

NATIONAL AUTOGRASS SPORT ASSOCIATION LTD



MINUTES OF THE ANNUAL GENERAL MEETING OF THE LEAGUE REPRESENTATIVES' COMMITTEE

SUNDAY 27 NOVEMBER 2016

LEAGUE REPRESENTATIVES IN ATTENDANCE

NAME	LEAGUE REPRESENTED
Barbara Harper	Honorary Member
Nick Weir	East Midlands League
Darryl Smart	Gloucestershire League
Emyr Evans	South Wales League
Ray Wyeth	Southern League
Tony Griffiths	West Midlands League
Barry Holloway	MAP League
David Mansfield	North Western League
Martyn Tinker	North Yorkshire League
Lynn Thomas	Essex League
John Lawson	Yorkshire League
Joan Bevans	West Wales League
Dave Robins	East Anglian League
Pat Ashley	Shropshire League
Pete West	CGTRO League
Derek Linch	Kent League
Phil Sherwood	The Dales League
Simon Jackson	Wiltshire League
Paul Meaney	Southern Ireland League
Scott Pryde	Scottish League

NOT PRESENT

Ron Gamble	Northern Ireland League
Chamelle Clayton	Fenland League

NASA DIRECTORS AND OFFICIALS

Margaret Allen	Director
Warren Beatty	Director
Simon Bentley	Director
Barbara Harper	Director
Vernon Mackenzie	Director
Keith Matthews	Director
Jeffrey Parish	Director & Company Secretary
Pat Patrick	Director
Ernie Ashley	Association Chairman
Lynn Thomas	Association Vice-Chairman
Diane Tomkinson	Association Secretary
Rob Simmonds	NASA Assistant Scrutineer
Andy Preece	Chief Marshal
Phil Preece	Deputy Chief Marshal
Sandy Williams	Marshals' & SO Secretary & Registration Assistant
Barbara Gilder	Registration Assistant
Elaine Pacey	Registration Assistant
Jan Ward	Registration Assistant

VISITORS

Ged Ball	North Yorkshire
Mike Bevans	West Wales
Jordan Blore	MAP
Andrea Boerngen	East Midlands
Paddy Bubb	MAP
Andy Cochrane	Scotland
Dave Digby	East Anglian
Mark Empson	East Anglian
Kevin Griffiths	North Yorkshire
Neil Griffiths	West Midlands
Roy Hazard	CGTRO
Rachel Hinton	East Midlands
Steve Holmes	West Midlands
John Howland	North Yorkshire
Steve Langley	MAP
Sue Mansfield	North Western
Phil Olsson	South Wales
Phil Rogers	South Wales
Robert Rolls	Fenland
Matt Stratton	MAP
Nick Taylor	West Midlands
Ryan Taylor	MAP
Neil Thomas	Kent
Shirley Thomas	Kent
Stuart Thomas	West Wales
Mark Uka	South Wales

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The meeting opened at 12.55 pm. Ernie Ashley took the chair.

1 APOLOGIES FOR ABSENCE

Mal Cooper (North Western), represented by David Mansfield.

2 MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 29 NOVEMBER 2015

The minutes were read, approved and adopted (proposed Ray Wyeth, Southern, seconded Martyn Tinker, North Yorkshire)

Matters arising from the minutes:

- (a) Ray Wyeth (Southern) queried whether the "tagging database" would be shared. Vernon Mackenzie (Director) stated that it would be forwarded to individual leagues on request – a request should be made by email to tagging@national-autograss.co.uk. A printed list was distributed although this had not been updated for the previous week's tagging session in Kent.
- (b) It was noted that the AGM minutes had, by agreement, amended rule 7.19 in the 2016 members' handbook concerning circumstances in which men's and ladies' class races could be run together. There were no known issues arising from this and the change has been formalised in the 2017 members' handbook.
- (c) The policy of not refunding insurance premium for cancelled meetings had helped NASA to cover total insurance costs and keep the cost per event as low as possible – noted that premiums paid for cancelled meetings could still be transferred to meetings re-arranged within the same season.
- (d) Ray Wyeth (Southern) asked whether there was any limit on the number of day licences an individual competitor could take out. Following confirmation that there was no limit set by NASA (although some clubs and leagues may apply their own limits) it was suggested that such a limit should be introduced.
- (e) Vernon Mackenzie (Director) confirmed that rule books will in future be updated on line. The last printed rule book, the 2015 edition, is out of date and should no longer be issued.
- (f) Ray Wyeth (Southern) asked for clarification of the requirement for additional fastening of "bolt-off" bodysHELLS to vehicle frames. Vernon Mackenzie (Director) explained the proposed new rule.
- (g) Darrell Smart (Gloucestershire) confirmed that Penhow club were now operating as full members of the Gloucestershire League



