

**G.3.1.** *The Secretary of the Meeting is responsible for the organisation of the Meeting in terms of all material and notices required.*

**G.3.1.1.** *This includes all paperwork prior to the event, acceptance of entries, allocation of numbers, Competitors' 'signing-on' sheets and Licence examinations, as well as the submission of items required under D.26.4 to the MSA after the event.*

1. As soon as the date of the event has been agreed, and ideally as far in advance of the event as possible, you should inscribe the event on the MSA Fixture List via the website.
2. A draft Supplementary Regulations template can be found on the MSA website in the Clubs and Organiser's Resource Centre. Use this template and ensure that you have included all necessary information as required under D.10.1 in the 2015 Yearbook.
3. Apply for your MSA permit well in advance of the event and in any case within the time limits set out in D.4.1.1. Only the draft SRs need to be submitted at this point so you do not have to wait until every detail has been finalised. The quickest and easiest way to apply for a permit is to log into the MSA website as the Club and apply online, turning the Fixture that you created into a Permit.
4. Once you have applied for your MSA permit, there may be other tasks that need to be carried out depending on the type and status of event that you are organising. For example, autocross permit applications are required to submit a diagram of the track plan for approval by the MSA (N.2.1) and events that utilise the public highway need to apply for authorisation under the Motor Vehicles (Competitions and Trials) Regulations 1969. The easiest way to check if additional documentation is required is to look at the relevant discipline section of the MSA Yearbook.
5. Having received your MSA permit, you may now issue your SRs and start to accept entries to your event.
6. If your event is open to licence holders from other countries, you will need to inscribe your event on the National Competitions Authorised for Foreign Participation (NCAFP) Calendar. You will find guidance notes and an application form on the MSA website under 'Events' and then 'NCAFP Calendar'.
7. If your event requires an MSA Steward, the MSA will contact you via email with the details of the appointed person once you have applied for a permit. There is no time scale as to when you will be advised as MSA Stewards, just like Club Officials, are volunteers and their availability can vary. However, as soon as a Steward has been appointed you will be informed and at this point you will need to make contact with the individual in order to provide him or her with all necessary passes and information relating to the event.
8. As the event draws closer, ensure that you have obtained the most up to date signing-on forms from the MSA website. You should also now issue any additional paperwork as necessary, such as Final Instructions.
9. At the event itself, the MSA Steward will require several documents to be completed by the Secretary of the Meeting and these will need to be handed back to the Steward by the end of the day. Copies of all results should also be made available for him or her to include in their report to the MSA. Further details on the Secretary of the Meeting's responsibilities at the event can be found under G.3.2 of the MSA Yearbook.
10. After the event, you will need to collate and issue results. This may be done on the day or within seven days depending on your SR's and the instructions from the Clerk of the Course.
11. Within 14 days after each event, the Secretary of the Meeting must complete the financial declaration on the MSA permit and submit payment of the permit and insurance fees either by post or online. Failure to do this will result in a late fee being applied and may also jeopardise any future applications. Please note that, if you pay by bank transfer, you must still send a copy of the permit to the MSA via post or email as your payment cannot be processed until this has been received.
12. Finally, a debrief meeting should be held with key people from the event in order to learn from your collective experience on the event.