

# THE AUTO CYCLE UNION LTD

## COMPANY INFORMATION



All enquiries should be address to:  
The Auto Cycle Union Ltd  
ACU House,  
Wood Street  
Rugby,  
Warwickshire,  
CV21 2YX  
Telephone: 01788 566400  
Email: [admin@acu.org.uk](mailto:admin@acu.org.uk)  
Website: [www.acu.org.uk](http://www.acu.org.uk)

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The latest version of all documentation supersedes earlier versions. Latest versions of all documentation including forms must be used.

The Auto-Cycle Union Limited (ACU) is the internationally recognised National Governing Body for motorcycle sport in the British Isles (less Northern Ireland). Formed in 1903, the ACU has a long tradition in the world of motorcycle sport being a founder member of the world governing body, the Federation Internationale Motocyclisme (FIM).

The ACU has a major role in furthering the interests of motorcycle sport on a global basis. Domestically, the ACU provides for all forms of motorcycle sport ranging from Road Racing to all disciplines of Off-Road activity and has successfully organised world class events such as Moto GP, World Superbikes, The Isle of Man TT Races and the Motocross of Nations.

The ACU aims to ensure that all people irrespective of their age, gender, disability, race, ethnic origin, creed, colour, social status or sexual orientation, have a genuine and equal opportunity to participate in motorcycle sport at levels in all roles. The ACU fully supports youth activity in all disciplines and through the ACU Academy, some of our young riders go on to become British, European and World Champions in their chosen sport.

### **GDPR Statement**

This statement explains how the Auto-Cycle Union Limited (ACU) handles and uses information we collect regarding our Members (Competitors/Officials/Associate Members). In broad terms, we use your information to process your ACU competition licence and/or officials' licence and to assist with the process of you entering an ACU permitted event as well as maintaining our own records on each member individually.

The controller for your personal information is The Auto-Cycle Union Ltd, ACU House, Wood Street, Rugby, Warwickshire, CV21 2YX. The data protection officer for the ACU is located at the address given above and can be contacted by telephoning 01788 566400 or by email to [matthew@acu.org.uk](mailto:matthew@acu.org.uk)

The Data Protection Officer should be contacted if you have any concerns about how the ACU is managing your personal information, or if you require advice on how to exercise your rights as outlined in this statement.

The person within the ACU otherwise responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal information, is the Data Protection Coordinator.

The legal basis for processing your personal information is that it is necessary in order for you to obtain an ACU competition licence/an Official's licence/an Associate Member's licence and to assist you with an entry to an ACU permitted event. We will retain your information for the time you have a valid licence with the ACU or until you request us to do otherwise.

We will hold your name, address, email address, phone number and other relevant contact details you provide to us and will use this information to maintain contact with you and to process your licence/entry as outlined above. We retain this information in our Licence database whilst you have a licence (as outlined above) with the ACU, providing you with details about future event provision services.

We do not share personal information with third parties. If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at the address given above.

We operate CCTV at ACU Head Office for security purposes.

You have the right: to ask us for access to, rectification or erasure of your information; to restrict processing (pending correction or deletion); to object to communications or direct marketing; and to ask for the transfer of your information electronically to a third party (data portability). Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

You retain the right at all times to lodge a complaint about our management of your personal information with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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The products advertised within this handbook are not necessarily endorsed by the ACU.

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**PATRON**

**HONORARY PRESIDENT**

The Rt Hon The Lord Jopling DI

**PRESIDENT EMERITUS**

Mr Roy Humphrey

**HONORARY VICE PRESIDENT**

Mr John Collins

Mr Tim Fairbrother

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Mr Colin Moram

Mr Don Ryder

Mr Dave Willoughby

**PRESIDENT**

Mr Tim Lightfoot

**SECRETARY GENERAL**

Mr Matthew Edwards-Wear

**AUDITORS**

Magma Chartered Accountants

**HONORARY MEMBERS OF THE ACU**

A F E Bellars

R Collins

W Evans MBE

T Fairbrother

M Francis

E Jones

A F G Noel

A Penny

D Rhyder

J Stone

**THE ACU MISSION**

- **To pursue the interests of motorcycling while protecting and promoting the needs of members**
- **To facilitate British Motorcycle Sport in the most accommodating, de-regulated and user led manner possible**
- **To make British Motorcycle Sport happen in all its forms**

**Disclaimer**

The Auto-Cycle Union Ltd, its Directors and Officers accept no liability in respect of loss or damage occasioned directly or indirectly as a result of the publication of the ACU Handbook or website. It is a matter for each individual to satisfy themselves as to the suitability of any course, facility or product (including machinery and clothing) offered by clubs, organisers, venues, landowners, advertisers, sponsors or manufacturers and for such individuals to ensure that adequate insurance and medical arrangements have been made to protect their interest with regard to any activity undertaken.