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3 DIRECTORS' REPORT

The members were informed that Simon Bentley (Director) had prepared a report which would not be delivered following Mr Bentley's failure to be re-elected at the preceding company AGM.

Jeffrey Parish (Director) delivered an impromptu report covering the following issues:

- (a) The Board's appreciation of the outgoing directors, Simon Bentley, Don Hilton and Pat Patrick, was recorded. A more formal appreciation would be organised at a later date. It was noted that Pat Patrick, although retiring from the board, would continue to carry out administrative work including race permits and safety/risk reports.
- (b) The Board were aware that issues arising during 2016 had been damaging to the sport and to the Board's authority. Following today's changes to the Board an early full Board meeting would be held on 10 December.
- (c) Much of the Board's focus in 2016 had of necessity been on disciplinary matters. Experience during the year had led to additions to the disciplinary tariff (detailed later under alterations to the members' handbook). Members' attention was drawn in particular to NASA's Social Media policy, in common with most other organisations. Any social media postings regarded as bringing the sport into disrepute, or as being abusive to officials, or bullying to any party, would be investigated and disciplinary action would be likely.
- (d) The number of Leagues within NASA would reduce from 22 to 20 in 2017. The West Wales League would be disbanded after its only club, Pembrokeshire Autograss club, had agreed to join South Wales League. The Welsh Celtic League (a new league admitted on probationary terms for 2016) had already been disbanded. The new Aberdare club never got off the ground and, as previously confirmed, Penhow club had joined Gloucestershire League.
- (e) As part of its ongoing commitment to improve safety and risk assessment, the Board had commissioned a report from John Symes, former Chief Executive of the Motor Sports Association and now an independent motorsport safety consultant working internationally. The report was due to be discussed at the next Board meeting but members were informed that its general findings were reassuring that no major changes to track construction would be recommended.
- (f) The Board had commenced a series of members' newsletters during 2016. These had been generally well received but due to circumstances we only issued three editions. A newsletter will be issued following the Board meeting on 10 December.
- (g) New or amended rules in the members' handbook were summarised – see attachment 1.
- (h) 2017 licence applications will include a basic medical declaration, in the form of a single tick box on the form. No old forms may be used for 2017.



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- (i) Day licences issued from now on will be undated – therefore clubs will not need to return unsold day licences for credit each year but will be able to use them in the following year.

4 TREASURER'S REPORT AND INSURANCE

Margaret Allen (Director) declined to make a report

Details of driver, club and league fees for 2017 had been distributed earlier in the meeting.

5 MEMBERSHIP REPORT

Barbara Harper (Director) declined to make a report

6 SCRUTINEERING REPORT

Vernon Mackenzie (Director) delivered a summary of a prepared report. The full report is included as Attachment 2.

7 MARSHALLING REPORT

Keith Matthews (Director) delivered a summary of a prepared report. The full report is included as Attachment 2.

Ray Wyeth (Southern) asked if a marshals' handbook was being prepared as promised. Keith Matthews confirmed it was in preparation, with a target to be completed by the end of 2017.

Drink and drug testing was discussed. It was suggested that all leagues should acquire breathalysers similar to the more accurate machine NASA has now acquired. The cost would be around £350 per league and Keith Matthews will look into possible savings from a bulk order.

8 SAFETY OFFICERS' REPORT

Warren Beattie (Director) delivered a summary of a prepared report. The full report is included as Attachment 2.

9 ELECTION OF NASA OFFICIALS

Members were advised that under current conditions the Association Chairman, Vice-Chair and Secretary were all withdrawing their consent to be re-elected.

At this point the meeting was adjourned and a private discussion took place among the members.

Members then requested that the Board call an Extraordinary General Meeting. All members present consented to this meeting being held at short notice and the meeting was called.

