

FIM'S CONTINENTAL UNION FOR MOTORCYCLING IN AFRICA



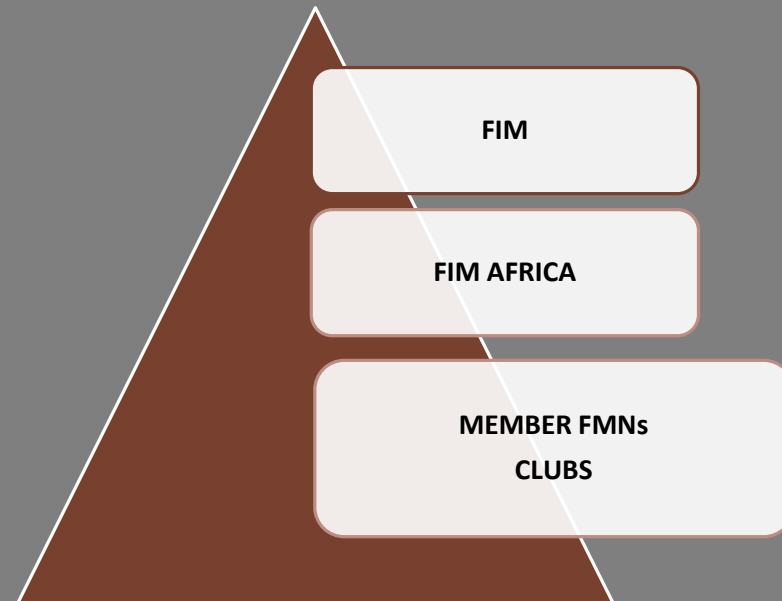
EVENT ORGANISATION GUIDE FOR ADMIN OFFICIALS

www.fim-africa.com

UNDERSTANDING THE STRUCTURES AND RESPONSIBILITIES

The Fédération Internationale de Motocyclisme (FIM) is the governing body for motorcycle sport and the global advocate for motorcycling. In 1998, the FIM created six Continental Unions (CONUs) which are recognised geographic subdivisions of the FIM.

Understanding the structure of and connection between the FIM, FIM AFRICA and the Federations (FMNs) affiliated to the FIM will assist administrative officials to carry out their tasks and fulfil their responsibilities.



All FMNs who are affiliated to the FIM automatically - by virtue of their membership to the FIM - become members of the relevant CONU.

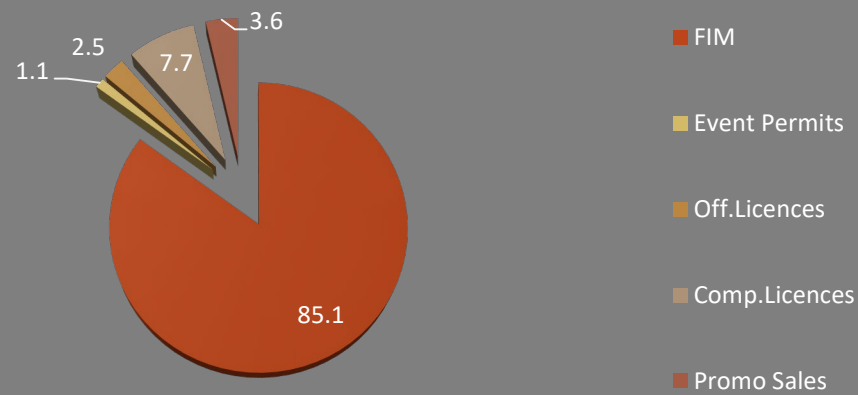
When the CONUs were created in 1998, every CONU had a different logo and name - which often caused confusion. During the FIM's strategy planning process, it was decided to change the 'corporate identity' of not only the FIM, but also the six CONUs and the logos accordingly changed:



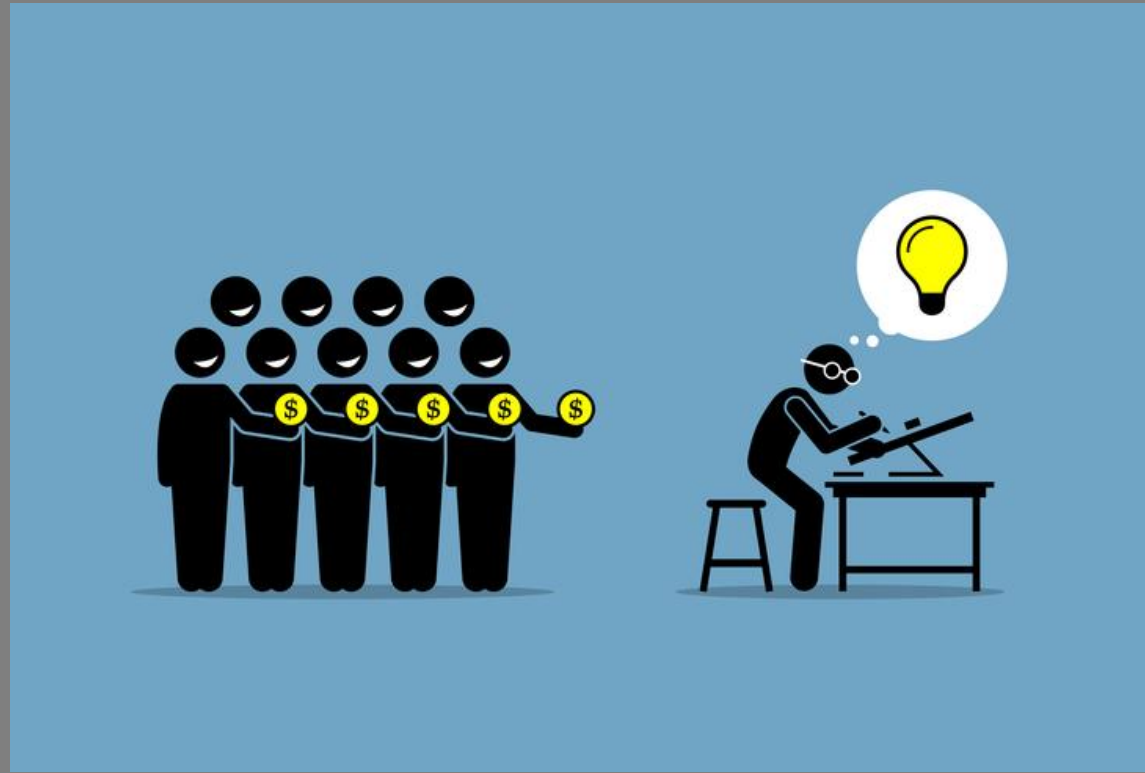
As the “local” representative of the FIM, FIM AFRICA is responsible for promoting and growing motorcycling across the African Continent – not only in respect of motorcycle sporting events organised under its jurisdiction, but also for other non-sporting matters such as leisure riding, touring, road safety; environmental awareness; medical and safety matters and increasing the number of women in all spheres of motorcycling.

FUNDING

As can be seen from the chart, FIM AFRICA receives the bulk of its revenue from the FIM (i.e. annual admin grant, percentage of annual affiliation fees paid to the FIM by FMNs) and Licence fees. The annual admin grant which CONUs receive from the FIM is intended to contribute towards the CONU's administrative and operational costs such as meeting expenses; travel costs (Council meetings and General Assembly); salaries of administrative personnel; purchase of IT equipment; rental, etc.



FIM AFRICA does not have any paid personnel, privately owned IT equipment is used and extremely nominal fees are paid each month to compensate individuals for their time, work and costs incurred by them on behalf of the CONU.



In addition to the above annual funding CONUs receive, all CONUs as well as FMNs affiliated to the FIM are invited each year to submit applications to the FIM for contributions towards the funding of specific projects. Applications for this funding are reviewed by the FIM's CMRF (Committee for the Management of Reserve Funds).

If an application is successful, 50% of the funding contribution is paid to the CONU (or FMN) who submitted the application early the following year. At the end of a project, the CONU (or FMN) has to submit a detailed "Activity Report" with supporting documentation to the FIM. If the FIM is satisfied that the contribution provided was utilised for the purpose for which it was intended, the remaining 50% of the funding contribution is paid to the CONU/FMN. (Copies of the Application Form and Activity Report templates can be requested from the FIM).