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**NATIONAL COUNCIL****President**

Tim Lightfoot  
Tel: 01788 566434  
[tim@acu.org.uk](mailto:tim@acu.org.uk)

**ACU Cheshire & North Wales**

Chris Berisford  
Tel: 07748 234357  
[chris.berisford@sky.com](mailto:chris.berisford@sky.com)

**ACU Cornwall**

Mark Courtney  
Tel: 07810 885174  
[mark.courtney26@gmail.com](mailto:mark.courtney26@gmail.com)

**ACU Eastern**

Chris Keeble  
Tel: 01473 730117  
[chairman@easternacu.org](mailto:chairman@easternacu.org)

**ACU East Midland**

Mark Jessup  
Tel: 07976-210912  
[mark.jessup@btinternet.com](mailto:mark.jessup@btinternet.com)

**ACU East South Wales**

Mr Derek Smith  
Tel: 07971 153903  
[derek.acu.eastsouthwales@gmail.com](mailto:derek.acu.eastsouthwales@gmail.com)

**ACU East Yorks**

Ian Morley  
Tel: 07808 923364  
[ianmorley210@hotmail.co.uk](mailto:ianmorley210@hotmail.co.uk)

**ACU Isle of Man**

Brenda Crellin  
Tel: 07624 496788  
[fin-bren@manx.net](mailto:fin-bren@manx.net)

**ACU Midland**

Dave Smith  
Tel: 07850 630143  
[dave@globalpump.co.uk](mailto:dave@globalpump.co.uk)

**ACU Mid Wales**

Anne Bates  
Tel: 07903 829447  
[anne.trials@btinternet.com](mailto:anne.trials@btinternet.com)

**ACU Northern**

Maxine Hayhurst  
Tel: 01539 721115  
[natlandpark@hotmail.co.uk](mailto:natlandpark@hotmail.co.uk)

**ACU North Eastern**

Jeanette Wright  
Tel: TBC  
[lbf28scoot@yahoo.co.uk](mailto:lbf28scoot@yahoo.co.uk)

**ACU North Western**

Lucien Burkhardt  
Tel: 07970 115487  
[lucienburkhardt@gmail.com](mailto:lucienburkhardt@gmail.com)

**ACU South Eastern**

Jamie Clarke  
Tel: 07709 699092  
[jamie\\_clarke28@hotmail.com](mailto:jamie_clarke28@hotmail.com)

**ACU Southern**

Claire Robinson  
Tel: 01235 816644  
[northberksmcc@gmail.com](mailto:northberksmcc@gmail.com)

**ACU South Midland**

Roy Humphrey  
Tel: 07850 598886  
[roy.jkhbuilders@btinternet.com](mailto:roy.jkhbuilders@btinternet.com)

**ACU South Western**

Kailee Coffin  
Tel: 07835 451277  
[kails74@hotmail.co.uk](mailto:kails74@hotmail.co.uk)

**ACU Wessex**

Keith Wooster  
Tel: 07736 010064  
[keithwooster64@gmail.com](mailto:keithwooster64@gmail.com)

**ACU Western**

Tom Vivian  
Tel: 01684 311582  
[tomandjillvivian@gmail.com](mailto:tomandjillvivian@gmail.com)

**ACU West South Wales**

Bryan Puckett  
Tel: 07866 354809  
[Bryanpuckett.acuws@gmail.com](mailto:Bryanpuckett.acuws@gmail.com)

**ACU Yorkshire**

Martin Jackson  
Tel: 07784 186021  
[sighlex@btinternet.com](mailto:sighlex@btinternet.com)

**ACU Scotland**

Sandy Mack  
Tel: 07584 705941  
[s-mack@hotmail.co.uk](mailto:s-mack@hotmail.co.uk)

**Non-Territorial Board**

Mike Dommett  
Tel: 07970 963572  
[mikedommett@hotmail.com](mailto:mikedommett@hotmail.com)

Sally Russell,  
Tel: 07710 435086  
[russell.sally4@gmail.com](mailto:russell.sally4@gmail.com)

**ACU LTD BOARD OF DIRECTORS**

Chairman – Tim Lightfoot (2026)  
Tel: 01788 566434  
Email: [tim@acu.org.uk](mailto:tim@acu.org.uk)

Vice Chairman – Dr Paul King (2025)  
Tel: 01788 566434  
[paul.king@acu.org.uk](mailto:paul.king@acu.org.uk)

Mike Tizard (2027)  
Tel: 07767 756167  
[mike.tizard@acu.org.uk](mailto:mike.tizard@acu.org.uk)

Steve McCauley (2027)  
Tel: 07747 864384  
[steve@acu.org.uk](mailto:steve@acu.org.uk)

