
UAE MOTORSPORT MARSHALS CLUB
OFFICIAL'S GUIDE



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UAE Motorsport Officials Commission (UAEMOC)

Founded by the Automobile & Touring Club of United Arab Emirates (ATCUAE) in 2009 to;

- Propagate and encourage a volunteer culture in the local community, thus developing and increasing social capital;
- Create, manage and promote the growth of a national framework of motorsport volunteers to run the motorsport events in UAE in a safe and professional manner;
- Recruit, train, retain and recognize volunteer officials;
- Promote research and knowledge transfer;
- Encourage people of various nationalities and backgrounds to join **UAE Motorsport Marshals Club (UAEMMC)** to volunteer for the benefit of United Arab Emirates;
- To assist UAE nationals in demonstrating their skills, ability and experience through the realization of their potential and consequently improve employment potential through developing skills that relate to enhanced career opportunities;
- Promote cooperation with governmental and private institutions, national and international Clubs and ASNs worldwide;
- Maintain a positive, proactive and forward thinking UAEMMC membership;
- Develop and implement efficient **Volunteer Management Program (VMP)** - national officiating programme for recruitment, training, grading, licensing, retention and recognition of volunteer motorsport officials.
- UAEMOC Mission: to develop a robust culture of volunteer support personnel and officials in UAE motor sport through the implementation of a focussed program whereby UAE nationals will take the initiative, connecting people within the diverse Emirati society.

UAEMOC Board

Is the leading body that reports to the ATCUAE Board regarding all matters related to motorsport volunteerism in UAE and safety of motorsport events organized in UAE and consists of the following members:

HE Mohammed Ben Sulayem
Mr. Ahmed Ben Sulayem
Mr. Mahir Badri

UAEMOC Management

Ronan Morgan – Executive Director
Matthew Norman – Programme’s Manager
Tanya Kutsenko – Project Manager
Elton Dias – Evaluation & Assessment
Stuart Murray – Safety Manager

UAEMOC Commission Members

The Commission is made up of representatives / leaders of specialty groups to cater for the needs of different groups of motorsport officials.

All the Commission members meet at the start and end of UAE motorsport season (October and May) to review goals and strategy and to evaluate the progress of the ***Volunteer Management Program (VMP)***. Commission members meet in smaller groups every month or as necessary to deal with the operational aspects of VMP.

Mr. Andy Beavan
Dr. Sean Petherbridge
Mr. Robert Bryan
Mr. Alan Rooke
Mr. Angus Duthie
Mr. Chip Harris
Mr. Chris Harding
Mr. Rod Smith

Volunteer Management Program (VMP) Strategy

- Research, evaluation and innovation
- Training and education programs
- Strong retention plan
- Cooperation with government and authorities
- Example of community leaders
- Complementary initiatives
- Media support
- Spreading the knowledge worldwide

Becoming an ATCUAE Motorsport Official

For those who are passionate about motorsport, becoming an ATCUAE motorsport official means:

- Being in the thick of the action – this is a ticket money can't buy!
- Participation and access to world's biggest events, working at the national and international levels,
- Joining a large international family of motorsport officials – no matter where you go, you have thousands of likeminded friends all over the world,
- Being part of an effective, highly motivated, professional and respected multinational team,
- Developing your own volunteer career path that suits you,
- Gaining extra skills and experience through training and mentorship programs,
- Meeting people, making friends and building professional networks,
- Travelling to other countries to share and transfer your knowledge,
- Contribute to the local community and pay the tribute to United Arab Emirates, a country that we all enjoy living in!
- Participating in Marshals Exchange Program (MEP) where you will get a chance to officiate abroad.

Event Appointments

While the ATCUAE provides a framework for the officials to develop their skills, knowledge and participation in motor sport activities, event organisers and promoters have the responsibility for appointing volunteer officials.

Do your best to participate frequently in motorsport events (both national and international levels) to gain the skills and knowledge and to become known in the officials' and event organisers' community.

ATCUAE Motivation and Compensation Strategy

We are grateful for the time you spend in training and on site during a motorsport season, which is very intense in the UAE.

We appreciate the fact that you spend a lot of your free time with us, away from your families and other hobbies.

We recognize the fact that you have a full time job or run a business to make a living, and you join us because of both your passion for motorsport and because you enjoy the company of other officials.

Although you are not being paid for being an official at any event in the UAE, we do try to reduce any associated costs that may arise:

- Transportation. In case an event takes place in Abu Dhabi we organise buses for the residents of Dubai and Northern Emirates. We also encourage you to share rides with your peer volunteers, catering for those who don't have cars (as well as to reduce the traffic and CO emission);
- Food. You are looked after by our Marshals Support team during the events. We provide food and water as necessary, depending on the timetable of the event;
- Accommodation. For big international events at Yas Marina Circuit we provide accommodation in Abu Dhabi hotels on a shared basis;
- Insurance;
- Social functions. It is important to get together at the end of the season so that we can thank you for your contribution to UAE motorsport. The end of the year function involves prizes and raffles, as well as entertainment;
- Training. We make sure you get the best possible training that can be applied anywhere in the world;
- We issue 'Certificates of Appreciation' and 'Certificates of Achievement' signed by high ranked motorsport and government officials;
- We've designed a comprehensive Mentoring Program to advance your careers as motorsport officials;
- We cooperate with other ASNs (TOSFED, BARC, BMF, CAMS) to give you access to valuable information, including best practices and frameworks that our counterparts have available;
- We are launching a Marshals Exchange Program (MEP) where you get a chance to attend the events in other countries and to receive officials delegations from abroad.

ATCUAE Mentorship Programme

Mentorship is a personal development relationship between a person who is perceived to have greater relevant knowledge, wisdom, or experience (the **Mentor**), and a person who is perceived to have less (the **Protégé**).

There are two broad types of mentoring relationships: formal and informal. **Informal** relationships develop on their own. **Formal** mentoring, on the other hand, refers to a structured talent management process supported by organisations.

The ATCUAE is committed to maintain a safe, open environment in which protégés can both learn and try things for themselves.

Motorsport events allow you to meet many different people from various backgrounds united with a passion for the sport. They allow you to make new friends, keep in touch with old friends, and learn from all your friends as you work together as a team.

We can say that one of the broad types of mentoring relationships is already in place - informal mentorship, where you learn from peers and seniors within your group.

However we are now launching a formal Mentorship Programme to:

- Promote knowledge transfer,
- Help new volunteers integrate into an extensive marshals family,
- Learn more about individuals through feedback received from mentors,
- To develop talent,
- To support those who are deemed to have the potential to move up into leading roles,
- To advance individuals and UAE society, and to enhance the motorsport scene.

