

PROGRAMME: YOUNG DRIVERS SAFETY PROGRAMME

FORM: YOUNG DRIVER EXCELLENCE ACADEMY NOMINATION FORM

NORTH EASTERN EUROPE

**INSTRUCTIONS FOR COMPLETING THIS FORM**

**GENERAL INSTRUCTIONS AND NOTES**

This form must be submitted by the ASN in respect of the driver that they wish to nominate for the FIA Institute Young Driver Excellence Academy (the Academy) regional selection event. The winner of each regional selection event will participate in the Young Driver Excellence Academy.

**Instructions for ASNs**

(1) Select your nominated driver, based on the selection criteria provided by the FIA Institute.

Preference should be given to drivers who have:

- Finished in the top 3 of a junior category or single make series.
- Finished in the top 5 of a national championship.
- Finished in the top 10 of a FIA championship.

(2) Complete the nomination form in conjunction with the driver and submit it to the FIA Institute no later than 29 September 2014.

(3) Please note that Part A must be completed by the driver and Part B must be completed by the ASN.

**Notes for ASNs**

(a) The Academy is targeted at young drivers at the start of their competitive careers (refer to relevant FIA Institute selection criteria).

(b) The Academy will generate a public benefit by: instilling in young drivers an understanding of, and developing an appropriate attitude in respect of, the highest standards of driver and road safety; and teaching young drivers the skills required to be qualified road safety instructors to enable them to educate the public.

(c) An application submitted directly to the FIA Institute by a driver cannot be accepted.

(d) ASNs must submit their nomination forms to the FIA Institute by 29 September 2014.

(e) Nomination forms submitted to the FIA Institute after 29 September 2014 cannot be accepted.

(f) The selection by the ASN of their nominated driver to be submitted to the FIA Institute will be a selection made at the discretion of the ASN and in which the FIA Institute will not be involved.

(g) When considering drivers to attend the Academy, the FIA Institute, including through its third party service providers, will measure drivers against the selection criteria available on the FIA Institute's website, however, the final selection of drivers will be made at the discretion of the FIA Institute and the FIA Institute shall not be obliged to provide reasons for the selection or rejection of any driver at any stage of the process.

**ADDITIONAL INSTRUCTIONS**

Before completing this form, the ASN must read and understand the selection process and selection criteria located on the FIA Institute's website ([click here](#)). It is also recommended that the ASN read the best practice framework for the Young Driver Safety Programme, also located on the FIA Institute's website ([click here](#)).

The form must be completed in English. All questions marked with a "\*" MUST be completed.

In order to complete this form it is recommended that you have Adobe® Reader® - this will enable the ASN to complete the form electronically, save the form, and return it via email. A link to Adobe® Reader® is included on the website and can be accessed by clicking [here](#). Note that although earlier versions of Adobe® Reader® may allow the user to complete the form electronically, it may not allow the user to save the file.

Prior to completing this form, the ASN must save the form as a new file. Once the file is open, this can be done by: (1) selecting "FILE"; (2) selecting "SAVE AS"; (3) modifying the file name; (4) selecting a location to save the file; and (5) clicking the "SAVE" button. Once the file has been saved, the ASN can begin editing by placing the cursor in the desired field and entering the appropriate data.

For queries about this form, please send an email to [academy@fiainstitute.com](mailto:academy@fiainstitute.com) or call +33 1 43 12 58 20

Once the form is completed by the ASN, please return to [academy@fiainstitute.com](mailto:academy@fiainstitute.com).

**PART A (Driver)****SECTION 1: Driver Personal Details**

**Instructions for Section 1:** Please complete the following questions (in English). All questions marked with a \* MUST be completed.

**Contact Details**

- 1.1 Country of residence: \*
- 1.2 Country of citizenship: \*
- 1.3 First name: \*
- 1.4 Surname: \*
- 1.5 Date of birth (dd/mm/yyyy): \*
- 1.6 Age: \*
- 1.7 Address (street name & number): \*
- 1.8 Address (state / area): \*
- 1.9 Address (post code): \*
- 1.10 Is the address provided also the postal address? \*  Yes  No  
*If 'yes' go to 1.14, if 'no' go to 1.10*
- 1.11 Postal address (street name & number): \*
- 1.12 Postal address (state / area): \*
- 1.13 Postal address (post code): \*
- 1.14 Postal address (country): \*
- 1.15 Contact email: \*
- 1.16 Confirm email: \*
- 1.17 Contact telephone number: \*
- 1.18 Mobile telephone number:

## Other Details

- 1.19 Gender: \*
- 1.20 Weight (kilos): \*
- 1.21 Height (cm): \*
- 1.22 Clothing size (upper body): \*
- 1.23 Shoe size (European): \*
- 1.24 Current occupation: \*
- 1.25 Current Championship: \*
- 1.26 Do you have a current passport? \*  Yes  No  
*If 'yes' go to 1.25, if 'no' go to 1.26*
- 1.27 Passport number: \*
- 1.28 Please confirm that you have attached a current photograph as an electronic file: \*
- 1.29 Please confirm that you have attached a one-page CV as an electronic file: \*

## Next of Kin Details

- 1.30 Name (first name, surname): \*
- 1.31 Contact telephone number: \*
- 1.32 Mobile telephone number: \*
- 1.33 Contact email: \*
- 1.34 Relationship: \*

**Please continue to the next page to complete Section 2.**

## SECTION 2: Selection Criteria

**Instructions for Section 2:** Please indicate whether you meet the FIA Institute Selection Criteria, by selecting Yes or No for each of the questions below. All questions marked with a \* MUST be completed (please note that drivers may still be admitted on an exceptional basis without having answered yes to all of the selection criteria questions).

