

Date as postmark



Please reply to :

8 Margaret Street, Walton, Felixstowe, IP11 9EJ

Tel : 01394-210735

Email : marshals@brscc-ea.co.uk

Dear Marshal,

On behalf of the BRSCC East Anglian Centre I would like to extend an invitation to you to marshal at Snetterton with the BRSCC East Anglian Centre and our partners (MSVR, CSCC, HSCC & MGCC) during the forthcoming season.

Enclosed is an Availability Form, a Supplementary Information sheet and a sheet on which you can record the events you volunteer to attend.

It is particularly important that you read the Supplementary Information sheet in conjunction with the Availability Form, as we need positive confirmation that we can hold & process your personal data for the purposes of administering the provision of marshals at the race meetings listed on our Availability Form. This is achieved by you signing & dating your Availability Form in Section D. If you are aged 17 or under, it outlines the requirements for parental consent & supervision to allow you to sign-on as a marshal.

Once completed & signed, please return your Availability Form to me.

You should retain for your reference the sheet on which you can record the events for which you have volunteered, as this also shows the Emergency Telephone Number that can be used to contact me on race days. I would also recommend you retain the Supplementary Information sheet & this letter.

If you are planning to attend our annual Training Day at Snetterton on Sunday January 26, 2020, you should return your Availability Form by January 20, 2020. This is to ensure that we can provide you with the full personal accident cover arranged on your behalf by the Motorsport UK; which includes travel to & from the circuit.

Please can I also remind any marshals aged of 17 or under wishing to attend Training Day that it is essential that you are accompanied by a parent, guardian or a temporary carer. If you are to be accompanied by a temporary carer please contact me in advance of Training Day and I will provide a consent form to be completed by your parent or guardian. Whoever accompanies you must sign on with you and speak to me.

Training Day will be the usual mix of activities and once again there will be outside practical training; so please come prepared! We plan to send out a schedule of the day's activities about a week prior to the Training Day. Lunch will be provided free of charge this year.

If you haven't attended a Motorsport UK sanctioned Training Day at either Snetterton or another race circuit within the past two years, I would strongly recommend that you attend one before the start of the 2020 season to ensure you keep your training up to date.

continued overleaf.....

I recognise that during the year circumstances change and you may no longer be able to attend a meeting you have volunteered for. Should this happen I would very much appreciate a call or email to let me know. Equally if you find you can now attend a meeting, please let me know in advance of the meeting so that the Motorsport UK Insurance can cover you from when you leave home.

On behalf of BRSCC East Anglian Centre can I thank you for your past support and hope that you will continue to support us during the 2020 season.

Very best wishes,

A handwritten signature in black ink that reads "Peter" followed by a stylized, sweeping flourish.

Peter Rodwell

Marshals Secretary

PS - Don't forget the BRSCC East Anglian Centre Facebook page at -
<http://en-gb.facebook.com/pages/BRSCC-East-Anglian-Centre/113637645394179>
and the Snetterton Marshals Facebook page at -
https://www.facebook.com/SnettMarshals/?ref=py_c

Section A – Your Details

Surname	_____	Forename(s)	_____
Address	_____	Date of Birth	_____
	_____		<i>Only required if you are aged 17 or under</i>
	_____	Usual Duty	_____
	_____	Usual Post Chief	_____
Postcode	_____	BRSCC Membership No.	_____
Telephone - Primary	_____	Motorsport UK Registration/Licence -	
Alt 1	_____	Number	_____
Alt 2	_____	Grade	_____
Email Address	_____		

Section B – The Details of a Person we can contact in an Emergency (Must be aged 18 or over)

Surname	_____	Forename(s)	_____
Address	_____	Their relationship to You	_____
	_____	Contact Telephone Numbers on Race Days -	
	_____	(1)	_____
	_____	(2)	_____
Postcode	_____	(3)	_____

Section C – Not Used

Section D – Declaration

- I declare that I am physically and mentally fit to carry out my duties and that I will inform the BRSCC East Anglian Centre Marshals' Secretary immediately should any change in my condition occur which I have reason or ought to have reason to believe would affect my ability to carry out my duties.
- I have received details of and accept that by submitting this Availability Form I agree to the retention & processing of my personal data by the BRSCC East Anglian Centre and, if applicable, the requirements for Parent/Guardian Consent.

Your Signature :

Date :

If you are aged 17 or under, your parent or legal guardian must complete the boxes below -

Parent's or legal guardian's name :

Signature :

Relationship to you :

Date :