ATCUAE Mentorship Program has three sub-programmes:

- **One-on-One Mentorship** is a program for the existing ATCUAE marshals where the knowledge transfer model is based on the grading and licensing system: Trainees and Officials learn from Seniors, and Seniors learn from Chiefs. This a 1 year long relationship where we encourage mentors to work with their protégés during motorsport events and review their experience afterwards; to set a calendar of meetings, to watch motorsport events on TV together and analyse them; and to socialise with other mentoring pairs and learn from each other. You start with setting a protégé's learning goals and at the end of the year a mentor has a debrief meeting with the Program's official to share the experience and to make suggestions or recommendations.
- **E-Mentorship** where we will match protégés to Confederation of Australian Motorsports (CAMS) mentors in the area that they want to deepen their knowledge in. This will be a one-on-one electronic (e-mails & Skype) guided relationship to

which both will commit for a period of 6 months. This type of mentorship is aimed at promoting talent worldwide and uniting you with the officials from abroad.

- This sub-program is only available for the senior officials whose deep knowledge of sport allows them to judge how other ASNs do things differently, and to develop suggestions on introducing new or different practices in their specialty areas.

- **مرشد** is a specialist programme for UAE nationals where a mentor is engaged with a group of protégés for a day showing them every aspect of the event's operation to introduce (or rather help them discover) the exciting world of motorsport in all its variety. Join us if you are curious, and you may discover a new hobby or even a profession. This mentorship program is conducted by UAE nationals and is aimed at promoting the interest and involvement of Emiratis in the top of the range motorsport events hosted by their home country.
 - **مرشد** does not apply during the Formula 1 Grand Prix,
 - A mentor can look after a maximum group of 10 people per event,
 - Only UAE nationals may apply to become a mentor or a protégé,
 - You can only participate in this program once as a protégé.

BECOME A MENTOR

ATCUAE will appoint mentors from the Grade A licence holders and we strongly encourage you to support this initiative.

What you gain as a mentor:

- Personal satisfaction of knowing that you've helped someone else to grow,
- Better mentoring skills to use both in motorsport and in your job or business,
- Opportunities for self-reflection and self-renewal,
- A potential team member,
- A new friend.

What makes you a good mentor?

- Flexibility,
- Initiative on discussion and engaging in small talk until a relevant topic for discussion emerges,
- Responsibility,
- Confidence in your experience that you are communicating,
- Encouragement,
- Understanding that a lot of what you take for granted can be completely new to your protégé,
- Responsiveness to your protégé's questions and comments. Ensure that you address them and make them aware when if it will take some time,
- Fairness and tolerance. It is an equal opportunity programme and we do not discriminate against a participant because of race, colour, religion, age, sex, national origin, past history, etc.

BECOME A PROTEGE

We encourage you to learn from your colleagues who are more experienced and who genuinely desire to pass the knowledge that they have onto you to help you grow and enjoy motorsport!

What you gain as a protégé:

- Knowledge!
- Skills,
- Increased confidence in your role,
- A new friend.

Who can become a protégé?

- Any official holding an ATCUAE licence,
- Anyone who is willing to learn,
- Anyone who is committed and willing to maintain a productive relationship with a mentor for the period of time required by a particular sub-program.

How to find a mentor:

One-on-One mentorship

1. Register at www.atcuaemarshals.com, fill in all the fields and upload the necessary documents;
2. Decide what you want to learn and enhance your knowledge in;
3. Have a look at the list of officials registered on the web-site and identify the officials with 'Mentor' ticked in their box;
4. Send an e-mail to a mentor that you would like to be matched with and explain your aspirations and goals;
5. You may agree to work together or not (if a mentor thinks they cannot help you reach your goals, and he or she suggests that you contact another mentor who is more likely to be your match);
6. Enjoy your learning experience and try to absorb as much knowledge as you can!

E-mentorship

1. Send an e-mail with your short motorsport bio and describe your goals and aspirations to marshals@atcuae.ae;
2. We will verify that you hold a Senior licence with the ATCUAE (the only grade for which E-mentorship is available), and will do our best to match you with a CAMS mentor, who will be the holder of a Gold grade licence;
3. We will put you in contact with your potential match, and your mentor will notify us once you agree to commit to 6 months mentoring experience;
4. Enjoy your learning experience and try to absorb as much knowledge as you can!

مرشد

If you are a UAE national and would like to learn how the motorsport events are organised, send an e-mail to Ali Abdelrahim (ali@atcuae.ae) with an ID copy for accreditation / venue pass, and he will register* you for the next available motorsport event (national or international), or confirm the registration for the event of your choice (not valid for the Formula 1 Grand Prix).

Notice that you have to apply early as we can only have a group of 10 protégés per event!

*You must provide a copy of the valid ID to be registered for مرشد.

What makes you a good protégé?

- Curiosity,
- A desire to learn,
- Admitting what you don't know or are not sure of,
- Commitment to make the most out of your mentorship experience,
- Desire to grow as an official and help others to do so in the future.

Events Structure

ATCUAE sanctioned events that take place in UAE and fall under the FIA regulations are circuit racing (including karting and drag racing) and rallying, while those that fall under FIM regulations for motorcycle events are road racing and motocross.

Although they are different disciplines requiring different knowledge and skills from the officials, the event structure is always the same and includes the following divisions:

Event Command – overall control and running of the sporting event: Event Director / Clerk of the Course.

Judicial Division – overlooking the application of the FIA/FIM Sporting Code and Appendices: Stewards.

Event Administration – planning and event coordination: Secretary of the Meeting, Secretary to the Stewards, Administration staff, CRO.

Emergency Management – response and recovery of emergencies within the event: Medical Team & Extrication Team, Fire & Rescue, Search & Rescue Team (Off-road), Recovery / Sweep (Off-road).

Technical – Scrutineers.

Timekeeping – Timekeepers.

On-site officials: Post Chief / Stage Commander (Off-road), Intervention Marshals, Signalling Marshals, Pitlane Marshals, Rally Marshals, Course Vehicle Crew.

Roles and Responsibilities of Senior Officials

The Clerk of the Course

The Clerk of the Course has overall responsibility for the general conduct and control of an event, from the opening date for receiving entries to the time when any protests and appeals have been dealt with. He must be present throughout practice and the competition. The ATCUAE will require the Clerk of the Course to be a licensed Official.

