

To: **MSA Registered Clubs and Recognised Groups**
MSA Registered Regional Associations
MSA Regional Committee Members (for information)
Go Motorsport Regional Development Officers
MSA Registered Safeguarding Officers

Dear Colleagues,

The MSA would like to invite you to attend the 2018 Seminar Series for Club and Event Officials. These roles, typically Club Stewards, Secretaries of the Meeting, Unlicensed Clerks, Chief Marshals, Safety Officers and Safeguarding Officers are welcome to apply. There is no requirement for those that act solely as a licensed Official to attend the 2018 seminar series.

This invitation is for all MSA registered Clubs and Recognised Groups from all disciplines. Clubs may nominate up to 5 individuals to represent them at the seminar. Newcomers are especially welcome as these seminars provide an opportunity to gain and share relevant knowledge and information with other clubs from their region.

The day will be mainly workshop based, specifically aimed at exchanging views and information to support the running of successful events and championships ensuring you Clubs future. Each seminar will provide the opportunity work with Go Motorsport through the Regional Development Officer.

Running in parallel with the seminars this year will be the Safeguarding Training Workshop. Safeguarding Officers are invited to attend the morning's session as well as the Safeguarding Workshop in afternoon should they wish.

A mileage allowance will be payable at volunteer rate of 38p per mile for a maximum of a 100 miles each way. As always, car sharing is encouraged and if two or more people are sharing a car the maximum mileage allowance is extended to a total of 200 miles each way, including the extra mileage incurred in collecting any fellow attendees as passengers. Expenses claim forms will be available on the day for submission to the MSA after the training. Those needing to fly can claim up to the equivalent maximum mileage rate of £76 total. The MSA is unable to pay any accommodation costs, however the sessions have been scheduled to allow suitable travel time.

The seminars are likely to run between 10.00am and 4pm, however full details will be given closer to the event date. Final joining instructions will indicate lunch arrangements.

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</u>	<u>Date</u>	<u>Location</u>
Saturday	20 th January 2018	South West; Exeter area
Sunday	21 st January 2018	South Wales; Newport area
Saturday	27 th January 2018	North; Northallerton area
Saturday	10 th February 2018	South East; Gatwick area
Sunday	11 th February 2018	Channel Islands; Jersey*
Sunday	18 th February 2018	Northern Ireland
Saturday	17 th March 2018	North West; Haydock area
Sunday	18 th March 2018	Midlands/East; East Mids Airport area
Sunday	25 th March 2018	Scotland; Pitlochry area

*For 2018 the Channel Island seminars are being delivered in Jersey. Representatives from Guernsey based clubs are invited to travel (costs will be covered as previously detailed).

For 2018, representatives from the Isle of Man are invited to travel to other seminars (costs will be covered as previously detailed).

Location maps for your selected venue will be sent out with the joining instructions

To nominate club representatives to attend a seminar in 2018 please [click here](#) to complete the online form. This is to be completed no later than **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.**

If you have any queries please contact the Training Team at training@msauk.org

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

Yours sincerely,



ALAN PAGE
Training Executive