The resolution proposed and the members' decision are recorded in the minutes of the EGM.

Following the conclusion of the EGM, the AGM of the League Representatives' committee resumed at 3.45 pm.

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9 ELECTION OF NASA OFFICIALS

The following positions were determined by a secret ballot.

There was no more than one candidate for the following positions:

ASSOCIATION CHAIRMAN	Ernie Ashley	Votes for: 18	Votes against: 1
ASSOCIATION VICE-CHAIR	Lynn Thomas	Votes for: 16	Votes against: 2
ASSOCIATION SECRETARY	Diane Tomkinson	Votes for: 18	Votes against: 0
NASA ASSISTANT SCRUTINEER	Rob Simmonds	Votes for: 20	Votes against: 0
NASA ASSISTANT SCRUTINEER	Ady Taylor	Votes for: 14	Votes against: 6

All the above candidates were duly elected to the positions listed.

There were two candidates for the following position:

NASA CHIEF MARSHAL	Dave Bennett	Votes for: 14	Votes against: 5
NASA CHIEF MARSHAL	Stuart Thomas	Votes for: 8	Votes against: 9

Dave Bennett was duly elected as Chief Marshal. Stuart Thomas agreed to accept the position of Deputy Chief Marshal, for which there had been no proposals.

10 PRESENTATION OF AWARDS

The Nationals "Champion League" shields were presented as follows:

Men's – North Western League
Ladies' and Juniors – Wiltshire League

Gift vouchers were presented to NASA officials.

11 ANY OTHER BUSINESS

Paul Meaney (Southern Ireland) queried why the insurance costs for Southern Ireland clubs had increased by a greater proportion than other fees. It was explained that this is an apportionment of the total premium between the number of race meetings. There are separate premiums paid by NASA for UK and Irish events and there had been a bigger decrease in the number of meetings proposed for 2017 in Ireland.

There was no other business and the meeting closed at 4.30 pm



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ATTACHMENT 1

CHANGES TO MEMBERS' HANDBOOK 2017

7. ELIGIBILITY OF COMPETITORS

- 7.19 At the discretion of the meeting chairman, Ladies' and Men's licence holders may race together in special races at Restricted Open meetings. Ladies' and Men's class races may be combined only if there are three or fewer Ladies' licence holders signed on and able to compete in an individual Ladies' class (Class 11, 12, 13 or 14), and only with the agreement of all signed on competitors in the Ladies' class concerned.

(Note: this change is as agreed at the 2015 AGM and was applied during 2016)

14. DRUGS / MEDICINES

- 14.2 NASA Officials will have the right to carry out tests to identify drug use by any competitor or official at any NASA event.

(Note: such testing will initially be carried out by NASA officials only and clubs/leagues will not be expected to carry out testing. NASA has acquired equipment and Keith Matthews and Warren Beatty are the first two officials to be trained its use. A protocol for testing has been written and approved by our professional advisers)

15. DRINKING AND DRIVING / OFFICIATING

Procedure for testing

- 15.12 The test for unfitness through alcoholic drink is a positive breath test (i.e. a reading in excess of 35.9 microgrammes of alcohol per 100 millilitres of breath, or ~~0.08%~~ 0.02% Blood Alcohol Content for adults, or any positive reading for minors aged 18 or under) using a hand-held breathalyser. Each club must define a duly authorised official and to carry out testing. Testing will be carried out by one or more persons who are familiar with the apparatus and its operation, using approved equipment.

(Note: the previous limit was based on the road limit for England, which is higher than that in many other counties, including Scotland, and professional advice to NASA was that the limit was inappropriate for racing situations. We have now adopted a limit based on the European professional drivers' limit, which is as close to a zero limit as it is possible to enforce)

- 15.18 If the licence holder fails the alcohol test they may request a re- test. This will be carried out 30 minutes after the first test. Racing will not be held or re-scheduled to accommodate any driver failing this first test. If a driver fails a test whilst in the pits, holding lanes or on the start line and fails the first test they will miss their race and will not be eligible to take part in any re-run even if they subsequently pass the test at the re-take. During that period the person must remain in the presence of the tester, in a place of the tester's choice and must neither eat nor drink during that 30 minute period, ~~other than a drink of water~~. Doing so or refusing to co-operate with this instruction will mean an automatic "fail". There will only be one official re-test. A request for a further re-test will not be accepted, other than at the member's request



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to obtain an indication of whether they are fit to drive home. This re-test will be carried out later in the day and at the convenience of the tester.