Responsibilities

The responsibilities of the Clerk of the Course will be to:

- Ensure that all regulations are complied with and that all necessary equipment is available,
- Keep order in conjunction with the officials appointed with special responsibility for public security,
- Ensure that all officials are provided with the information necessary to carry out their duties,
- Ensure the appropriate officials are at their posts, and report accordingly to the Stewards of the Meeting before any event commences,
- Ensure that the conditions of any permit or track licence have been fulfilled before the start of practice or competition, and report accordingly to the Stewards of the Meeting. Before doing so the Clerk (or Deputy) must inspect the course and its installations. Any proposals to vary the manning or equipment levels must receive specific written approval from the Stewards of the Meeting before the event can commence,
- Make arrangements with the Secretary to satisfy himself and the Stewards that all Drivers and Entrants are in possession of the appropriate Competition Licenses. He must also verify that any Competitor who cannot produce the necessary documents to prove eligibility at an event may not be allowed to start except with the agreement of the Stewards and on payment of a fine,
- Arrange for all vehicles to be routed to the scrutineering area or Parc Fermé (as appropriate),
- Ensure that every accident or incident involving a competing vehicle is reported to the Stewards of the Meeting and the Chief Scrutineer, and that the Chief Medical Officer is informed if any competitor is injured,
- Ensure that any vehicle which is to give a performance demonstration or take part in a high speed parade has been examined and approved by the Chief Scrutineer, and that the driver has 'signed-on',

- Ensure that every vehicle carries the proper identification marking in accordance with the programme,
- Ensure that the correct driver is in each vehicle and marshal the vehicles as necessary,
- Send the vehicles to the starting line in the right order, personally start all races or delegate this responsibility to a competent official who will start all races throughout the meeting, except in the case of force majeure,
- Advise the Stewards of the Meeting of any proposal to modify the programme,
- Collect the reports of the Timekeepers, Scrutineers, Technical Commissioners, Pit Observers, Driving Standards Observers and Judges of Fact, together with any other official information affecting the results,
- Prepare, or arrange for the Secretary of the Meeting to prepare, a statement of the information necessary to enable the Stewards of the Meeting to complete their reports,
- Relieve from duty any official or marshal who the Medical Officer considers as possibly unfit by reason of health, or through consumption of alcohol or drugs,
- Deal with any protests from competitors,
- Sign competition licences. Upgrade Cards,
- Authorise the use of warning lights when these are controlled from Race Control.

Powers

The Clerk of the Course acts as the sport's first judicial body. The Clerk or his Deputy, except in very serious cases, have the power to impose penalties.

The Clerk of the Course has the authority to:

- Exclude from the results of practice or competition, or prohibit from competing, any competitor or vehicle that has been reported unsafe or ineligible,
- Penalise any driver reported for not complying with flag signals,
- Penalise any competitor reported for being in contravention of the General Regulations or SRs,
- Enforce exclusions by either displaying a Black Flag during a race, or after interview at the end of competition or practice,
- Penalise a competitor found guilty of breaching the General Regulations. This does not preclude the competitor also being reported to the Stewards of the Meeting for further penalties,
- Penalise any competitor found guilty of abusive language or behaviour, or of physical assault or the threat of physical assault. This does not preclude the competitor also being reported to the Stewards of the Meeting for further penalties,
- Impose a time penalty, upon any competitor in a race meeting who he considers has gained an unfair advantage (whether inadvertently or not). This regulation does not preclude such a competitor being reported to the Stewards for alternative penalties,
- Impose a fine on any competitor who fails to attend, or who reports late at, a scheduled drivers' briefing, or on any driver who has not raced at the circuit before and who fails to report for a pre-practice briefing,

- All driving penalties applied must be recorded on the driver's Competition License Record,
- All exclusions, penalties or fines must be reported by the Clerk of the Course personally to the Stewards of the Meeting. Fines must be handed to the Stewards for onward transmission to the ATCUAE.

Personal Attributes of the Clerk of the Course:

- Ability to show leadership and delegate authority,
- Ability to make decisions under pressure,
- A good understanding of the rules and regulations,
- Good communication skills, both written and oral,
- Flexibility to meet demanding deadlines,
- Good planning and multitasking skills,
- Ability to work as part of a team,
- Excellent interpersonal skills,
- Sound understanding of the particular requirements of this position as detailed in the responsibilities mentioned above.

The Stewards of the Meeting

The Stewards act as the second judicial body at any event, and are responsible for hearing and adjudicating upon any Appeal against a decision by the Clerk of the Course or other Official. They are also responsible for the forwarding to the ATCUAE of any fines or protest fees collected.

Stewards should be thoroughly experienced in motor sport, and of those appointed by an organising club, at least one must be a person whose motor sports activity is not confined to that club alone, and who is not an official of that club.

The Stewards must have no executive duties in connection with the organisation of a meeting and are responsible only to the ATCUAE. In a meeting comprising several events there may be different Stewards for each event. If the ATCUAE appoints a Steward of the Meeting, that Steward (or the Senior Steward if more than one is appointed) will act as chairman of the Stewards of the Meeting. At all times the Stewards of the Meeting should act through the Clerk of the Course.

There must be three (and no more) Stewards at every meeting, one of whom should be appointed by the national ASN, the ATCUAE. If three are not available, suitable people must be co-opted by the existing Steward(s).

In the absence of an ATCUAE -appointed Steward, the senior Club Steward will assume his duties.

Copies of all regulations, notices, etc, must be provided by the organising club for the use of Stewards as far as possible in advance of the event. The Stewards must satisfy themselves

that the conditions of the permit (and track license if appropriate) are complied with, and they have the power to withdraw a permit in the event of non-compliance.

Organisers should make available a private room for the Stewards' discussions and should arrange for a meeting of the Stewards prior to the start of an event so that any issues may be discussed.

Stewards must initiate investigations into any incident or breach of regulations they observe or is reported to them. They can act from the moment that documentation or scrutineering commences until the deadline for any appeals has expired. They may adjourn the hearing of any appeals if required.

Responsibilities

The Stewards of a Meeting main responsibility is to prevent unnecessary danger, and the ATCUAE Steward has overriding authority in matters of safety. In this respect Stewards should always try and act as a body, unless there are overriding considerations of urgency. Any Steward who is forced to take individual action should inform his fellow Stewards and the Clerk of the Course as soon as possible. No Steward should commit any act or give any order except as required to execute his role.

As soon as possible after an event the Stewards, with assistance from the Clerk of the Course, must send a Stewards of Meeting Report to the ATCUAE giving particulars of:

- Accidents involving injury or damage to property,
- Protests/appeals lodged and action taken,
- Penalties imposed and any recommendations in such cases,
- General comments on the organisation of the event and the exercising of their duties,
- Any other relevant observations as to the conduct of the event,
- Any notices of Intention to Appeal and appeal fees received in accordance with the regulations.

Powers

Stewards have the authority to enforce compliance with the regulations and to adjudicate on any appeal arising during the meeting. In particular they can:

- Modify the Supplementary Regulations in exceptional circumstances,
- In the case of force majeure or for safety reasons, instruct the Clerk of the Course to postpone, abandon or stop an event or part of an event. Any such instruction must be formally recorded. Provided that an event is run in more than one heat or part, these powers may, if thought fit, be exercised in respect of one heat or part,
- Deal with any matter referred to them by the Clerk of the Course, and if the offence is considered sufficiently serious impose further penalties,
- Alter the composition of or consolidate heats,
- Authorize a re-run in the case of dead-heats,

- Inflict a reprimand, fine, time or position penalty, exclusion or suspension, but not disqualification. Any such penalty, and the points accruing, must be recorded on the competitor's license record,
- Amend the results of a competition,
- Order the removal from the course and its precincts, or inflict a penalty, upon any competitor or driver who refuses to obey the order of a responsible official,
- Approve any request from the Clerk of the Course to modify the position of the start/finish line, or the course, to ensure the reasonable safety of drivers or spectators, or to alter the programme if circumstances so require,
- Order in writing on behalf of the ATCUAE, the impounding or sealing of a vehicle or equipment for as long as may be necessary for technical examination following an accident, or upon suspicion of non-compliance with the Technical Regulations,
- In cases of force majeure, authorise a suitable official, who may not hold the correct licence, to take over the duties of an absent official.