Andy Summers (2027)  
Tel: 07842 692008  
[andrew.summers@acu.org.uk](mailto:andrew.summers@acu.org.uk)

**ROAD RACE, DRAG AND SPRINT COMMISSION**

Chairman – Dr. Paul King (2025) (NTB)  
Tel: 07767 635420  
[paul.king@acu.org.uk](mailto:paul.king@acu.org.uk)

Deputy Chairman – Stuart Higgs  
Tel: 01474 872331  
[sh@msv.com](mailto:sh@msv.com)

Mrs J Shedden (Appointed By AMRCO)  
Tel: 01383 723337  
[enquiries@knockhill.com](mailto:enquiries@knockhill.com)

Dr J Palmer (Appointed by AMRCO)  
Tel: 01474 875202

Giles Olley (2027)  
Tel: 07734468718  
[gilesolley@gmail.com](mailto:gilesolley@gmail.com)

Mike Dommett (2025) (NTB)  
Tel: 07970 963572  
[mikedommett@hotmail.com](mailto:mikedommett@hotmail.com)

Mark Jessup (2025)  
Tel: 07976-210912  
[mark.jessup@btinternet.com](mailto:mark.jessup@btinternet.com)

Steve Bostock (2026)  
Tel: 07967 681639  
[stevejbostock@gmail.com](mailto:stevejbostock@gmail.com)

**TRACK RACING COMMISSION**

Dickie Staff (2024)  
Tel: 01264 358345  
[Dickie.staff@outlook.com](mailto:Dickie.staff@outlook.com)

Tim Grieg (2026)  
Tel: 07733 267947  
[timgreig10@aol.com](mailto:timgreig10@aol.com)

Trevor Heath (2027)  
Tel: 07397 874159  
[trevor.heath191@gmail.com](mailto:trevor.heath191@gmail.com)

Ben Ilsley (2026)  
Tel: 07580 131843  
[ben.ilsley82@gmail.com](mailto:ben.ilsley82@gmail.com)

Glyn Stanton (2027)  
Tel: 07848 276908  
[glynstanton811@hotmail.com](mailto:glynstanton811@hotmail.com)

**MOTOCROSS COMMISSION**

Chairman – Steve McCauley (2027)  
Tel: 07747 864384  
[steve@acu.org.uk](mailto:steve@acu.org.uk)

John Blyth (2026)  
Tel: 07971 139010  
[john.blyth@hotmail.com](mailto:john.blyth@hotmail.com)

Dave Edwards (2027)  
Tel: 07850117344  
[davidpedwards@tiscali.co.uk](mailto:davidpedwards@tiscali.co.uk)

Stuart Macey (2025)  
Tel: 07376 389166  
[Stuart.macey@outlook.com](mailto:Stuart.macey@outlook.com)

Paul Roeton (2025)  
Tel: 07956 594565  
[paul.roeton@gmail.com](mailto:paul.roeton@gmail.com)

Bradley Skeates (2026)  
Tel: 07765 256479  
[wmcc.motocross@outlook.com](mailto:wmcc.motocross@outlook.com)

**TRIALS COMMISSION**

Mick Wren (2026)  
Tel: 01539 531082/07921 214661  
[mick.trials@gmail.com](mailto:mick.trials@gmail.com)

Elaine Connor (2025)  
Tel: 07802 437191  
[elaineconnor@yahoo.com](mailto:elaineconnor@yahoo.com)

Sandy Mack (2027)  
Tel: 07584 705941  
[s-mack@hotmail.co.uk](mailto:s-mack@hotmail.co.uk)

Anthony Rew (2026)  
Tel: 01626 365107/ 07734 830021  
[wolborough@btconnect.com](mailto:wolborough@btconnect.com)

Mike Tizard (Interim Chairman)  
Tel: 07767 756167  
[mike.tizard@acu.org.uk](mailto:mike.tizard@acu.org.uk)

**ENDURO COMMISSION**

Malcolm Bates (2025)  
Tel: 01547 550393  
[malcolm.trials@btinternet.com](mailto:malcolm.trials@btinternet.com)

Mick Seward (2025)  
Tel: 07801 256757  
[mpsracing@gmail.com](mailto:mpsracing@gmail.com)

Tristan Robinson (2027)  
Tel: 07817 131821  
[tristan@tristanrobinson.co.uk](mailto:tristan@tristanrobinson.co.uk)

John Collins (Interim Chairman)  
Tel: 07796 666503  
[johncollinsemail@yahoo.co.uk](mailto:johncollinsemail@yahoo.co.uk)

**PANEL OF ADJUDICATORS**

A.F. Eddie. Bellars (2025)  
Tel: 0118947 0837  
[bellars@virginmedia.com](mailto:bellars@virginmedia.com)

Alan Foskew (2025)  
Tel: 01376 517169  
[alanfoskew29@btinternet.com](mailto:alanfoskew29@btinternet.com)