CONUS, FMNS AND CLUBS



It is essential to always remember (irrespective of whether we form part of the structure of a CONU, a FMN or a Club) that we do not manufacture or sell specific items/projects, and that we are service providers. We are therefore responsible for ensuring that we provide an efficient, professional and friendly service at all times to stakeholders (our 'clients'); that we treat everyone fairly and equally, and that we operate in a transparent manner.

COMMUNICATION, CONSULTATION, ENGAGEMENT

The need for regular communication, consultation and engaging all stakeholders and role players involved in any organisation (CONU, FMN or Club), cannot be over-emphasized – it must not be restricted to event organisation only, but implemented on a daily basis. Happy stakeholders will remain committed and enthusiastic, unhappy stakeholders will become critics.

REGULAR AND ONGOING COMMUNICATION:

- Ensures all relevant parties and stakeholders are kept informed
- Strengthens the working relationship and trust between individuals
- Prevents spreading of rumours and creating unnecessary unhappiness
- Projects positive and transparent image to all stakeholders

CONSULTATION AND ENGAGEMENT:

- Everyone becomes part of “the team” (“we” as opposed to “them vs us”)
- Broader spectrum of views and new ideas
- Increased commitment from all stakeholders
- Avoids unnecessary criticism and negativity
- Determines best approaches to disseminate information and progress



EVENT ORGANISATION



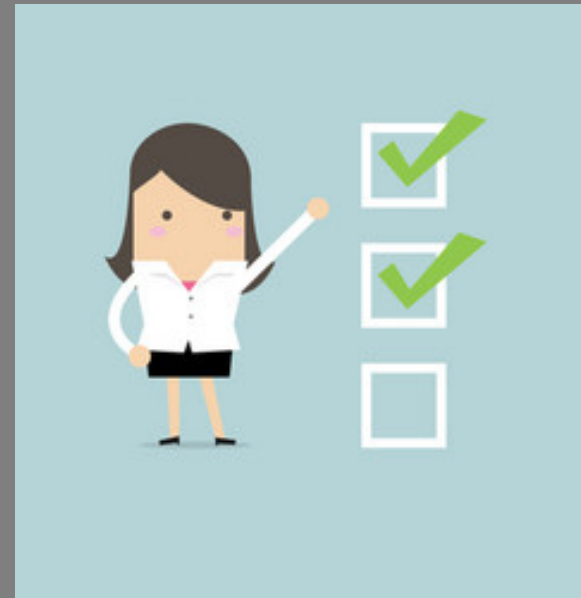
Experience has taught us that when things “go wrong” at an event, the Clerk of the Course is not even aware that this may have been as a result of certain basic administrative and secretarial duties not having been carried out. The reason? S/he (quite understandably!) assumes that all pre-event matters were attended to by the Organising Committee or the Event Secretary.

Without Volunteers, it would be impossible to organise and host events - irrespective of whether the event is organised by the host FMN directly, or by a club or association affiliated to the FMN.

Even in instances where a federation or club has full-time paid staff members, the staff cannot be expected to carry out all the administrative duties prior to, during and after an event as they also have to attend to their daily general work.

KEY POINTS TO REMEMBER FOR EVENT ORGANISATION

- Advance planning and communication
- Allocation of responsibilities/tasks, working together and spreading workload
- Sound knowledge and understanding (by everyone) of relevant responsibilities/tasks
- Ongoing communication/liaison with FIM AFRICA for CONU events
- Ongoing communication with sporting and non-sporting officials
- Updating “Action List” regularly prior to event to avoid ‘crisis control’ situation later on
- Regular pre-, during and post-event releases and promotion
- Determining (not merely assuming or hoping) that everything is ‘running to schedule’
- Portraying positive, calm and friendly image at all times
- Accepting that without competitors and officials, NO events can take place (mutual respect)



EVENT ORGANISING COMMITTEE



The number of members on the Organising Committee will undoubtedly vary from country to country, but should preferably not be less than 4-5. The Event Secretary must be a member of this committee. Before committing to any position on the committee, we have to ensure that we have the necessary time, experience and ability to perform all the tasks allocated to us. While a “title” or a “position” may appear to be very important, it is far more important to be capable of carrying out the functions which the title or position require, to be committed, and to accept responsibility.