Personal Attributes of the Steward of the Meeting:

- Ability to show leadership and delegate authority,
- Ability to make decisions under pressure,
- A good understanding of the rules and regulations,
- Good communication skills, both written and oral,
- Flexibility to meet demanding deadlines,
- Good planning and multitasking skills,
- Ability to work as part of a team,
- Excellent interpersonal skills,
- High level negotiation and conflict resolution skills.

The Secretary of the Meeting

The Secretary of the Meeting is responsible for the organisation of the meeting in terms of all material and notices required. This includes all paperwork prior to the event, acceptance of entries, allocation of numbers, competitors' 'sign-on' sheets and license examinations. The Secretary must be present throughout practice and the competition itself to assist in the correct running of the meeting and should maintain a list of all drivers.

Competitors who fail to produce the necessary documents to prove their eligibility for a meeting should be reported by the Secretary to the Stewards of the Meeting.

Competitors of 17 years of age and under who have just completed their ARKS test may also produce a completed application (including a passport photograph) and payment in lieu of a Competition License. All applications accepted in lieu of a Competition Licence must be forwarded by the Secretary directly to the ATCUAE Licensing Department within 48 hours of receipt, confirming that they have been accepted at the event.

Responsibilities

The Secretary shall:

- Have available a current copy of the events Rules and Regulations, including technical regulations as well as the Supplementary Regulations (with amendments, if any),
- Post on the official notice board all bulletins, permits, authorisations, times and results,
- Be responsible for sending the Stewards all appropriate documents prior to the meeting, including a copy of the SRs,
- Be responsible for receiving any protests or appeals from competitors, noting the time of receipt, and pass the protests to the Clerk of the Course, and the appeals to the Stewards of the meeting as soon as possible,
- Protests or appeals may also be received by the Assistant Secretary, the Clerk of the Course or his deputy. Protests received by the Assistant Secretary or Deputy Clerk of the Course must be passed to the Clerk of the Course as quickly as possible, and appeals to the Stewards of the meeting,
- Ensure that publicity for the event is arranged to ensure that the general public are aware of the meeting. If an event is cancelled, the appropriate media services in addition to the ATCUAE and its Steward(s) must be advised.

All documents and programs issued for an event must contain information, and all results, bulletins, etc, should be marked with the date and time of issue.

The Secretary of the Meeting must liaise with the Chief Timekeeper to confirm the proposed timetable for the meeting. If the meeting is scheduled to last more than nine hours from signing on, prior notice must be given to Senior Officials, so that they can make appropriate arrangements for the relief of their teams.

Personal Attributes of the Secretary of the meeting:

- Good communication skills, both written and oral,
- Understanding of the rules and regulations,
- Well-developed computer skills,
- Excellent interpersonal skills,
- Ability to follow limited instructions,
- Flexibility to meet demanding deadlines,
- Good planning and multitasking skills,
- Ability to work as part of a team,
- Excellent interpersonal skills,
- High level negotiation and conflict resolution skills,
- Sense of humour and good grace.

The Post Chief

The Post Chiefs are the eyes and ears of the Clerk of the Course and occupy posts along the course allocated to them by the Chief Observer. They are responsible for the efficient operation of their post team, but should not personally become involved in dealing with incidents.

Responsibilities

Among the other responsibilities of the Post Chiefs are:

- Upon taking up their Post, the Post Chief should report to the Clerk of the Course on its levels of equipment and manning. They must pass on to the post team any instructions received from the Chief Observer and ensure that all watches are synchronized with the Official Timekeeper's,
- The Post Chief should immediately report to the Clerk of the Course by telephone or radio all incidents that occur on their section of track, including the time of occurrence. They are responsible for advising the Clerk of the Course as to whether a race should be stopped,
- Any vehicle stopping in their sector should only be moved if the Post Chief (or their Deputy) is satisfied this can be done without unreasonable risk to marshals. If not, the Post Chief should immediately report to the Clerk of the Course that the vehicle cannot be moved,
- At the end of each competition or practice (or as required) all Post Chiefs must give the Clerk of the Course a written report covering all incidents or accidents in their sector. These should include the time the incident occurred, the identities of all people and vehicles involved, and the full details of the incident,
- Post Chiefs are also responsible for the use of flashing yellow warning lights when the control of these lights is from their post,
- Flag Marshals are appointed to give flag signals to competitors and may also act as observers.

Personal Attributes of the Post Chief:

- Good communication skills, both written and oral,
- A good understanding of the Rules and Regulations,
- Excellent interpersonal skills,
- The ability to meet demanding deadlines,
- Excellent multitasking skills,
- Ability to work as part of the team,
- Sound understanding of the particular requirements of this position as detailed in the responsibilities above,
- High level negotiation and conflict resolution skills,
- Appreciation of the roles and responsibilities of Medical, Fire and Rescue and Recovery personnel.

The Chief Medical Officer (CMO)

The CMO has overall responsibility for the medical services and medical safety of an event, from the time that the medical team is present (typically the day before the event) to the time when the event is officially closed down. He must be present throughout practice and the competition and must be in race control when cars are on the racetrack. The ATCUAE will require the CMO to be a qualified senior doctor, licensed to practice in the country of the event and approved by the FIA. He should be sufficiently experienced in motor sport medicine at senior level.

Responsibilities

- Ensure that all necessary medical personnel are present and that all necessary equipment is available,
- Ensure that all medical officials are provided with the information necessary to carry out their duties,
- Ensure the appropriate medical officials are at their posts well in advance of racing,
- Ensure that all medical officials are appropriately trained and qualified for their role,
- Ensure the medical staffing level is appropriate for the event.
- Ensure that the drivers are medically fit to participate in the event and deal with any medical issues in a timely manner,
- Report to the Clerk of the Course as the ultimate authority at an event,
- Discuss or advise re any medical or safety issues with the Clerk of the Course in a timely manner
- Arrange for all drivers involved in accidents to be medically treated or examined and observed as is medically appropriate to the incident,
- Ensure that every accident or incident involving a competitor is briefed in full to the Clerk of the Course and FIA Medical Delegate,
- Advise the Clerk of the Course if any driver becomes unfit during an event,
- Deal with any protests from competitors re medical issues,
- Ensure the medical safety of all officials working at the event inside the security cordon, with some overlap with the general public in the grandstands shared with the local authorities,
- Liaise with the Police Ambulance Chief as needed re overall safety of the event,
- Be aware of and ready to implement the Major Disaster Plan if required,
- Ensure treatment in the medical centre for any official, team member or staff member who so requires it.