Forename(s) _____ Surname _____

Section E – Availability

DATE	MEETING	VENUE	TICK BOX FOR EACH DAY YOU ARE AVAILABLE			
			FRI	SAT	SUN	MON
January 26, 2020	Training Day	Snetterton			<input type="checkbox"/>	
Race Meetings -						
March 28/29, 2020	CSCC	Snetterton 300		<input type="checkbox"/>	<input type="checkbox"/>	
April 4/5, 2020	HSCC	Snetterton 300		<input type="checkbox"/>	<input type="checkbox"/>	
April 18/19, 2020	MSVR	Snetterton 300		<input type="checkbox"/>	<input type="checkbox"/>	
May 2/3, 2020	BRSCC	Snetterton 300		<input type="checkbox"/>	<input type="checkbox"/>	
May 16/17, 2020	MSVR – British GT/British F3	Snetterton 300		<input type="checkbox"/>	<input type="checkbox"/>	
May 23, 2020	MSVR	Snetterton 300		<input type="checkbox"/>		
May 30/31, 2020	BRSCC	Snetterton 300		<input type="checkbox"/>	<input type="checkbox"/>	
July 4/5, 2020	MSVR – EnduroKA 12 hrs	Snetterton 200		<input type="checkbox"/>	<input type="checkbox"/>	
July 11/12, 2020	MSVR	Snetterton 300		<input type="checkbox"/>	<input type="checkbox"/>	
August 8, 2020	BRSCC	Snetterton 300		<input type="checkbox"/>		
September 5/6, 2020	MGCC	Snetterton 300		<input type="checkbox"/>	<input type="checkbox"/>	
October 3/4, 2020	MSVR	Snetterton 300		<input type="checkbox"/>	<input type="checkbox"/>	
October 11, 2020	Time Attack/Modified Live	Snetterton 200			<input type="checkbox"/>	

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PLEASE RETURN TO THE MARSHALS SECRETARY AS SOON AS POSSIBLE, AND NO LATER THAN JANUARY 20, 2020 IF YOU WISH TO ATTEND THE TRAINING DAY ON JANUARY 26, 2020 :-

Peter Rodwell, 8 Margaret Street, Walton, Felixstowe, IP11 9EJ

Telephone : 01394 210735

E-mail – marshals@brscc-ea.co.uk

The following information should be read in conjunction with the BRSCC East Anglian Centre's Availability Form. By signing and returning your Availability Form you are agreeing to these terms & conditions.

Personal Data

1. The BRSCC East Anglian Centre collects personal data solely for the purpose of administering the provision of marshals for selected race meetings at Snetterton, as identified on the Availability Form.
2. The BRSCC East Anglian Centre will not share your personal data with any person or organisation unless related to Point 1 above. By way of example, but not limited to, in the event of you being involved in an incident or accident we may need to share your data with the race meeting organising club, if it is not the BRSCC East Anglian Centre, representatives of Motorsport UK, Motorsport Vision as the landowner of Snetterton Circuit, and the Police or Local Authority if required.
3. The personal data we hold is what you have provided on the paper copy of your Availability Form; we do not collect personal data by any other means.
4. By returning your Availability Form you agree to us retaining your personal data on both the paper document and in a secured Microsoft Excel® spreadsheet. Any data that has been previously loaded into the secured Microsoft Excel® spreadsheet has been pre-filled on your Availability Form for you to check & amend as necessary.
5. If you have provided an email address as part of your personal data you have agreed to receive communications by email.
6. If at any time you wish to check the personal data the BRSCC East Anglian Centre holds on you, please put your request in writing by post to the BRSCC EA Marshals' Secretary, 8 Margaret Street, Walton, FELIXSTOWE, IP11 9EJ or by email to marshals@brscc-ea.co.uk
7. If you no longer wish the BRSCC East Anglian Centre to hold any of your personal data please write to the BRSCC EA Marshals' Secretary at the address in Point 6 above. We will then delete your data and you will cease to be notified of the race meetings at Snetterton on our Availability Form or provided with entry tickets for those events.

Parent/Guardian Consent – Additional information if you are aged 17 or under

1. Officials aged 17 or under should be aware that they will need to be accompanied by a Parent, Guardian or Temporary Carer, who will have to sign-on with you and ensure that you are adequately supervised throughout the duration of the event.
2. If you are not being accompanied by a Parent or Guardian, it will be necessary for the Parent or Guardian to provide consent and nominate a Temporary Carer on a meeting by meeting basis. Forms to provide this consent will be provided by the Marshals' Secretary.
3. The BRSCC has a Child Safeguarding Policy, Procedures and Practices which are aligned to the Motorsport UK Child Safeguarding Policy. It has appointed the following members of staff as the Club's Safeguarding Officers – Liz Goodrich (Tel : 01732 783144 or Email : liz@brscc.co.uk) & Penny Mattocks (Tel : 01732 783148 or Email : penny@brscc.co.uk), who should be contacted in the first instance to report any child welfare or safeguarding concerns arising from the child's participation in a motorsport event listed on this Availability Form.

Availability – Your copy of what you submitted in Section E

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			FRI	SAT	SUN	MON
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October 3/4, 2020	MSVR	Snetterton 300			<input type="checkbox"/>	<input type="checkbox"/>
October 11, 2020	Time Attack/Modified Live	Snetterton 200				<input type="checkbox"/>

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If you find you can no longer attend a meeting or find you are available for an additional meeting, please let me know as soon as possible –

Peter Rodwell, 8 Margaret Street, Walton, Felixstowe, IP11 9EJ

Telephone : 01394 210735

E-mail – marshals@brscc-ea.co.uk

RACEDAY EMERGENCY TELEPHONE NUMBER –

07740199745