### Selection Criteria

- 2.1 Will you be between 15 and 23 years old on 1 November 2014? \* Yes  No
- 2.2 Is your long-term goal to compete at the pinnacle of international motor sport? \* Yes  No
- 2.3 Are you in at least your first year of circuit racing or rallying (but have not completed more than four years of competition for racing or more than five years for rallying – note that competition should not have been in Formula One, IndyCar, GP2 or WRC (World Rally)). Yes  No
- 2.4 Please indicate your best finishing position in a series or championship to date: \*
- 
- 2.5 Do you intend to compete in a national, regional or international series in 2015? \* Yes  No
- If Yes, please provide details:
- 
- 2.6 Do you hold a valid competition licence issued by the ASN? \* Yes  No
- 2.7 Can you demonstrate above-average levels of personal fitness? \* Yes  No
- 2.8 Do you have adequate ability in spoken and written English (your first language does not need to be English)? \* Yes  No
- 2.9 Can you cover your expenses to attend the regional selection event? \* Yes  No
- 2.10 Should you be selected for the Academy, do you have the ability to source your required funding for competing for the period of your participation in the Academy? \* Yes  No
- 2.11 Should you be selected for the Academy, do you undertake to make all reasonable efforts to attend all of the activities associated with the participating in the Academy during 2014 and 2015 (including workshops and coaching sessions)? \* Yes  No
- 2.12 Should you be selected for the Academy, can you confirm that you are able to pay for your travel and accommodation when attending the Academy activities during 2014 and 2015 (subsistence including meals will be funded directly)? \* Yes  No
- 2.13 Should you be selected for the Academy, can you confirm that you agree to sign a contract with the FIA Institute outlining your responsibilities whilst at the Academy and whilst performing your role as an ambassador? \* Yes  No

**Please continue to the next page to complete Section 3.**

## SECTION 3: Driver Data Consent

**Instructions for Section 3:** Please read the declaration statement below and tick the box if you are in agreement.

### Data Consent

Please read carefully the declaration concerning use of personal data provided below. To submit an application for the Academy, an individual must consent to these terms. Please read the declaration carefully and check the box provided if you consent to the declaration concerning use of personal data. Note that an application cannot be accepted if the acceptance box has not been checked.

#### Use of Personal Data

- i. The FIA Institute respects your privacy and seeks to protect any personal data provided to it. Information, including sensitive personal information, provided about applicants as part of the application procedure ("Personal Data") will be processed by the FIA Institute, its processors, partners and contractors (including other FIA related bodies, ASNs and external third party providers mandated by the FIA Institute for the management of the Young Driver Excellence Academy generally) to assess whether or not to select applicants for the Young Driver Excellence Academy, to maintain records relating to the Young Driver Excellence Academy and to administer, support and promote the Young Driver Excellence Academy. The FIA Institute will be the data controller of your personal data, each ASN acting as a processor to assist the FIA Institute in completing the above-defined purpose. Background checks may be carried out regarding Personal Data, including checks with law enforcement and government agencies where necessary and appropriate and in accordance with applicable legislation.
- ii. In carrying out the selection process and operating the Young Driver Excellence Academy, Personal Data may be shared by and between the FIA Institute, other FIA related bodies, ASNs and external third party providers mandated by the FIA Institute for the management of the Young Driver Excellence Academy generally. Given the international nature of the Young Driver Excellence Academy, it may be necessary, for the purposes described above, to transfer Personal Data to legal or regulatory authorities, auditors, legal advisers or other advisers, agents, third party service providers and other suppliers, third party administrators, FIA related bodies or ASNs in countries outside the European Economic Area (EEA), including the United States. Such countries may not have laws to protect the Personal Data equivalent to those that exist within the EEA. Should such transfers of personal data outside of the EEA occur, the FIA Institute will implement the necessary safeguards to ensure that your data is processed in accordance with applicable law.
- iii. By completing this application form and submitting it for review for potential selection for the Young Driver Excellence Academy, you are hereby expressly consenting to the processing of your data by the FIA Institute and any of its processors, partners and contractors for the purposes set out above, including to the transfer of your personal data outside of the EEA to countries which do not provide an adequate level of protection to personal data.
- iv. In accordance with applicable laws, you have a right to access, update, modify and erase your Personal Data by contacting the FIA Institute at [info@fiainstitute.com](mailto:info@fiainstitute.com). You also have a right to request, for legitimate reasons, the termination of the processing of your Personal Data by the FIA Institute by contacting us at the same address. For further information on the processing and use of Personal Data by your ASN, please contact them through their usual channels.
- v. Further information on the FIA Institute, including contact details, is available on the website [www.fiainstitute.com](http://www.fiainstitute.com).