Powers

The CMO acts as the ultimate authority on all medical issues within the racetrack. The CMO or his Deputy has the power to exclude drivers from racing on medical grounds if needed.

Whilst the CMO is responsible to the Clerk of the Course, he does have authority over the Clerk where specific medical issues that risk the life of competitors or officials are concerned, such as during a critical incident.

During a serious incident where the Major Disaster Plan is implemented and public safety is compromised, the CMO has the power to command any person within the geographic boundary of the event in accordance with the plan and he becomes the ultimate authority when the sporting element is abandoned for this reason.

The CMO has the authority to:

- Exclude from the practice or competition, or prohibit from competing, any competitor that has been found to be unsafe or ineligible for medical reasons,
- Exclude from taking part any official, team member or staff member who, for medical reasons, would endanger the event or their self.
- Designate specific areas for medical use during a major disaster.
- Appoint deputy medical command personnel during a major disaster.

Personal Attributes

- Ability to show leadership and delegate authority,
- Ability to make decisions under pressure,
- A good understanding of the rules and regulations,
- Good communication skills, both written and oral,
- Flexibility to meet demanding deadlines,
- Good planning and multitasking skills,
- Ability to work as part of a team,
- Excellent interpersonal skills,
- Sound understanding of the particular requirements of this position as detailed in the responsibilities mentioned above,
- Sufficient experience in motor sport medicine as appropriate to the event.

Chief Rescue

Chief Rescue has overall responsibility for the operation of the Rescue Team, working under the general direction of the Chief Medical Officer, from the start of signing on until the Rescue Team are stood down on each day of competition. He or a nominated deputy must be present throughout practice and the competition. The ATCUAE will require the Rescue Crew Chief to be a licensed Official.

Responsibilities

The responsibilities of Chief Rescue:

- Ensure that all regulations are complied with and that all necessary rescue equipment is checked and available before competition commences, reporting any deficiencies to the Clerk of the Course
- Keep order in conjunction with the officials appointed with special responsibility for management of the rescue scene,
- Ensure that all Rescue officials are provided with the information necessary to carry out their duties,
- Ensure the Rescue Vehicles are appropriately manned during practice and competition, and report accordingly to the Chief Medical Officer before any event commences,
- Ensure that every incident involving a competing vehicle is responded to if requested, in accordance with the provisions of the track license and that the Chief Medical Officer is informed if any competitor is injured,
- Respond to the scene of any incident, if requested and manage the appropriate resources to promote the appropriate rescue of any trapped or injured competitor(s).

Powers

Chief Rescue is a Judge of Fact with regard to the behaviour and conduct of competitors and officials and the reporting of such to the Clerk of the Course.

Chief Rescue has access to all areas of an event, without exception for the performance of his duties.

Personal Attributes of Chief Rescue:

- Ability to show leadership and delegate authority,
- Ability to make decisions under pressure,
- A good understanding of the rules and regulations,
- Good communication skills, both written and oral,
- Good planning and multitasking skills,
- Detailed knowledge of rescue procedures and techniques
- Ability to work as part of a team,
- Excellent interpersonal skills,
- Sound understanding of the particular requirements of this position

Licensing Requirements

- Adequate knowledge to supervise and direct rescue operations through practical demonstration,
- Hold an ATCUAE Rescue License for a minimum of 2 years (or less by special exemption),
- Prior qualification in another ASN may grant exemption from the above requirement at the discretion of the ATCUAE.

Rescue Marshals

Rescue Crew have responsibility for the conduct of rescue operations, working under the general direction of the Rescue Crew Chief, from the start of signing on until the rescue team are stood down on each day of competition. He must be present throughout practice and the competition. The ATCUAE will require the Rescue Crew Member to be a licensed Official.

Rescue Vehicles should be manned by at least three qualified Rescue Crew, one of which may be a Doctor or Paramedic

Responsibilities

The responsibilities of the Rescue Crew will be to:

- Perform their duties as Rescue Crew in accordance with the training received
- Maintain levels of competence by ongoing training and regular practice.
- Be able to locate operate and maintain the various items of Medical, Rescue and Extrication equipment carried on the Rescue Vehicles,
- Perform pre-event operational check of all equipment carried,
- On arrival at an incident:
 - Making the scene safe
 - Stabilizing the vehicle
 - Gaining access to and extricating casualties
 - Liaising with medical and other functions on site
- Be aware of their own safety on- and off the track, the safety of their team members and the safety of the competitors
- Follow the instructions of the Rescue Crew Chief at any incident, and if requested provide support for other resources present to promote the appropriate rescue of any trapped or injured competitor(s).

Powers

The Rescue Crew have access to all areas of an event, without exception for the performance of their duties.

Personal Attributes of the Rescue Crew

- Detailed knowledge of rescue procedures and techniques
- Ability to work as part of a team and to anticipate necessary actions during a rescue
- Sound understanding of the particular requirements of this position
- Willingness to accept leadership of others and receive delegated authority,

Licensing Requirements

- Hold an ATCUAE Rescue License

Training and Qualification Requirements

- Acceptance as Rescue Trainee
- Attend and pass training sessions in Modules 1-7 on a minimum of 2 separate days or 1 weekend
- Attend at least 2 practical training days organised by ATCUAE
- Work as part of a Rescue Crew for at least 10 events
- Complete all sections of the Trainee's Workbook including competence assessments
- Attend and Pass ATCUAE Rescue Qualification Assessment

Note:

- Prior qualification in another ASN or Professional Qualification may be used to give exemption of some or all of the above Training Requirements

Recovery Chief

Recovery Chief is responsible for the safe and timely return of all competitors' vehicles from around the track and boundary roads to ensure as smooth and efficient an event as possible. These activities are carried out by the Recovery Team which the Recovery Chief trains according to the regulations and requirements of each circuit. The Recovery Chief is responsible to the Race Director and the Clerk of the Course. Depending upon the circuit specific delegation of authority he either reacts to incidents and events autonomously, or following the instruction of the Race Director/Clerk of the Course.