Eddie Jones (2025)  
Tel: 01527 893392/07947 319432  
[eddiejones4@gmail.com](mailto:eddiejones4@gmail.com)

B. New (2025)  
Tel: 02392 645114

A. Penny (2025)  
Tel: 01473 658768  
[apenny@nwsLtd.f9.co.uk](mailto:apenny@nwsLtd.f9.co.uk)

Dave Porter (2025)  
Tel: 07710 435127/01582 847399  
[david.porter31@btopenworld.com](mailto:david.porter31@btopenworld.com)

Mike Rapley (2025)  
Tel: 07788 161929  
[rapley47@outlook.com](mailto:rapley47@outlook.com)

Don Ryder (2025)  
Tel: 01889 582563

Julian Sayer (2025)  
Tel: 07816 393894  
[jayessex114537@aol.com](mailto:jayessex114537@aol.com)

**TECHNICAL PANEL**

TECHNICAL CONSULTANT ROAD RACE –  
Dr Paul King  
Tel: 07767 635420  
[paul.king@acu.org.uk](mailto:paul.king@acu.org.uk)

TECHNICAL CONSULTANT OFF ROAD –  
Andy Summers  
Tel: 07842 692008  
[andrew.summers@acu.org.uk](mailto:andrew.summers@acu.org.uk)

TECHNICAL CO-ORDINATOR –  
Eddie Jones  
Tel: 01527 893392/07947 319432  
[eddiejones4@gmail.com](mailto:eddiejones4@gmail.com)

**ACU SUSTAINABILITY PANEL**

Chairman – Peter Gregory  
Tel: 01287 625607  
[Gregoryp71@outlook.com](mailto:Gregoryp71@outlook.com)

Secretary – Kirsty Telford  
[kirsty@acu.org.uk](mailto:kirsty@acu.org.uk)

**MEDICAL PANEL**

Chairman: Matthew Edwards-Wear

Medical Advisors: Dr Heike Romer, Dr Steve Ready and Dr Gareth Davies

Secretary: Diane Williams

[diane@acu.org.uk](mailto:diane@acu.org.uk)



**BENEVOLENT FUND ADMINISTRATIVE COMMITTEE**

Chairman – Roy Hanks  
Tel: 0121 6863799  
[royacu97@gmail.com](mailto:royacu97@gmail.com)

Treasurer - Margaret Carter JP  
Tel: 01943 878666  
[mcarterhuntersgap@btinternet.com](mailto:mcarterhuntersgap@btinternet.com)

Mrs D. Dyce  
Tel: 07724 999233  
[Diana.dyce@gmail.com](mailto:Diana.dyce@gmail.com)

Mrs W. Evans MBE  
Tel: 01624 621296/07624 433540  
[acubenfundiom@manx.net](mailto:acubenfundiom@manx.net)

Mrs L Francis  
Tel: 0151 336 4940  
[lyn.francis18@gmail.com](mailto:lyn.francis18@gmail.com)

Eddie Nelson  
Tel: 01246 866537  
[eddie@darleymoore.co.uk](mailto:eddie@darleymoore.co.uk)

Charlie Pattison  
Tel: 01963 33001  
[charlie.pattison48@gmail.com](mailto:charlie.pattison48@gmail.com)

Dave Porter  
Tel: 01582 651189  
[david.porter31@btinternet.com](mailto:david.porter31@btinternet.com)

Tom Vivian  
Tel: 01684 311582  
[tomandjillvivian@gmail.com](mailto:tomandjillvivian@gmail.com)

Secretary: Diane Williams  
Tel: 01788 566409  
[diane@acu.org.uk](mailto:diane@acu.org.uk)

Trustees: Mrs M. Carter, Mrs W. Evans MBE, Mrs L Francis, R. Hanks, C. Pattison.

**ACU EVENTS LTD DIRECTORS**

Tim Lightfoot  
Tel: 07795 105709  
[tim@acu.org.uk](mailto:tim@acu.org.uk)

Steve Bostock  
Tel: 07971 157899

Dr Paul King (Chairman)  
Tel: 07767 635420  
[paul.king@acu.org.uk](mailto:paul.king@acu.org.uk)

**SPEEDWAY CONTROL BUREAU**

J Lawrence (Independent Chairman)  
Tel: 0777 8402467  
[jim.lawrence@scbgb.co.uk](mailto:jim.lawrence@scbgb.co.uk)

Rob Godfrey (BSPA)  
M: 07832 138983  
[rob.godfrey@btconnect.com](mailto:rob.godfrey@btconnect.com)

P Hurry (ACU)  
Tel: 07712 667145  
[paulhurry86@hotmail.com](mailto:paulhurry86@hotmail.com)

G Thompson (ACU)  
Tel: 07976 548375  
[gary@acu.org.uk](mailto:gary@acu.org.uk)