We know that it is very difficult to find volunteers who have the necessary time (or are prepared to work long hours and undertake the duties required), and several FMNs may have no alternative but to rely on a very small group of individuals to attend to all organisational matters. However, as already mentioned, it is mentally and physically impossible for less than a handful of individuals to be responsible for all administrative as well as sporting issues for an event. Especially senior sporting officials must be afforded sufficient time to concentrate solely on sporting matters, and unless clear “areas of responsibility” are compiled, important issues will be overlooked or forgotten at some stage prior to or during the event.



It is extremely important that FMNs who do have a dire shortage of volunteers, regularly embark on campaigns to attract and recruit more volunteers. This can be done either via the PA system at events, the FMN's social media networks by visiting senior schools and colleges, by word of mouth, etc. etc.

As soon as new volunteers have been recruited, attended seminars and passed the relevant exams, they should be appointed as Deputies to experienced Officials in the various positions in order for them to gain practical experience, and remain motivated and enthusiastic until such time as they have sufficient experience to officiate on their own. One of the quickest ways to lose enthusiastic and committed volunteers, is not to afford them the opportunity of becoming involved as event officials. However, it is equally important to recognise and reward the expertise and commitment of experienced officials who have been involved for several years and to continue appointing them as officials as well, to avoid losing them.

When inviting members to serve on the Organising Committee, care should be taken that the members selected are able to put aside any possible differences; are able to work together towards the same goal – and that they share responsibility. Notes on discussions and decisions taken at meetings must be recorded and distributed to committee members within 72 hours of the meeting.

SPORTING MATTERS



The following matters form part of the responsibilities of the “Sporting” Officials and “Admin” Officials should never become involved – unless requested by the Clerk of Course or another Senior Official, to attend to a specific matter.

- Sporting & Technical Regulations
- Event Regulations – including setting of Practice and Race/Event programme
- Competitor Licence requirements
- Approval of clothing for National Teams
- Allocation of racing numbers to riders
- Track/Venue preparation
- Track/Venue inspection / approval (See 1) under “Note” below)
- Confirming use of venue with landowner for cross country events
- Communicating with CMO in event of injuries sustained by riders
- Working with CMO and Doping Control Officials if Anti-Doping testing is conducted
- Watering of venue (where applicable)
- Washbays (including position)
- Paddock Area (compliance, position, etc)
- Positions of various Marshal posts
- Prohibited areas for spectators
- Area allowing easy access for Disabled persons (See 2) “Note” below)
- Decisions regarding rule interpretation
- Confirming event results and acting upon disputes, protests, appeals, etc.
- Double-checking security in official and paddock areas



NOTES



- It is highly recommended for the CMO (or Deputy CMO) to be in attendance during track or venue inspections, in order to point out potential danger areas from a medical perspective.
- FIM as well as FIM AFRICA is committed to providing opportunities for disabled persons to become involved in areas of motorcycling which they are able to, and to attend events as spectators. It is essential to ensure that there is at least one area at motocross circuits from where disabled persons can watch the event – and with ablution facilities being in very close proximity. Spectator areas for disabled persons should likewise be created at cross country events. Contact with the National Federations for the Disabled in the various countries could assist tremendously in identifying and encouraging Disabled persons to become involved as officials, administrators and members of event Organising Committees.

RACE DIRECTOR



A Race Director may be appointed for a number of the events (in particular the MX of African Nations Championship). For any event at which there is a Race Director, s/he must receive the same communication, information and reports as the Clerk of the Course – even if not mentioned in any of the points in this manual.

ADMINISTRATIVE RESPONSIBILITIES FOR EVENTS



THE ADMIN RESPONSIBILITIES CAN BE DIVIDED INTO THREE SECTIONS, NAMELY:

- Prior to Event
- During Event (including practice)
- After Event

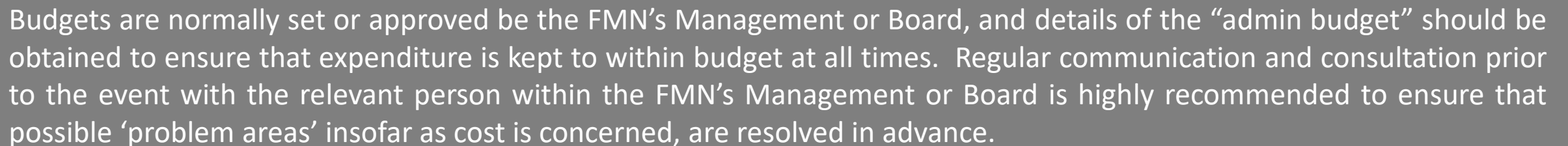


PRIOR TO EVENT:

- Event Budget
- Compilation of “Action List”
- Event Regulations
- Entry Forms and Indemnity
- Entry List
- Event Programme
- Communication and Liaison with Officials
- Security requirements – official and other areas
- Liaison with local hospital and medical service providers
- Liaison with Traffic Department (where applicable)
- Promotion of Event
- Entrance tickets/armbands - Indemnity

- Officials’ facilities at circuit or venue
- VIP facilities at circuit (where and if applicable)
- Competitor facilities at circuit
- FIM AFRICA Officials:
- Officials’ Clothing
- Equipment and stationery at track/venue
- Back-up equipment
- Spectator facilities
- Cleaning and Maintenance personnel
- Banners and flags (including National flags)
- Catering facilities / suppliers
- Anti-Doping Testing at event
- Prize-Giving
- “Plan B”





ACTION LIST

It is imperative for the successful organisation of any event, to compile an “Action List”, incorporating commencement, progress and completion dates for every action within the list. It is equally important to check and update the list at least twice per week and to follow up on outstanding items where necessary. The checking of the list and following up on outstanding tasks with relevant committee members, should ideally be allocated to one person.



WHEN COMPILING THE ACTION LIST:

- Set realistic commencement and completion dates
- Allocated tasks should be divided equally amongst all members taking into account the experience and expertise of every member and the estimated time each task will require. Overloading one or two members is a recipe for disaster.

The sample Action List below is extremely basic, covering only a few randomly selected items and in no particular order. It is merely intended to provide an idea and must be expanded and/or amended as required (column widths to be increased to contain more detailed info).

It is important to insert the budget figure available next to any action items which will incur costs (and to regularly check these figures), as this will ensure that expenditure remains within budget.

ACTION LIST (EXAMPLE ONLY)

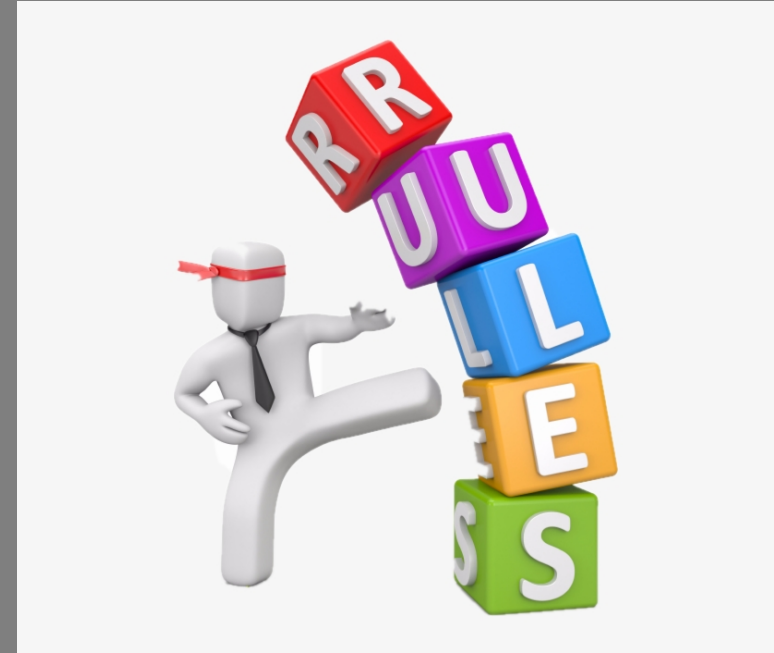
EVENT

VENUE.....