RESPONSIBILITIES

- Personally oversee the theoretical and practical training of the Recovery Team
- Assist the Clerk of the Course and Race Director with the formation of a Safety Plan for each event
- With the Race Director/Clerk of Course, identify drop off points for recovered vehicles
- With the Race Director/Clerk of Course establish a holding area for any vehicle involved in an injury/fatality causing incident
- Conduct a briefing each morning and a debriefing each evening with the recovery team – also supervise distribution and collection of team radios
- Provide team and Race Control with contact list for each member of team (including mobile numbers)
- Ensure that Recovery Team is aware of the regulations for each class within each event
- Ensure that the team understands the specific recovery points and methods for each type of vehicle in each event – if necessary he should organise pit and support pit visits
- Ensure that all team members are on site in the correct locations and fully equipped for all the event's different classes

- Liaise with the circuit management for provision of any additional equipment or replacement of damaged/missing equipment
- During an event continually circulate around all team assets to ensure there are no problems and to help resolve them if there are
- Assist Race Director to mobilise correct and appropriate recovery resources for each incident
- Liaise with Race Control with regards to the mobilisation of assets to non critical incidents and with regards to the return of vehicles
- Where possible personally attend each incident – if necessary advising specific assets how to proceed for a safe and timely clearing of the track
- Personally assume control of every serious incident once medical team has completed its intervention
- Keep a log of all incidents attended to by team
- In the case of Yas Marina Circuit carry out all flat tows
- Ensure that team treat each competitor's vehicle with care and respect regardless of the state of the vehicle
- Review any available footage of each incident for discussion and training

POWERS

- Once the medical team has carried out its duties at an incident, the Recovery Chief takes control of the incident
- All resources at the incident report to the Recovery Chief – the Recovery Chief advises Race Control of time lines for incident resolution/possible resumption of on track activity
- Where necessary Recovery Chief will liaise with Circuit Management to assist with Tech Pro. Armco, Debris Fence repairs
- Report any issues with intervention marshals, recovery team

PERSONAL ATTRIBUTES

- Must have clear leadership skills and be prepared to accept responsibility for each and every decision
- Must be calm under pressure and able to make quick, safe and efficient decisions at a moment's notice
- Must have excellent inter personal and communication skills
- Should have hands on experience of recovery – this is not a theoretical discipline but one which requires a thorough understanding of the requirements
- Must have an in depth understanding of the equipment and its capabilities
- Must have good planning skills and be able to direct multiple sub teams at potentially multiple simultaneous incidents
- Must have a good knowledge of all areas of the circuit i.e. track, boundary roads, service roads and circuit roads
- Must be calm and well mannered as appropriate – particularly when dealing with drivers/teams

- Must understand the reality of a live track as there is a regular requirement to be track side under yellows or safety car
- Should be able to command the respect of the team – the discipline is about trust as it is potentially lethal. Each decision needs to be reacted to in a timely fashion without unnecessary discussion

Flag Marshals

The primary function of a flag marshal assigned to specific posts around the track is to communicate to drivers, by use of flags, the various track conditions and race regulations.

Responsibilities

Display the appropriate coloured flags to vehicles (competition and service) on a live track.
Display the appropriate coloured flags in a timely manner to ensure the safety of all vehicles and personnel on a live track.

Observe closely activities on the track and report any issues to the Post Chief.

Ensure the safety of all officials by liaising closely with colleagues on your own and adjacent posts.

Appropriate knowledge of light signals used to supplement the use of flags.

Powers

To communicate instructions and information to vehicles and personnel on a live track, to report incidents to the Post Chief.

Personal Attributes of a Flag Marshal

Sound understanding of the responsibilities identified above

Good understanding of the rules and regulations

Knowledge of flag rules and any specific race regulations

Sound interpersonal and communication skills.

Ability to follow limited instructions and use own initiative as and when required.

Ability to respond quickly to incidents on the track

Good multitasking skills

Ability to work as part of a team

Ability to concentrate for a long period of time

Respond quickly to directions from the Post Chief

Intervention Marshals

Intervention Marshals are assigned to various posts around the track to provide trackside support under the direction of the Post Chief for basic track cleaning and vehicle recovery.

Responsibilities

Clear track of all debris between events and under direction of Post Chief during competition

Assist vehicle recovery teams
Assist fire and extraction teams
Assist other officials as required and directed
Look after the safety of yourself, team members and all officials at all times
Advise Post chief of any debris on track

Powers

None

Personal Attributes of an Intervention Marshal

Knowledge of rules, regulations and flags
Ability to work as part of the team
Ability to follow instructions from the Post Chief
Good team member
Ability to react quickly to track incidents
Sound awareness of personal and team members' safety whilst on track

Marshal Support Officials

Marshal Support Officials role is to ensure the welfare of all marshals during events by distributing meals, water, equipment and try to meet other needs is and where possible.

Responsibilities

Ensure that the M.S team are all present, punctual and in correct uniform at all times.
Ensure that all marshals have signed on within the designated time prior to the event.
Ensure that all M.S vehicles are booked in advance of the event.
The collection and delivery of lunches for all marshals and officials at each event.
Ensuring that all occupied posts have enough drinking water to cater for every marshal who is on post, to avoid dehydration.
Ensuring that there is communication between all Post Chiefs and the M.S team if there any issues that may arise during an event.
Inspection of all marshals uniforms before they go out on post, e.g: No open toed shoes, etc.
To ensure that the marshals have all the correct equipment on post, e.g: flags, fire extinguishers, etc.
Ensure that all post have no plumbing or electricity issues before every event.
Seeing that all posts are kept tidy and that there is no littering.
Frequent checks around all occupied posts while the marshals are one duty

Powers: (with permission from senior officials)

The removal any marshals for unacceptable or irresponsible behaviour on site.
If a marshal falls ill a member of the M.S team can take them to the Medical center.
Marshals with incorrect uniform may result in exclusion.
Issue a warning and report to the Chief Marshal if a marshal is caught sleeping or using any electronic equipment such as mobile phones or MP3 players whilst on duty.

Skills & Personal Attributes:

The ability to work as a team
Good communication between the M.S team and the marshals
Able to follow instructions
An understanding of rules and regulations.
Must be empathetic towards any issues the marshals may have

The ability problem solve on the spot.
To keep the marshals morale up to help their performance whilst on duty.
Ability to meet deadlines and requests from marshals and other officials.
Ability to make announcements to communicate any changes or issues to the marshals.

Trainer

ATCUAE trainer is an official holding grade A licence who successfully completed Train the Trainer course.

Responsibilities

Identify training needs within organisation, specialty area or of an individual
Prepare training plans to supplement the existing curriculum
Develop training modules, courses or programs
Develop skills and knowledge to facilitate learning
Research and analysis of motorsport related news and practices to keep the curriculum current
Conduct training
Provide accurate and supporting assessment of training on both a formative and summative basis
Develop recommendations on training initiatives that are linked to officials' retention, appraisal and leveraging efficiencies
Coaching, mentoring and on the job training

Powers

Carry out the above mentioned activities with ASNs consent and agreement to ensure that training is embedded into the full development process and strategy.

Skills & knowledge

Knowledge of the subject
Knowledge of learning styles and application of varied range of teaching strategies
Understanding methods of volunteer management
Knowledge of how to employ competencies to promote efficiency of training
Training delivery methods, use of visual aids
Managing team dynamics and motivation levels
Assessing techniques and tools
Communication skills

Giving and receiving feedback
Contemporary management concepts of lead user method and crown sourcing
Coaching and mentoring methods

Personal attributes

Leadership skills
Good communication skills, both written and oral,
Flexibility to meet demanding audience
Good planning skills,
Excellent interpersonal skills,
Sound understanding of the particular requirements of this position as detailed in the responsibilities mentioned above.