Julie Reading (BSPA)  
Tel: 07931 318401  
[juliereading22@btinternet.com](mailto:juliereading22@btinternet.com)

Neil Vatcher (SCB Co-ordinator)  
Tel: 07512 774794  
[neil@scbgb.co.uk](mailto:neil@scbgb.co.uk)

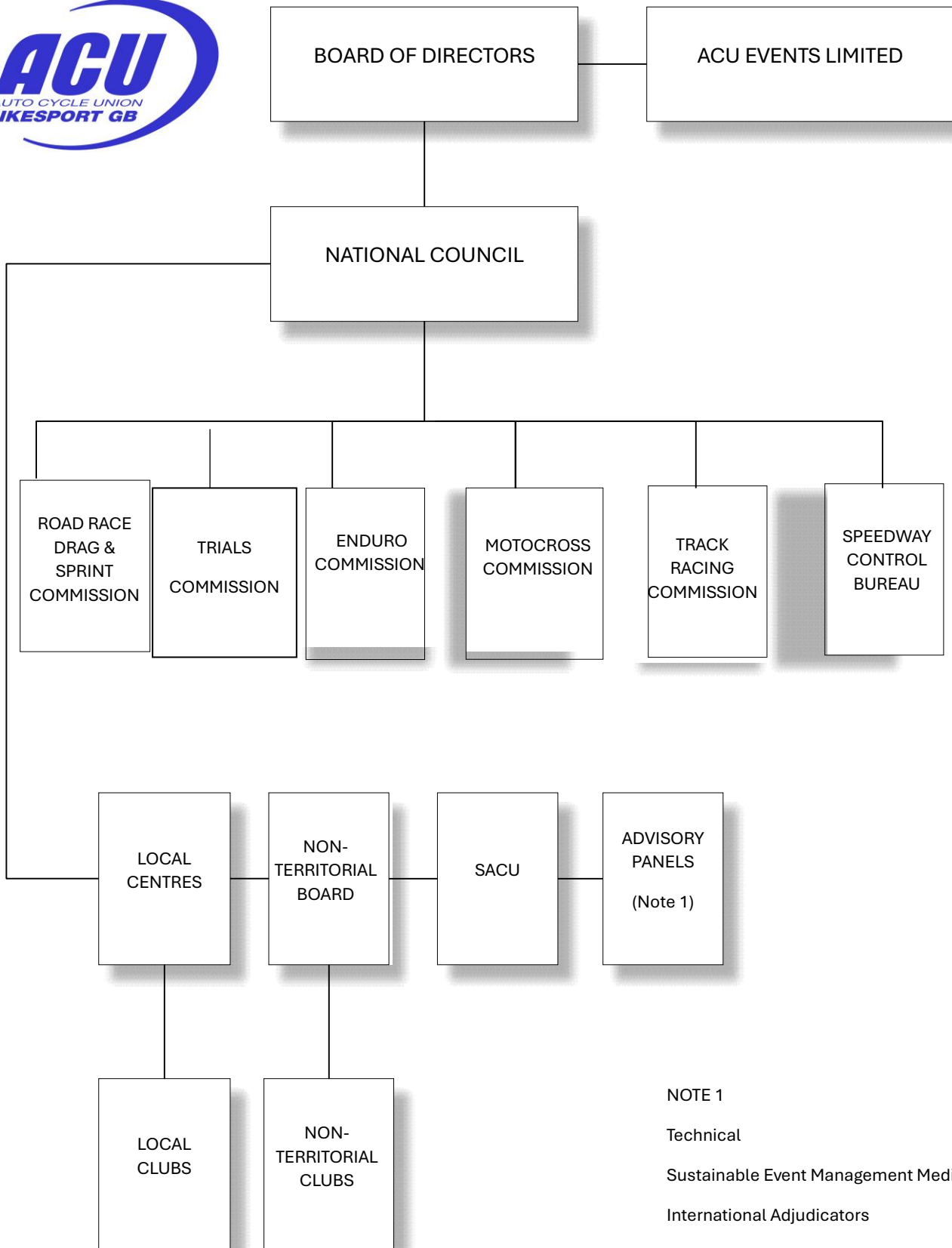
**ACU INSURANCE LTD DIRECTORS**

Gordon Pairman  
Matthew Edwards-Wear

**MCRCB**

Dr Jonathan Palmer (Chairman/AMRCO)  
Mrs G Shedden (MRPC)  
Dr Paul King

**AUTO-CYCLE UNION LIMITED STRUCTURE**



NOTE 1  
Technical  
Sustainable Event Management Medical  
International Adjudicators

**ACU OFFICE PERSONNEL & CONTACTS**

Normal office hours are 09.00–17.00. Monday–Friday. Outside these hours, please leave an answer phone message. **Emergency contact outside of office hours is Matthew Edwards-Wear, Secretary General: 07825 340932**