(Note: we have been advised that the allowance of a drink of water was inappropriate and could influence a re-test. We have subsequently been advised that a re-test time of 20 minutes, rather than the 30 minutes shown here, is appropriate and we are advising that the re-test may be done after 20 minutes, by agreement with the person being tested.)

16. DISCIPLINE

- 16.6 (b) The Board will nominate two directors or designated officials to conduct a formal disciplinary hearing.
- (e) On completion of the disciplinary hearing, the directors/officials conducting the hearing will report their findings to the full board. Those directors/officials may make recommendations to the board of appropriate penalties, but the responsibility for the final decision will rest with the full board.

(Note: these changes formalise the involvement of senior NASA officials other than directors in disciplinary hearings)

17 DISCIPLINARY TARIFF

- 17.1 Vulgar, indecent or profane language to any person at any race venue or threatening behaviour generally: maximum 5 year ban.
- 17.17 Providing false or misleading information to any Senior NASA Official or in connection with any official NASA investigation: maximum five year ban from holding any class of NASA licence.

(Note: these additions rectify gaps in the existing tariff that were identified during 2016)

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ATTACHMENT 2

SCRUTINEERING REPORT

2016 hasn't gone to plan. If I could I would blame a lack of good help, not enough volunteers for key roles, members lack of knowledge on the importance of the job we are trying to do, and a lack of enthusiasm on my behalf, mainly due to the constant battle against rule books, members and officials. I'm not going to blame any of those things though, it's my department, I can sort it out, as many of you are aware I have lots of ideas for the future of scrutineering, all I need is support to get on with it, and some enthusiastic, genuine help, along with the support of the clubs and leagues.

I believe that more communication with myself directly would help, that way questions, queries or ideas can be directed to the correct people.

In 2016 Rob Simmonds and Ady Taylor have assisted me as NASA scrutineers, along with Gareth Jones and a few class scrutineers, we seem to be creating a team, just not big enough, it's nice to have people to refer too, I'd like to thank them for their help and hope it continues.

I'd also like to thank Simon and Don for their help with roll cage tagging, between us we have travelled lots of miles and more importantly used our free time, which as all officials will know is valuable, also Nicola who spends hours logging tag numbers and keeping records of change of ownership up to date. So far we have approx 2,250 cars with roll cage tags fitted, as a sport we are definitely safer.

All cars have to be tagged before racing in 2017, most cars are done but the ones that aren't, need to arrange to be checked, clubs and leagues need to get organised now by contacting myself and arranging tagging days, along with pre racing scrutineering days, which I hope to get my assistants involved with too, we really need to step up the quality of scrutineering everywhere.

One thing that we don't want to do is stop members building their own cars, with this in mind there will be a way of racing a newly built car without a tag fitted, for a short period only, sometimes cars are not finished until race day, we don't want to stop that happening. One thing that members are going to have to accept is that at some point soon, they will have to be prepared to travel to get a car checked before racing it, details will follow shortly after the December directors meeting, when I would also like to have arranged an extra scrutineers meeting and dates for class constructors meetings where the long overdue rule books will be discussed.

Car builders also need to take responsibility for their cars and tag the ones they build, this is happening now, with some good and some bad results, mainly the paperwork side. At that meeting I hope to have a resolution to the problems surrounding tagging in Ireland and Scotland too.

Also at the directors meeting in December I will be asking to introduce a disciplinary tariff for misuse of roll cage tags and information.

The problems that are occurring with the blue material tags are partly the reason that the red tag / log book system hasn't started.



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I'm ready to start the red tagging, construction checks, my plan is to appoint officials in different parts of the country to do this, they need to be the right people, reliable, honest and, as with the blue tags consistent, this will not start until I have found those people and am happy with the blue tag situation. There is a lot to do and 2016 has not been productive at all, I can't do anything about that now but can do my best to make 2017 better, like most of you this is my hobby so I need to enjoy it, I haven't enjoyed 2016.

