feedback from previous years:

<u>Day/Date</u>	Location
Saturday 30th January 2016	South West (Exeter – Gypsy Hill Hotel)
Saturday 6th February 2016	Central Southern (Basingstoke - Apollo Hotel)
Sunday 7th February 2016	South East (Rochester/Chatham - Holiday Inn)
Monday 8th February 2016	Guernsey (St Martin - La Trelade Hotel)
Tuesday 9th February 2016	Jersey (St Helier – Royal Hotel)
Saturday 20th February 2016	East (Peterborough - Marriot Hotel)
Sunday 21st February 2016	North East (York - Mercure Fairfield Hotel)
Saturday 27th February 2016	South Wales (Cardiff - New House Hotel)
Sunday 28th February 2016	Midlands (Telford – Telford Hotel & Golf Resort)
Sunday 6th March 2016	Scotland (Pitlochry - Athol Palace Hotel)
Saturday 12th March 2016	Isle of Man (Douglas – Palace Hotel)
Sunday 13th March 2016	North West (Runcorn – Holiday Inn)
Sunday 20th March 2016	Northern Ireland (Armagh – City Hotel)
Sunday 10th April 2016	Carlisle (Wetheral – Crown Hotel)

For the seminars in Guernsey and Jersey, and at these venues only, all interested individuals are invited to attend.

To attend a seminar in 2016 please return the enclosed reply slip duly completed to Motor Sports House as soon as possible, or e-mail as an attachment to daisy.poole@msauk.org as soon as possible, and at a minimum of at least one calendar month ahead of the date of the seminar you intend to attend. It is important that attendees do not turn up on the day without prior notification.

Thank you for your continued support and assistance. On behalf of the MSA Training Team we look forward to meeting you again at the seminars.

Yours sincerely,

ALAN PAGE
TRAINING EXECUTIVE

2016 MSA CLUB OFFICIALS SEMINARS - REPLY SLIP

(Please tick boxes as appropriate and use BLOCK CAPITALS throughout)

Club name: _____

Name of person completing this form: _____

Daytime telephone number (in case of query): _____

Email address:

Day/Date	Location	
Saturday 30 th January	South West (Exeter)	<input type="checkbox"/>
Saturday 6 th February	Central Southern (Basingstoke)	<input type="checkbox"/>
Sunday 7 th February	South East (Rochester/Chatham)	<input type="checkbox"/>
Monday 8 th February	Guernsey	<input type="checkbox"/>
Tuesday 9 th February	Jersey	<input type="checkbox"/>
Saturday 20 th February	East (Peterborough)	<input type="checkbox"/>
Sunday 21 st February	North East (York)	<input type="checkbox"/>
Saturday 27 th February	South Wales (Cardiff)	<input type="checkbox"/>
Sunday 28 th February	Midlands (Telford)	<input type="checkbox"/>
Sunday 6 th March	Scotland (Pitlochry)	<input type="checkbox"/>
Saturday 12 th March	Isle of Man (Douglas)	<input type="checkbox"/>
Sunday 13 th March	North West (Runcorn)	<input type="checkbox"/>
Sunday 20 th March	Northern Ireland (Armagh)	<input type="checkbox"/>
Sunday 10 th April	Carlisle (Wetheral)	<input type="checkbox"/>

Note that there is no compulsion to send 5 delegates, but that this is the maximum number from any one club or centre (excluding Jersey, or Guernsey, where all are invited).

Names and addresses of our Club nominees are as follows:

1.
MSA ID (if applicable): _____
Name: _____
Address (including Postcode): _____

Telephone: _____

Email address: _____

2.
MSA ID (if applicable): _____
Name: _____
Address (including Postcode): _____

Telephone: _____

Email address:

3.

MSA ID (if applicable): _____

Name: _____

Address (including Postcode):

Telephone:

Email address:

4

MSA ID (if applicable): _____

Name: _____

Address (including Postcode):

Telephone:

Email address:

5.

MSA ID (if applicable): _____

Name: _____

Address (including Postcode):

Telephone:

Email address:

Please return this two-page reply slip, duly completed, as below, or e-mail as an attachment to daisy.poole@msauk.org as soon as possible, and at a minimum of at least one calendar month ahead of the date of the seminar you intend to attend. It is important that attendees do not turn up on the day without prior notification.

Alan Page, Motor Sports Association UK, Riverside Park, Colnbrook, Berks SL3 OHG

Thank you for your assistance.