



SENIOR OFFICIALS PAPERWORK

On the day of your event your Senior Officials will require copies of the following documents:

- One copy of your Regulations
- A set of Final Instructions
- Any external permits/licences (Track Licence, Section 33, Land owners permission)
- Copies of any bulletins and amendments
- An up to date Entry List
- A copy of the Event Insurance
- The MSA Event Permit
- Event Time Schedule
- Event Format and Risk Assessment
- PR Letter
- Copies of MSA Authorised Routes
- Named Judges of Fact (along with a list of what they are judging)

As a minimum those items in **blue** should also be displayed on the event official notice board

Senior Officials: MSA Steward, Club Stewards, Event Secretary, Clerk of the Course, Entries Secretary, Safety Officer.