GENERAL ENQUIRIES	
General Enquiries	01788 566400 <a href="mailto:admin@acu.org.uk">admin@acu.org.uk</a>
Licensing Enquiries	01788 566417 <a href="mailto:licence@acu.org.uk">licence@acu.org.uk</a>
Accounts Enquiries	01788 566411 <a href="mailto:accounts@acu.org.uk">accounts@acu.org.uk</a>
Secretary General	Matthew Edwards-Wear 01788 566434 07825 340932 <a href="mailto:matthew@acu.org.uk">matthew@acu.org.uk</a>
Assistant to Secretary General ACU Benevolent Fund Secretary ACU Medical Panel Secretary	Diane Williams 01788 566409 <a href="mailto:diane@acu.org.uk">diane@acu.org.uk</a>
IOM TT Clerk of the Course/ Event Safety	Gary Thompson MBE BEM 01788 566414 <a href="mailto:gary@acu.org.uk">gary@acu.org.uk</a>
ACU Development Officer	Richard Blyth 01788 5664283 <a href="mailto:pr@acu.org.uk">pr@acu.org.uk</a>
OFF ROAD DEPARTMENT	
Motocross Commission Co-ordinator	Sonia Goggin 01788 566404 <a href="mailto:sonia@acu.org.uk">sonia@acu.org.uk</a>
Enduro Commission Co-ordinator	Mary Kerr 01788 566403 <a href="mailto:mary@acu.org.uk">mary@acu.org.uk</a>
Trials Commission Co-ordinator	Madalena Miguens 01788 566412 <a href="mailto:madalena@acu.org.uk">madalena@acu.org.uk</a>
Track Racing Commission Co-ordinator Off Road Technical Panel Co-ordinator Off Road Permit Officer Sustainability Panel Co-ordinator	Kirsty Telford 01788 566408 <a href="mailto:kirsty@acu.org.uk">kirsty@acu.org.uk</a>
ROAD RACE DEPARTMENT	
Road Race Commission Co-ordinator Road Race Technical Panel Co-ordinator	Michelle Haynes 01788 566405 <a href="mailto:michelle@acu.org.uk">michelle@acu.org.uk</a>
Road Race Commission Co-ordinator	Debbie Walmsley 01788 566406 <a href="mailto:dw@acu.org.uk">dw@acu.org.uk</a>
ACU Events Ltd	
General Secretary	Sonia Goggin 01788 566404 <a href="mailto:sonia@acu.org.uk">sonia@acu.org.uk</a>

**NON-TERRITORIAL BOARD**

President - Mrs. M Mellish  
4 Douglas Avenue, Harold Wood, Romford,  
Essex RM3 0UT  
Tel: 01708 342684  
[mmmellish@aol.com](mailto:mmmellish@aol.com)

Vice President - Mr Eddie Bellars  
12 Rosehill Park, Emmer Green, Reading,  
Berks RG4 8XE  
Tel: 0118 947 0837 Mob: 07887 990617  
[bellars@virginmedia.com](mailto:bellars@virginmedia.com)

Chairman: - Lt. Col. Mike Tizard  
18 Sherfield, Winterbourne, Dauntsey,  
Salisbury, Wiltshire, SP4 6 HF  
Tel: 01980 610425 Mob: 07767 756167  
[mike.tizard@btinternet.com](mailto:mike.tizard@btinternet.com)

General Secretary - Mrs Sally Russell  
Houndshill Cottage, Banbury Road, Ettington,  
Stratford Upon Avon, Warks, CV37 7 NS  
Tel: 01789 740866  
[russell.sally4@gmail.com](mailto:russell.sally4@gmail.com)

**USEFUL ADDRESSES**

BRITISH SPEEDWAY PROMOTERS  
ASSOCIATION (BSPA)  
BSPA Office, ACU House, Wood Street,  
Rugby, Warwickshire CV21 2YX  
Tel: 01788 560648  
[office@britishspeedway.co.uk](mailto:office@britishspeedway.co.uk)

ISLE OF MAN MOTORSPORT TEAM  
Isle Of Man Tourism, Department Of  
Economic Development, Isle Of Man  
Government, St Georges Court, Upper  
Church Street, Isle of Man IM1 IEX

ISLE OF MAN TT MARSHALS  
ASSOCIATION LTD  
Isle Of Man TT Marshals Office, Douglas, Isle  
of Man IM2 6DA  
Tel/Fax: 01624 618191  
[info@iomttma.com](mailto:info@iomttma.com)

LOCKTON  
Lockton Companies LLP  
45 Church Street, Birmingham, B3 2RT  
Tel: 0121 232 4597 Mob: 07827 985033  
[alex.braddish@lockton.com](mailto:alex.braddish@lockton.com)