Assessor

ATCUAE assessor is a trainer who successfully completed Assessment Methodology course.

Responsibilities

Assessment of training and trainers
Assessment of practical training and response to on the job training of individuals and teams
Assessment of officials' performance during an event
Assessment requested for licence upgrade
Reporting to the ASN and drawing conclusions & suggestions for organisation, specialty area and individuals

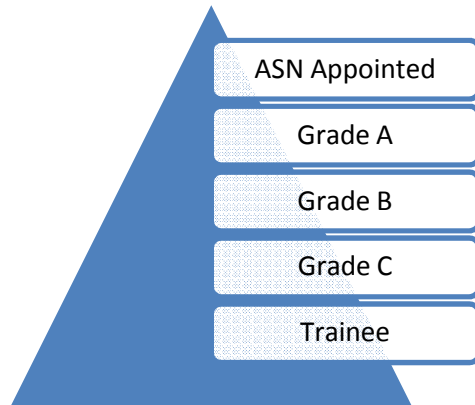
Knowledge & skills

Knowledge of summative and normative assessment
Operating with wide range of assessment tools
Identifying performance deficiencies / strengths
Knowledge about the learning styles
Recording, collecting and analysis of hard & soft data
Levels of evaluation
Variation of assessment
Reporting an assessment

Motorsport Official's Licence

Types & Grades

There is a clearly defined path of how an official can progress in his/her motorsport career and move up the officials' ladder, from a trainee to an ASN appointed senior official:



- **Trainee** – those with no previous motor sport experience, or with an insufficient amount of experience, who are capable of working under direct supervision at all events;
- **Grade C** – those with required motorsport officiating experience who are capable of working under indirect supervision;
- **Grade B** – officials with motor sport experience qualified to work without supervision, and are capable of performing the role of a team leader (may take responsibility for other officials). Independent / deputies level;
- **Grade A** – those qualified to work without supervision, and be team leaders and specialty group leaders;
- **ASN Appointed** - those appointed by the management of the ATCUAE (i.e. senior officials: CoC, Steward, Secretary of the Meeting, Chief Marshal).

Note: we also issue one-event **Observer** licences for 18+ years old people who are interested in marshalling, and who are not allowed to perform any role but allowed to observe the performance of officials.

Licence Requirements & Upgrade

The grade of a licence depends on the amount of **training** received (there is competency based training available for every specialty area) and event **experience** (number of meetings attended).

The ASN has the right to appoint senior officials based on their motorsport credentials.

Please, refer to the ATCUAE Grading & Licensing System chart to see how you can progress within your specialty area.

When you are ready to upgrade your licence you must request **event assessment** that will be conducted by one of our assessors. Notice that sometimes it takes more than one meeting to complete the assessment. Upgrading to a Grade A licence requires **recommendation** from both the assessor and your senior.

Please, notice that upgrades are competency based and although a formal criteria has to be met (training and a required number of events), it will mostly depend on your performance where skills and knowledge have been demonstrated over a period of time, observed by your seniors and reviewed by an assessor.

Upgrading Approvals Panel (UAP)

The UAE Motorsport Officials Commission (UAEMOC) has appointed an independent Upgrading Approvals Panel (UAP) consisting of senior officials who are responsible for scheduling officials' assessment (upon their request), evaluating assessment form, granting permissions to upgrade or / and developing recommendations for improvement and professional growth of motorsport officials.

Upgrade of an official's licence is competency based and in cases where an upgrade has been refused, an official will be provided with a plan and recommendations on how to address knowledge and skills gaps.

Officials who wish to upgrade to Grade C, B or A licence and believe they meet the criteria (number of events and competencies) can send Licence Upgrade Application to marshals@atcuae.ae and the assessment will be scheduled for the next meeting that the official plans to attend.

UAP will also address any disputes that may arise where officials disagree with their evaluation results, want to lodge a complaint against an assessor or disagree with UAE decision regarding licence grade.

Maintenance Requirements

All the officials are required to attend maintenance / refreshment training once a year. Training is available for both racing and rallying, please, refer to the 2012 January - May events & training calendar on the ATCUAE web-site. You can also access the list through your personal profile at www.atcuaemarshals.ae and register for events and training sessions.

In order to maintain the level of your current licence and to qualify for the Formula 1™ Etihad Airways Abu Dhabi Grand Prix officials are required to take part in at least 2 meetings per annum (national or international). Senior officials are required to officiate in at least 4 events per year. Trainers need to conduct at least one training session and event assessors have to perform their duties in at least two events per year.

The licence is revoked in case an official doesn't officiate in any event for the period of two years.

Recognition of Prior Learning or Experience

The UAE is a transient country and thousands of expats from all over the world move in every year. Our officials have various skills, training and experience and we are happy to recognise it to:

Issue an ATCUAE Official's licence of a Similar Grade

If one has previous marshalling experience, we will study it to establish what grade of the officials' licence you qualify for in the framework of the UAE motorsport practice.

Please submit to the UAP the evidence of your training and/or experience, such as (but not limited to):

- A Non Objection Certificate (NOC) from your home ASN / Club to hold a licence in UAE;
- Copy of the officials licence that you currently hold or held in the past;
- Your motorsport bio;
- Copy of the officials log-book;
- Copies of any motorsport related certificates / awards of participation, recognition or achievements that you hold;
- Any other evidence of experience / training that you may have.

The UAP reserves the right to collect further references from the Club / ASN that issued you a licence, especially if one is aiming for a senior official's role.

We recognise the licences issued by ASNs that have been recognized as Regional Training Providers (RTPs) by the FIA Institute which are the following: MSA (UK) and CAMS (Australia) REFDA (Spain). Officials who hold licences with either MSA or CAMS do not need to submit the evidence of experience, just a copy of the licence and an NOC. They will be exempt from field assessment and a licence of the corresponding grade will be issued immediately.

If you hold or held a licence with an ASN other than CAMS, REFDA, or MSA, the UAP will arrange field assessment and will then evaluate your credentials and performance report.

Grant an Exemption from Certain Elements of Training

We believe that practice makes perfect, and this is reflected in our officials' upgrade and maintenance requirements.

However, as we are dealing with volunteers from various professional backgrounds, we do have officials who do for a living what we train our officials to perform in a regulated motorsport environment.

Such officials may be exempt from certain modules of training. Professionals with 10+ years of experience and / or high rank in a relevant industry will be also assessed and evaluated as potential trainers.

This applies to:

- ✓ Fire fighting – fire & rescue and emergency services employees will be exempt from fire training exercises;
- ✓ Medical – officials holding a medical diploma / working as medics are exempt from First Aid module.

If you fit the above mentioned criteria, please, visit ATCUAE office or send the request to marshals@atcuae.ae.

