



EVENT SECRETARY CHECKLIST (PRE & POST EVENT)

MSA PERMIT NUMBER:						
NAME OF EVENT :						
DATE OF EVENT:						
	REPORTS TO BE SUBMITTED TO MSA	REPORT EXPLANATION	DUE DATE TO BE SUBMITTED TO MSA	PENALTY FOR LATE SUBMISSION	GCR / APPENDIX	DONE
PRE EVENT	Supplementary Regulations	Submit event Regulations - gets uploaded on the MSA Website	6 - 8 weeks before the event	R 2 000,00	GCR 78 & 87 and Appendix R - 2 (a)	
	Publication of Supplementary Regulations	Must NOT be issued to competitors in draft form, but only after approval by MSA, reflecting the permit number for such event by MSA.		R 5 000,00	GCR 78	
	Medical Compliance, Hospital Letters & Medical Operations Plan	This form needs to first be filled out by the organiser (top section), and then sent to the medical service provider (middle section), to be filled in completely. Should the event run over more than one day, a form for each day needs to be submitted. With this form, a letter from the hospital that will be used should an accident occur, confirming that the hospital staff is aware of the event and they will accept competitors with MSA insurance is required before the compliance is sent for approval.	2 weeks before the event	R200.00 - R1000.00	Appendix L - 2.2 (iv)	
	SAPS Risk Categorisation	This is usually received from SAPS Head Office at the beginning of the year, however, if anything changes from the original categorisation (date / venue), a Section 6.3 application is required for new categorisation.	At least 3 weeks before the event			
	SAPS Notification	This needs to be signed and stamped by the local police station commander.				
	Municipality (JOC) approval	This needs to be signed and stamped by the municipality manager or JOC Official.				
	Land Permission (Noncircuit events)	The route director will liaise with the land owner and both need to complete the form.	At least 3 weeks before the event			
	Foreign Competitors	Any foreign competitor competing must produce a valid starting permission from their ASN and produce sufficient medical cover				All relevant starting permissions to be sent to MSA by Wednesday before the event (GCR 98)
	Injury Register					Appendix L 2.9
	Entry List - Licence numbers to reflect on the entry list	Check the entry list against the Injury Register To be sent to relevant Sport Coordinator to check that the competitors entered have licences. Licence and Race numbers need to reflect.	When entries close for the event		R 5 000,00	(g)
DURING EVENT	Notice Board	Ensure notice board and MSA flag are up prior to the start of documentation. Items to be posted on the notice board are: A copy of SR's Copy of the Safety Plan Copy of the SAPS Notice Copy of the SAPS Categorisation An entry list Any notices which the COC may require				
	Documentation	Ensure that drivers/navigators/riders and officials sign on and if any competitors are under the age of 18, that their parent/guardian sign consent. Competitor must hand a copy of their licence to the secretary and the licence must be checked. Ensure no competitors on the day is listed on the Injury Register with MSA. Be available to the COC in the event of notices having to be issued. Processing and receipting any protest monies received. Ensure that notice board is kept up to date with results etc. Ensure that results are signed by the COC and posted timeously.				
POST EVENT	Results signed by the COC (Results have to reflect correct licence numbers)	The COC needs to sign, date and time the final results for the event. A copy needs to be posted on the notice board. All licence numbers need to reflect on the results.	Monday after the event	R 2 000,00	APPENDIX R - 2 (c) & (e)	
	Medical Attendance Register	Medical Staff to sign on for the day	Tuesday (12:00) after the event	R 2 000,00	APPENDIX R - 2 (d)	
	Approved Medical Compliance signed off by the COC	The COC needs to sign the approved medical compliance only once he is satisfied the staff listed is present at the event.	Monday after the event	R 2 000,00	APPENDIX R - 2 (d)	
	Accident Report Form (must reflect the correct licence numbers)	All competitors, team members and officials that are seen to by the Medical staff needs to be captured on this form.	Tuesday (12:00) after the event	R 2 000,00	APPENDIX R - 2 (d)	
	Patient Reports (if any)	CMO to fill these in for the injured competitors	Tuesday (12:00) after the event	R 2 000,00	APPENDIX R - 2 (d)	
	Protests (including any video footage that was used when hearing the protest) & Proof of Payment (if any)	Competitors that feel aggrieved by anything that occurred at the event, or by another competitor, or even the decisions of the officials need to fill this form out and pay the specified amount. The MSA and Club Steward would then hold a protest hearing at the event. Minutes of this protest hearing is required to be taken.	Monday after the event	n/a	GCR's - Part IX	
	MSA Environmental Report	Enviro Steward needs to fill the form in and return to MSA	Within 3 days after the event	R 5 000,00	APPENDIX R - 2 (h)	
	Copy of Environmental Log Book	Every track / circuit / series needs to keep an environmental log to that the Enviro Steward keeps track of trends and problems from previous events.	Within 3 days after the event	R 5 000,00	APPENDIX R - 2 (h)	
	COC & MSA Steward Reports	The COC & MSA Steward are required to fill the forms in. The secretary of the event needs to ensure that the forms are filled in correctly and completely.	Within 7 working days after the event	R 2 000,00	APPENDIX R - 2 (d)	
	Officials & Marshal Sign-on Registers	All officials and marshals have to sign on for the day.	Within 7 days after the event			
	Exclusions (if any)	COC would fill this form in and the competitor would need to sign. Should a fine be issued, POP needs to be sent to MSA.	Within 7 days after the event			
	Penalty (if any)	COC would fill this form in and the competitor would need to sign. Should a fine be issued, POP needs to be sent to MSA.	Within 7 days after the event			
	Bulletins (if any)	Should the COC / Organisers need to inform the competitors of any change to the event. COC needs to sign the bulletin and it needs to be posted on the notice board.	Within 7 days after the event			
	Chief Marshal report		Within 7 days after the event			
	Chief Scrutineer report		Within 7 days after the event			
	Change of program (if any)	Should the event regulations / programme need to be amended. The COC signed form needs to be posted on the notice board.	Within 7 days after the event			
	Withdrawal forms (if any)	Any competitor that withdraws from an event needs to fill the form in and hand to the event secretary.	Within 7 days after the event			
	Incident Report (if any)	Should a competitor / official like to report an incident	Within 7 days after the event			
Copy of Event Programme (if any)	Event Programmes to be sent to MSA with the rest of the event documentation.	Within 21 days after the event				
NAME OF EVENT SECRETARY:						
OFFICIALS LICENCE NUMBER:						
DATE SIGNED:						
SIGNATURE OF EVENT SECRETARY:						