MCUI  
Mr Andrew Campbell  
24 Ballyminstragh Road, Killinchy, Co. Down,  
Northern Ireland BT23 6RE  
Tel: 0044 28975 41716  
[secmcui@ireland.com](mailto:secmcui@ireland.com)

MCRCB  
C/O Brands Hatch Circuit, Fawkham,  
Longfield, Kent DA3 8NG  
Tel: 01474 875296

MOTORCYCLE INDUSTRY ASSOCIATION  
LTD  
1 Rye Hill Office Park, Birmingham Road,  
Allesley, Coventry CV5 9AB

MOTORSPORT UK  
Bicester Motion  
OX27 8FY  
Tel: 01753 765000 Fax: 01753 682938  
[hello@motorsportuk.org](mailto:hello@motorsportuk.org)

RACESAFE MARSHALS ASSOCIATION  
Motorsport Vision Centre, Brands Hatch,  
Fawkham, Longfield, Kent DA3 8NG  
Tel: 01474 872331 Fax: 01474 874766  
[bsb@msvracing.co.uk](mailto:bsb@msvracing.co.uk)

SPEEDWAY CONTROL BUREAU  
ACU House, Wood Street, Rugby,  
Warwickshire CV21 2YX  
Tel: 01788 565603 Mob: 07512 774794  
[neil@scbgb.co.uk](mailto:neil@scbgb.co.uk)

TT RIDERS ASSOCIATION  
Frances Thorp, Mountain View, Glen Maye,  
Isle of Man IM5 3BJ  
Tel/Fax: 01624 843695

**THE SPORTS COUNCILS****UK SPORT**

40 Bernard Street, London WC1N 1ST  
Tel: 0207 211 5100 Fax: 0207 211 5246

**SPORT ENGLAND**

3rd Floor Victoria House, Bloomsbury Square,  
London WC1B 4SE  
Tel: 0207 2731551 Fax: 0207 383 5740

**SPORT SCOTLAND**

Caledonia House, South Gyle, Edinburgh  
EH12 9DQ  
Tel: 0131 317 7200 Fax: 0131 317 7202

**SPORTSWALES**

Sophia Gardens, Cardiff CF11 9SW  
Tel: 0845 0450904 Fax: 0845 8460014

## TIMEKEEPERS & TIMING EQUIPMENT

### AUTHORITY

The ACU appoints all grades of timekeeper. Persons operating timing equipment to an accuracy of greater than 1 second must be licensed.

### DUTIES

Each timekeeper is responsible for the authenticity of the times taken and the results issued, substantiated by having the correct licence for the grade of event and by using the appropriate correct identifiable equipment for the type and grade of the event.

Timekeepers are categorised as follows:

**FIM Timekeepers.** Who may take charge of the timing of any event as licensed by the FIM.

They are particularly appointed to take charge of the timing at events counting towards a world championship or FIM title and at world record attempts.

**Group 1 Timekeepers.** Chief timekeeper for national or international meetings.

### DUTIES AND RESPONSIBILITIES OF A GROUP 1 TIMEKEEPER

To achieve the grade of group 1 timekeeper, the applicant must have served at and taken charge of at least ten events over two consecutive seasons under the supervision of senior timekeepers. At least two of those events will be subject to the appraisal of an approved mentor, at one venue known to the applicant and one nominated venue.

Individually, all grade 1 timekeepers may be subject to appraisal and interview by at least one senior timekeeper nominated by the ACU. Appointments to international grade remain the sole responsibility of the ACU.

In exceptional circumstances the timescales quoted above may be altered after reference to the respective organisers, chief timekeepers and/or the ACU.

The ACU reserves the right to amend and change the grades of all timekeepers.

The applicant will be appraised in accordance with the following criteria:

### PLANNING

The timekeeper will demonstrate an ability to plan the equipment requirement for the event. He/she will ensure that the needs of the organisers are met as follows:

- The timing equipment selected for the event is appropriate and matches the requirements of the organisers.
- The timing equipment selected has the correct and valid certificate of accuracy.
- The beams, cabling and associated equipment are compatible with the timers.
- The results equipment is appropriate for the service required, and if electronically linked to the timing equipment, the two are compatible.
- The backup equipment is appropriate for the event.
- The timer and associated equipment is checked for readiness for use.

### PLANNING THE PERSONNEL

- The licence grades and competencies of the personnel are appropriate for the event.
- The number of personnel is adequate for the event.
- All personnel are informed of their duties in adequate time.
- Transport arrangements, accommodation and arrival times are clear and appropriate.

The timekeeper will be able to identify risks in the planning and deal with any contingencies.

### ORGANISATION AND MANAGEMENT

- The range of duties needed for the event is identified
- All timing service personnel sign the ACU disclaimer.
- Duties are allocated according to the competencies of individuals.
- Duties and requirements are explained and understood by all team members.

