

THE AUTO CYCLE UNION LTD

COMPANY INFORMATION



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

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

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

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

GDPR Statement

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

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

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

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

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

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

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

We operate CCTV at ACU Head Office for security purposes.

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

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

Published By: The Auto-Cycle Union Ltd.

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

ACU and the Auto-Cycle Union are trading names of the Auto-Cycle Union Limited. Registered under company no. 00134679; registered office: ACU House, Wood Street, Rugby, Warwickshire CV21 2YX



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Mr Don Ryder
Mr Dave Willoughby

HONORARY VICE PRESIDENT

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PRESIDENT

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SECRETARY GENERAL

Mr Matthew Wear

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Magma Chartered Accountants

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F Carter	M Francis	R W Smith
R Collins	E Jones	W A Smith
W Evans MBE	A F G Noel	K Spayson
A Penny	J Stone	

THE ACU MISSION

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

Disclaimer

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

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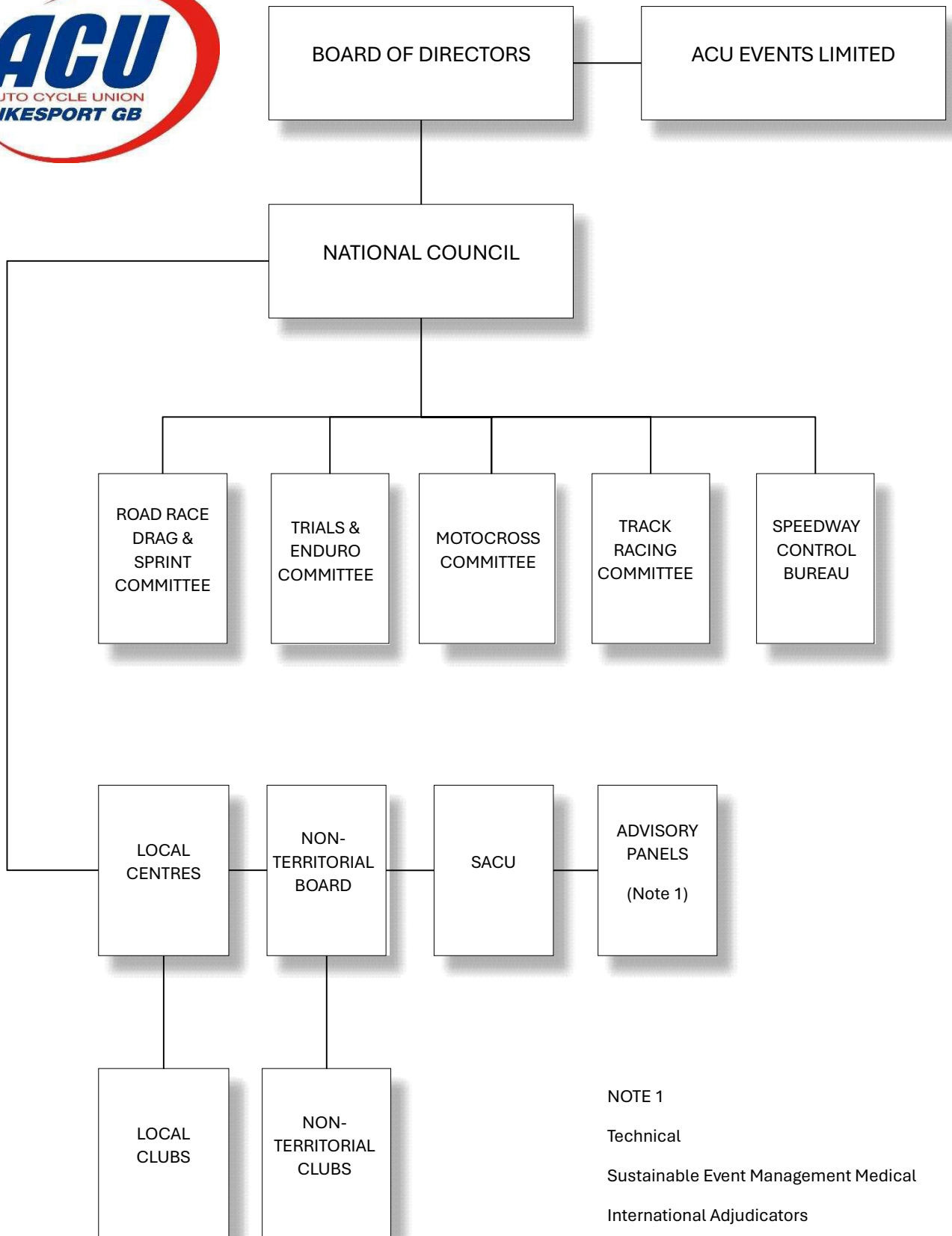
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Gordon Pairman
Tony Steele
Contact via ACU House

MCRCB

Dr Jonathan Palmer (Chairman/AMRCO)
Mrs G Shedden (MRPC)
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AUTO-CYCLE UNION LIMITED STRUCTURE



NOTE 1
Technical
Sustainable Event Management Medical
International Adjudicators

ACU OFFICE PERSONNEL & CONTACTS

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

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TIMEKEEPERS & TIMING EQUIPMENT

AUTHORITY

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

DUTIES

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

Timekeepers are categorised as follows:

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

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

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

DUTIES AND RESPONSIBILITIES OF A GROUP 1 TIMEKEEPER

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

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

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

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

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

PLANNING

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

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

PLANNING THE PERSONNEL

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

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

ORGANISATION AND MANAGEMENT

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

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

COMMUNICATION WITH OFFICIALS, COMPETITORS, COORDINATORS AND OTHER RELEVANT PERSONS

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

IDENTIFICATION AND DEVELOPMENT OF TIMING PERSONNEL NEEDS

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

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

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

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

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

TIMEKEEPER'S EXPENSES

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

TIMEKEEPING SUB PANEL

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

TIMEKEEPING EQUIPMENT TESTERS

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

T. Saunders, 48 Broadlands Drive, Malvern, Worcester WR14 1PW
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FIM TIMEKEEPERS

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

TECHNICAL OFFICIALS

TECHNICAL OFFICIAL GRADING

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

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

TECHNICAL OFFICIAL

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

UPGRADING TO SENIOR TECHNICAL OFFICIAL

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

SENIOR TECHNICAL OFFICIAL

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

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

UPGRADING TO INTERNATIONAL TECHNICAL STEWARD (FIM)

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

INTERNATIONAL TECHNICAL STEWARD (FIM)

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