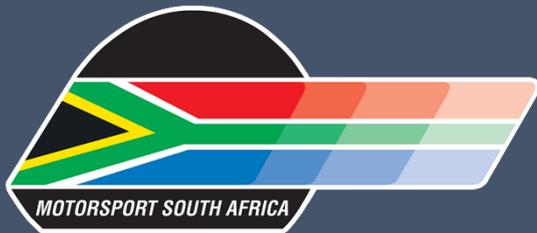


MOTORSPORT SOUTH AFRICA



GUIDE TO VOLUNTEERING



WHO IS MOTORSPORT SOUTH AFRICA?

Motorsport South Africa (MSA) is the administrative sporting body in South Africa recognised by both Sport & Recreation South Africa and the South African Sports Confederation and Olympic Committee SASCOC. MSA is responsible for all forms of competitive racing in South Africa.

WHERE DO VOLUNTEERS FIT IN AT MOTORSPORT SOUTH AFRICA?

Volunteers are the power behind any sporting event including those sanctioned by MSA. They are vital in ensuring the safe and effective running of all motorsport events.

Volunteers are appointed to officiate at MSA sanctioned events to ensure that they are run in accordance with the its regulations, which are designed to ensure fair play.



WHAT DOES A MOTOR RACING EVENT STRUCTURE LOOK LIKE?



Each MSA event has a basic structure consisting of various positions, which are mostly held by volunteers. The roles and responsibilities of these positions may vary based on the type and size of event.

Event Authority

The Clerk of the Course has the supreme authority for the conduct of the event except in the case of International events. The Clerk of the Course acts on behalf of the Promoters/Organisers in accordance with the MSA General Competition Rules (GCR's).



Judicial

The Stewards duty is to constitute an impartial judicial body and, in doing so, to ensure that the organisers deal fairly with the competitors while maintaining the competitors' respect of the organisers.

Event Administration

The Race/event Secretary assists the organiser/promotor with the planning, organisation of the event, distribution of relevant pre- and post-event documentation and the coordination of the MSA volunteer plan (officials).

Emergency Services

Medical Services, Fire & Rescue Marshals and Recovery Marshals will respond to emergencies during the event.

HOW DO I BECOME AN MSA VOLUNTEER?

Whether you have motorsport experience or not, volunteers are always welcome to apply. There are many positions that a volunteer could be involved in as a motorsport official. We have compiled a list for ease of reference.

It is important to note that certain volunteer positions will require you to pass an online exam as these positions have more responsibility and authority at an event.

Once you have decided on the position(s) that you are interested in, please contact msa@motorsport.co.za for further assistance.



TYPES OF VOLUNTEER ROLES

Types of Volunteer/Official roles available:

**Clerk of the Course
Stewards
Environmental Officer
Race Secretary
Technical Consultant
Scrutineer
Timekeeper / Lap Scorer
Chief Marshal
Flag Marshal
Pit/Paddock Marshal
Track Marshals for fire and safety
Starters
Radio Marshals**



Some of the roles are graded according to the level of experience, for example, a beginner Clerk of the Course will be a C-grade official.

Over time as his or her level experience increases, application can be made to have the C-grade be upgraded to a B-grade etc. (the highest being an A-grade Clerk of the Course).

Because of the nature of the sport, there is an age limit and no volunteer may be under 16 years old.

Should you require more information on the roles please do not hesitate to contact MSA and we will gladly assist and/or advise you.



CODE OF CONDUCT

In order to ensure that our volunteers adhere to the rules and good behaviour, all volunteers/officials must familiarise themselves with the [Code of Conduct](#), which is available on the MSA website www.motorsport.co.za, or a copy can be requested from MSA.



FAQ'S

What do I need to officiate at an event?

You need a current MSA Official's Licence to officiate at any MSA sanctioned event in South Africa. Your MSA Licence (together with your sign-on at the event) ensures that you are afforded insurance coverage while volunteering at the event. More details on the insurance can be found at www.motorsport.co.za

How do I get a MSA Officials licence?

You can obtain a MSA Officials Licence by completing our application form and submit for processing.

Do I have to be a member of a Club/Officials' Association to obtain an Officials Licence?