3.1 I have read the declaration and I understand its contents and explicitly consent to the use of my Personal Data as described therein: \*

**Please continue to the next page to complete Section 4.**

## SECTION 4: Driver Declaration and Parental Consent

**Instructions for Section 4:** Please read the declaration statement below and tick the box if you are in agreement. If you are under 18 years of age, please arrange for your parent or legal guardian to complete the Parental Consent section (in English). All questions marked with a \* MUST be completed.

### Declaration

Please read the declaration and tick the box to acknowledge the mandatory terms outlined within. Note that an application cannot be accepted if the acceptance box has not been checked.

I confirm that the information provided in this nomination form is true, accurate and not misleading. I acknowledge that any false information provided in this form may lead to the rejection of my nomination. I agree to provide any further information that is available to me and that the FIA Institute requests in relation to my application. I also agree to notify the FIA Institute if any information I have provided becomes untrue, inaccurate or misleading. I confirm that I have understood the manner in which and the purposes for which Personal Data will be processed and used in connection with the Young Driver Excellence Academy and consent to any information I provide being processed and used in that manner and for those purposes. I acknowledge that any offer to join the Young Driver Excellence Academy will be made entirely at the discretion of, and on the terms determined by, the FIA Institute, whose decision will be final.

4.1 I have read and accept the declaration above: \*

### Parental Consent

If you are under 18 years of age, your parent or legal guardian must complete the following section:

#### Parent / Guardian

a. Name (first name, surname): \*

b. Mobile telephone number: \*

c. Contact email: \*

d. Relationship to applicant: \*

I am the person with legal responsibility for the Driver. I have read this document and understand its contents. I confirm that the information provided by the Driver in this form is true, accurate and not misleading. I acknowledge that any false information provided in this nomination form may lead to the rejection of the Driver's nomination. I agree to provide any further information that is available to me and that the FIA Institute requests in relation to the Driver's nomination. I also agree to notify the FIA Institute if any information provided by the Driver becomes untrue, inaccurate or misleading. I confirm that I have understood the manner in which and the purposes for which Personal Data will be processed and used in connection with the Young Driver Excellence Academy and agree to any information provided by the Driver being processed and used in that manner and for those purposes. I acknowledge that any offer to join the Young Driver Excellence Academy will be made entirely at the discretion of, and on the terms determined by, the FIA Institute, whose decision will be final.

4.2 I have read and accept the consent statement above: \*

**This concludes the section of the form to be completed by the Driver – please hand this form back to your ASN so that they can conclude the nomination process.**

## PART B (ASN)

Part B is for ASN use only and SHOULD NOT be filled in by the Driver.

### SECTION 1: ASN Details

**Instructions for Section 1:** An authorised representative from the ASN should complete this section (in English). Note that incomplete applications will not be accepted. All questions marked with a \* MUST be completed.

#### Organisation Details

1.1 Country: \*

1.2 ASN name: \*

1.3 Address (street name & number): \*

1.4 Address (state / area): \*

1.5 Address (postcode): \*

1.6 Is the address provided also the postal address? \*

Yes

No

1.7 Postal address (street name & number): \*

1.8 Postal address (state / area): \*

1.9 Postal address (postcode): \*

#### Contact Details

1.10 Title: \*

1.11 First name: \*

1.12 Surname: \*

1.13 Position: \*

1.14 Contact email: \*

1.15 Confirm contact email: \*

1.16 Contact telephone number: \*

1.17 Mobile telephone number: \*

Please continue to the next page to complete Section 2.

## SECTION 2: ASN Nominated Driver Endorsement

**Instructions for Section 2:** An authorised representative from the ASN should complete this section (in English). All questions marked with a \* MUST be completed.

### Applicant Information

2.1 Please provide a brief overview regarding the reasons why your ASN nominated this applicant to be considered for the FIA Institute Young Driver Excellence Academy: \*

**Please continue to the next page to complete Section 3.**

## SECTION 3: ASN Declaration

**Instructions for Section 3:** An authorised representative from the ASN should complete this section. Please read the declaration statement below and tick the box if you are in agreement. All questions marked with a \* MUST be completed.

### Declaration

Please read the declaration and tick the box to acknowledge the mandatory terms outlined within. Note that an application cannot be accepted if the acceptance box has not been checked.

We confirm that the information we have provided in this nomination form is true, accurate and not misleading. We acknowledge that any false information provided in this form may lead to the rejection of the nominated driver from the selection process. We agree to provide any further information that is available to us and that the FIA Institute requests in relation to the driver's nomination. We also agree to notify the FIA Institute if any information we have provided becomes untrue, inaccurate or misleading. We acknowledge that any offer to join the Young Driver Excellence Academy will be made entirely at the discretion of, and on the terms determined by, the FIA Institute, whose decision will be final.

3.1 I have read and accept the declaration above \*

**This is the end of the nomination form – please return the completed form to [academy@fiainstitute.com](mailto:academy@fiainstitute.com).**