- Appropriate lines of communication between the timing team and the organisers are identified, agreed, and established.
- Prior to and throughout the event risks are identified and dealt with efficiently and effectively.
- All team members are treated in a courteous manner.
- Identify risks in the above and deal with any contingencies.

### **COMMUNICATION WITH OFFICIALS, COMPETITORS, COORDINATORS AND OTHER RELEVANT PERSONS**

- The roles, responsibilities and identities of the officials and other event personnel are understood by the timing team.
- All persons are dealt with in a courteous and polite manner.
- All requests for information or services required from the team are assigned to the appropriate personnel to answer or provide.
- Such requests are dealt with in a clear and concise manner without undue delay.
- Identify risks in the above and deal with any contingencies.

### **IDENTIFICATION AND DEVELOPMENT OF TIMING PERSONNEL NEEDS**

- The competencies and abilities of the timekeepers are identified.
- Appropriate training programmes are identified to match individual requirements.

**Group 2 Timekeepers.** Take charge of events up to club level.

**Group 3 Timekeepers.** Assistant to the chief timekeeper at events.

**Group 4 Timekeepers.** Trainee, they are encouraged to assist more senior timekeepers.

**Race Recorders.** Assist the timekeeper by recording the number of laps and finishing order including retirements of competitors at a race event. The differing type of events licensed by the ACU means that the organising club must identify an event's timing needs, with the chief timekeeper.

### **TIMEKEEPER'S EXPENSES**

Expenses are subject to agreement between the organising club and the chief timekeeper prior to the event.

### **TIMEKEEPING SUB PANEL**

Chairman - Mr M. Corfe, Mr. R. Humphrey, Mr G. Lond, Mr A. Smith, Mr S. Taylor & Mr J. A. Ward

### **TIMEKEEPING EQUIPMENT TESTERS**

Certification of equipment may be carried out by the following. A fee will be charged, for details please contact those listed direct:

T. Saunders, 48 Broadlands Drive, Malvern, Worcester WR14 1PW  
Tel: 01684 894884/01684 561966.

### **FIM TIMEKEEPERS**

For a list of current FIM timekeepers please contact the ACU head office on 01788 566405

## TECHNICAL OFFICIALS

### TECHNICAL OFFICIAL GRADING

1. International Technical Steward
2. Senior Technical Official
3. Technical Official

Also: **Technical Assistant(s)** act in a supportive capacity to the technical team. May be appointed by the senior technical official for the duration of an event, at any level of competition. Working under strict supervision.

### TECHNICAL OFFICIAL

Authorised by the permit issuing authority to form part of a technical control team, Applicants should have knowledge of motorcycle engineering practice, be familiar with the technical rules in the current ACU handbook and the national sporting code and have attended a suitable training seminar. They may officiate at any discipline. They may take charge of a closed to club or restricted meetings at disciplines for which they are trained, other than road racing related events. They must attend a training course every 3 years, which may be held on a regional basis. Minimum age 18 years.

### UPGRADING TO SENIOR TECHNICAL OFFICIAL

The applicant must be able to demonstrate a need to upgrade (i.e., will be taking charge of a meeting within the following 12 months). The applicant should have assisted at a minimum of ten meetings in two years and attended. A national technical official's seminar as a technical official at ACU house, rugby. Questions on relevant ACU and FIM rules will be asked. Reference to handbooks will be permitted. An application for upgrading must be supported by the applicant's service record and recommendations as to suitability from two senior technical officials. Due account will be taken of any discipline specialisation. The technical panel will consider fast track upgrade to senior technical official status for candidates who are chartered engineers or have equal experience.

### SENIOR TECHNICAL OFFICIAL

Authorised by the permit issuing authority to Take charge of the technical control team at events of national status and below, may also assist at higher status and take charge at lower status events. They can officiate at all disciplines or at disciplines as licensed. Persons holding this licence must attend a training course/seminar at ACU house, rugby every 3 years.

This is the minimum qualification required to take charge at a road race related event.

### UPGRADING TO INTERNATIONAL TECHNICAL STEWARD (FIM)

The applicant must have attended technical steward seminars, passed the FIM examination and have attained a three-year qualification. Must be an authorised ACU measurer and sound inspector, and have demonstrated an ability to organise and control the technical control team as an effective manager, be able to report fully to an international jury or Clerk of the course and have an above average knowledge of general and technical regulations and of motorcycle engineering practice. Must have been recommended by the clerk of the course at ten national meetings while acting as senior technical official and by the international technical steward at five international meetings while acting as deputy to the chief technical official.

### INTERNATIONAL TECHNICAL STEWARD (FIM)

May take charge of the technical control team at all international events and may also take charge or be a team.