Membership of a Club or Officials' Association is not a prerequisite to becoming an MSA Licenced volunteer, but is highly recommended. A membership will assist keeping you up to date in the areas of interest that you may have, for example: details of upcoming events etc.

How do I find events in that I might be interested in officiating at?

To find upcoming events in your province please go to www.motorsport.co.za and download the MSA Calendar or you are also welcome to call or message MSA at any time.

What if I don't have any motorsport experience?

There are some roles at MSA events that are appropriate for volunteers with no motorsport experience. Volunteers placed in these roles are not required to move into competition areas, are provided with information and on-the-job training and are located with other experienced officials who can provide them with guidance. Whilst these roles are limited, we do try to accommodate everyone where we can.

Are there any paid positions as a motorsport official?

Payment of officials are negotiated between the organiser of an event and the relevant official. Certain positions such as MSA Stewards are paid a set fee as stipulated in the General Competition Rules (GCR's) by the organiser of an event. In general, all motorsport officials are volunteers and our volunteer officials participate for their love of the sport and their desire to be involved in high adrenaline events.

Is transport or accommodation provided to officials?

Most events do not cover transport costs or accommodation costs – you will need to arrange these yourself prior to the event. Carpooling and accommodation sharing is common practice amongst our volunteers.

What should I bring to an event?

Motorsport is about racing in whatever conditions that exist at the time. It rarely stops because of weather and consequently you need to be prepared to continue your roles in spite of the conditions. The following is an exhaustive list for what you might need in all weather conditions:

- Sunglasses or protective glasses, with plastic lenses
- Sunscreen and a spare hat for sun protection
- Long sleeved shirt and long pants, again for sun protection, if outside and not wearing overalls
- Waterproof footwear - comfortable leather boots are probably the best and do not melt like nylon footwear if exposed to fire. Remember you will be standing for many hours each day
- Spare socks & shirt
- A small towel that can be worn round the neck as a scarf in heavy rain.
- Parka/jacket and waterproof gloves in for colder areas or times
- Leather gloves (gardening gloves will do) for trackside marshals - to protect your hands

- Other task-specific gear such as balaclavas for Fire Marshals
- Some extra fluids and food as a supplement in case of delays in local supply
- Small, lightweight, collapsible stool
- Garbage bag, mainly to keep your kit bag if it rains and on the wet ground
- A garbage bag containing shorts, T-shirt & a towel kept in the car - when you get to your car at night, remove all wet, dirty clothes, dry off and put on the clean clothes, and then drive home in comfort

Is food provided and what if I have dietary needs?

Most organisers of events supply daily lunch and water or they give a set monetary amount for the day. If you have any dietary needs you would need to convey the information to the relevant organiser. It is recommended that you take extra water or juice and snacks.

Can I take photos?

Officials are not permitted to carry or use cameras while on duty - please check with your senior official/s before you attempt to take photos (whether with a camera or mobile phone).

It is worth bringing a camera or your phone as there will definitely be memories to capture, but please adhere to these conditions as non-compliance may result in removal from the event and prevention from volunteering at future events. Only photographers accredited with MSA are allowed to take photos at pre-allocated safe areas.

CONTACT DETAILS

CONTACT TEL: 084 587 5835 (Call, Text or Whatsapp)

Office Hours: Monday – Thursday from 08:00 to 16:00 | Friday - 08:00 - 15:00 | Offices Closed - Weekends and Public Holidays
General Support: msa@motorsport.co.za

Physical Address: 2nd Floor, Meersig 1, Corner of Upper Lake Lane & Constantia Boulevard, Constantia Kloof, Roodepoort

GPS Coordinates: S 26.15342 | E027.92239 | Elev: 1628m

DURBAN OFFICES: T: 064 767 4386 | **(Call, Text or Whatsapp)** |

E: dbn@motorsport.co.za | H: Monday - Friday 08:30-13:00

CAPE TOWN OFFICES: T: 078 846 1936 | **(Call, Text or Whatsapp)** |

E: ctn@motorsport.co.za | H: Monday - Thursday 08:00 - 16:00 Friday: 08:00 - 15:00