Disqualification of Officials

If a violation of terms and conditions of the officials' Code of Conduct takes place, the case will be referred to the UAEMOC Judicial Panel. If the official is found guilty the penalty may vary from a warning to confiscation of licence (with or without the right for renewal).

An official's licence may also be revoked based if your supervisor reports (especially on numerous occasions):

- Lack of preparation (lack of sleep that affects marshal's performance, marshal is not properly dressed, etc.),
- Lack of commitment (late for the sign-on / on position, takes breaks during the sessions, disappears before the end of the session without valid reason, doesn't come for the 2nd day of the event),
- Poor performance (on the phone during the session, attempt to take pictures of the cars in action, etc.),
- Poor behaviour (marshal is negative and / or conflict oriented, shows disrespect or assaults team members, shows discrimination towards other marshals).

We are all volunteers and must cherish and protect our professional, positive and safe environment that is based on comradeship, cohesiveness and friendship!

Officials Wellbeing

Insurance

ATCUAE licensed officials who are on duty during affiliated activities at all venues whilst 'signed-on' under the regulations, or at any International or National event held in accordance with the ISCs of the FIA and FIM, have **Personal Accident and Accident & Sickness Emergency Medical and Repatriation Expenses Insurance.**

Personal Accident benefits and Accident & Sickness Emergency Medical and Repatriation expenses are the following:

Death	GBP 125,000
Loss of 2 limbs or the sight of 2 eyes	GBP 75,000

Or loss of one limb and the sight of 1 eye	
Permanent Total Disablement	GBP 125,000
Loss of one limb or the sight of 1 eye	GBP 37,500
Temporary Total Disablement	Not covered
Loss of speech and hearing	GBP 75,500
Broken bone	GBP 200 per arm and leg, GBP 75 for other broken bones
Hospitalization	GBP 100 per day up to GBP 750 any one accident
Accident & Sickness Emergency	GBP 15,000 excess of GBP 2,500
Medical & Repatriation Expenses	

Public liability insurance is provided by all the venues.

Trauma Counselling

Trauma is defined as “severe emotional shock and pain caused by an extremely upsetting experience” (The Cambridge Dictionary). Trauma has many causes, including witnessing a car accident or death, which changes your view of your world and yourself, and destroys trust.

Trauma counselling helps you to come to terms with the emotions you’ve felt: fear, shock, numbness, inability to cope, grief or guilt, etc. It supports your coping mechanisms, integrating the event meaningfully into your life.

It is a short-term (one or two sessions) counselling where you analyse the situation with senior officials. Should longer-term therapy be needed, the CMO has developed confidential recommendations and will oversee the progress.

Policies

The UAEMOC is committed to having in place, and to regularly reviewing the effectiveness and content of a range of organisational policies that provide for the effective running of the UAE Motorsport Marshals Club and demonstrate our commitment to good practice.

We have the following policies developed and implemented to safeguard safety and wellbeing of officials:

- Member Protection Policy
- Code of Conduct & Ethics
- Confidentiality and Data Protection Policy
- Equal Opportunities and Diversity Policy
- Occupational Health and Safety Policy
- Sustainable Development Policy

All the policies are available on our web-site.

Code of Conduct & Ethics

This code of conduct contains the Automobile & Touring Club of the United Arab Emirates (ATCUAE) guidelines and expectations concerning the behaviour and conduct of our employees, officials and other persons under our direction or representing us ("Representatives") at any time or in any place including, without limitation:

- At all ATCUAE sanctioned motor sport or other events (social events, etc.),
- While travelling to or from event venues;
- While officiating at the events abroad under an ATCUAE officials licence;
- At all other times at which Representatives are wearing ATCUAE branded apparel or uniforms, whether compulsorily or by choice;
- While communicating on the official social media resources (Facebook, Twitter).

This Code of Conduct, as amended from time to time, binds all Representatives.

Where this Code of Conduct refers to laws, legal procedures or documents or rules or directions of persons or bodies other than ATCUAE, it is the Representative's duty and obligation to apprise him or herself of those laws, procedures, rules and directions as they may be in force from time to time.

Professionalism

- Acknowledge that the ATCUAE carries on the business of providing fair, safe and socially responsible motor sport, an activity which is, therefore, vulnerable if its media, public or professional image is tarnished in any way,
- Act professionally and represent the ATCUAE in a professional manner at all times,
- Representatives must not publicly do or say (or omit to do or say) anything which is (or may be construed as) detrimental, prejudicial, offensive or unfavourable to the ATCUAE's sponsors (or persons or entities related to our sponsors legally or professionally), or which might generate unfavourable or undesirable criticism of them or of any of their products, services or personnel.

Good sportsmanship

Acknowledge that part of the activity is in the highly publicised and visible activity of motor sport and must behave towards others in a sportsmanlike manner.

Honesty

Representatives must not behave in a manner that exhibits bias or commit any premeditated breach of the law or privately imposed rules or regulations.

Compliance to the law

Representatives must comply with all laws, statutes, rules, codes of practice, regulations or by-laws, in force from time to time, whether relating to ATCUAE, motor sport in general or any applicable other matter.

Consideration of ATCUAE, event organisers and key stakeholders

Representatives must recognise the authority of, and comply with the rules, regulations, determinations, resolutions, directions or orders from time to time in force or made of all organisations and professional bodies which control motor sport or any other aspect of the sport from time to time, in particular, but not limited to, safety and disciplinary matters.

Compliance to venue rules

Representatives must observe and perform the terms and conditions of any lease, license, entry ticket or other agreement in force for any venue used for any event and comply with any applicable rules or regulations affecting the use of the venue or any instructions including Stewards of the meeting instructions, or requests made by or on behalf of the owner, lessee or licensee of the venue. Representatives must treat venue's property with respect and care.

Compliance to health, safety and other issues

Representatives comply with the ATCUAE Occupational Health and Safety Policy, all laws and legal procedures and all manuals and lawful directions issued by ATCUAE from time to time, particularly concerning health and safety.

Respect of intellectual property

Without limiting their obligations, Representatives must not do (or omit to do) or be involved in the doing (or omission) of any act or thing by which intellectual property rights owned by ATCUAE may be lost or detrimentally affected. In addition, Representatives shall not release documents or other information acquired during their duties without the authorisation of ATCUAE.

Appropriate appearance

Representatives must exhibit an appropriate standard of dress, cleanliness and appearance and, when required to do so, wear and maintain in a clean and presentable condition the apparel or uniform issued by us or our partners / sponsors in its entirety and without modification.

Exercise common sense

Representatives must recognise that the conduct by them on behalf of ATCUAE, including, without limitation, motor sport events, is by its nature hazardous and must, therefore, exercise common sense at all times.

Event Authorisation

The holders of UAEMMC officials licence and passport agree to gain permission from ATCUAE to officiate on any event outside ATCUAE jurisdiction and must record this permission in Official's Passport.