Vernon Mackenzie
Director for Scrutineering



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ATTACHMENT 3

MARSHALLING REPORT

I put myself forwards for the Marshals' position due to being questioned at the 2015 AGM as to what I had done during that year and decided I needed a more public position than the work I had been allocated behind the scenes during my first year as a Director, even though I had no real understanding of how the Marshals' team worked. I did not see this as a problem as a Director, which by definition of the title, my task was to facilitate and assist the Marshalls in achieving the goals set out. In addition, I was to work alongside Warren Beatty, Director for Safety Officers, and formed a mutually beneficial working relationship with him. His advice and direction was always there and we have similar goals.

I took a fair amount of good natured flack during that first meeting and the ones that followed where various requests were given to me to take back to the Board for discussion and anticipated adoption, some of which were agreed, others rejected. A lot of the requests were for NASA to purchase their own equipment rather than beg, steal or borrowing. Also, requests were put forwards for small rule changes for safety reasons. The Marshals' Committee seemed pleased with what was achieved, however, they were not happy that a committee, the Board, that they see as having little understanding of what they do overruling their requests. A social media site was set up which the Marshals wanted to be purely for their own use. Cameras and spotting towers were also hot topics of discussion.

The National Championships were hosted by the Wiltshire League and both Men's and Ladies' and Juniors' were very successful with even handed, fair marshalling decisions. Yes, there were mistakes but these were few and far between and of a more minor nature.

Abuse raised its ugly head, however the Marshals affected did not see fit to put their complaints in writing thus they could not be addressed. There were also personal derogatory comments on social media against Marshals and this is an area that a policy must be created for 2017 that every member of NASA commits to and is limited by.

With the lack of Board meetings forced upon NASA in 2016 it became hard to make any further progress during the year, but I would hope that we can take the good work started this year forwards into 2017.

As an observation, it became clear to me as the year passed that Marshals in general get very short shift and if we are to form a team of good quality, dedicated Marshals all the way through Autograss from club Marshals through to the NASA Marshals team we need to be mindful of this and give them the respect they deserve. It's a thankless task and their decisions are always wrong according to the driver that has been penalised and abuse is never far away.

Keith Matthews
Director for Marshalling (2016)



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ATTACHMENT 4

SAFETY OFFICERS' REPORT

I was tasked with working with the league/club safety officers for the 2016 season. I worked alongside Keith Matthews director in-charge of marshalling I feel we struck up a strong rapport with having similar interests and goals.

I personally feel we have moved the safety side of the sport in the right direction in 2016, making some important changes i.e. fence height to Ludlow and Scunthorpe, more in-depth track inspections/feedback and being more proactive when questions are being asked.

I set myself three years to allow any changes to safety I'm coming to the end of the first year. We have been waiting for a report off a chap called John Symes who visited Invicta Kent in August. I need to understand any changes John would like us to consider from his report. The next step is for myself and John to meet up to discuss any changes and put together a plan.

Drug Policy

Just to keep you all up to speed I submitted my proposed drug policy/ procedure to Bruce Ralston, NASA solicitor. He read through and gave feedback. He suggested a couple of amendments which he felt required changing. I agreed and amended the policy to suit. I spoke with the legal team of Alere which provided us with the testing equipment. They suggested I send the policy over for their team to take a look and review. Keith Matthews and I attended a training course which allows us to carry out testing on completing the course we received a certificate. We are in a position to start testing in 2017. Bruce suggested we don't rush into the testing and to make sure everything is water tight. Bruce and Chris Jones suggested the start of the 2017 season.

Breath Testing

NASA, Leagues and clubs have been more proactive carrying our breath testing. Keith has been overseeing the BAS series and I have been overseeing the UKAC we would like this to carry on into the foreseeable future.

Chris Jones Risk Manager

I meet up with Chris Jones of Integro Insurance quarterly to discuss changes within motorsport. Between us we have put together a risk management action plan which runs alongside our insurance policy which helps when purchasing our insurance.

The other hot topics at the moment are concussion and Drones. I'm in the process of putting together a concussion policy for the 2017 season. Chris has advised NASA that we shouldn't allow drones full stop. I've been looking at depth into drones to back up Chris' statement so I have some facts when asked by chairman and members.

Warren Beatty

Director for Safety and Risk Management