DATE : 1/9/20

Action	Start date	Deadline	Deadline Problem ?	Responsibility	Budget	Comments
Draft regs	1/6/	6/6/		Event Sec.	N /A	
Distribute regs	7/6/	9/6/		Event Sec.	N/A	
Event programme	5/8/	25/8/		Joe Green	\$xxx	
Liaison Marshals	5/6/	20/6/		Mary Brown	\$xxx	
Officials Clothing	2/6/	20/8/		Bob White	\$xxx	
Checking official facilities	15/7/	20/8/		Jen Black	\$	
FIM Africa and National flags	15/7/	20/8/		Bill Bates	??	Stock of FIM Africa flags? FMNs to bring own Nat.flags

EVENT REGULATIONS



- It is compulsory for all FIM AFRICA event regulations and other official documents, to feature the CONU logo.
- Ensure that the event regulations comply with the FIM AFRICA Sporting as well as Event Regulations to avoid having to issue unnecessary Bulletins prior to the event.
- Obtain names of FIM AFRICA appointed officials from the Sporting Commission well in advance in order for the names and licence numbers to be inserted in the draft event regulations.

DRAFT EVENT REGULATIONS



12 weeks prior to date of the Continental Championship events and 6 weeks prior to date of Regional Continental Championship events, the draft event regulations must be submitted for approval to the:

- FIM AFRICA Secretary General, and
- Sporting Director and relevant Working Group Chairman

The Sporting Director will liaise with the Working Group Chairman who must return the approved regulations, indicating possible amendments, within 7 days from receipt of the draft regulations.

The Secretary General will issue the Event Permit within 2 days from date of receipt of the approved set of regulations from the Sporting Director (who will copy in the Working Group Chairman).

Copies of the Entry Form and Event Regulations are available on the FIM AFRICA website. All licences must be processed via the FIM Extranet

DISTRIBUTION OF EVENT REGULATIONS



A copy of the event regulations (as well as Entry Form and Indemnity), containing all the names and licence numbers of Officials as well as the Permit number, must be sent to the following persons by the Event Secretary:

- The FIM AFRICA Secretary General – who will go through the regulations and arrange for the regulations and Entry Form/Indemnity to be posted on the CONU website
- The Sporting Director and relevant Working Group Chairman
- All FMNs
- All Officials listed in the regulations
- All Working Group Chairmen

When distributing the event regulations, remind all officials that electronic copies of the General Competition Rules plus the sporting/technical regulations for the relevant category, can be downloaded from the website.

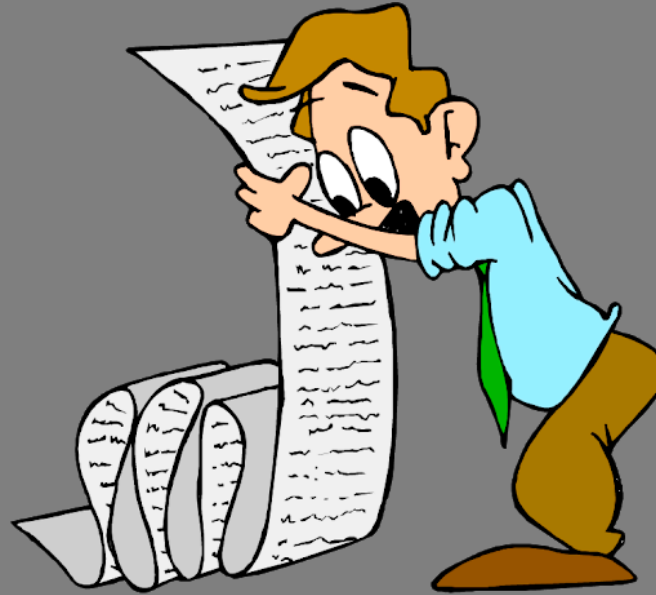
ENTRY FORMS AND INDEMNITIES

ALL ENTRY FORMS AND INDEMNITIES RECEIVED MUST BE CHECKED TO ENSURE THAT:

- The forms have been signed by the competitor – or parent/legal guardian in the case of a minor
- The Entry Form bears the stamp of the competitor's FMN as proof that the competitor is the holder of a licence issued by his/her FMN
- Check with the various FMNs – as well as with the FIM AFRICA Secretary General – to confirm that a FIM Licence has been issued by the FIM through the FMN
- The competitor has the necessary medical/repatriation insurance (proof to be provided either by the competitor directly, or by his/her FMN)
- The competitor has entered the correct class (cubic capacity of motorcycle/age limit). If this is unclear, it must be queried with the Clerk of Course immediately to afford sufficient time for same to be referred to the FIM AFRICA Sporting Commission for a ruling
- Closing date for entries to be adhered to – no “entries on the line”



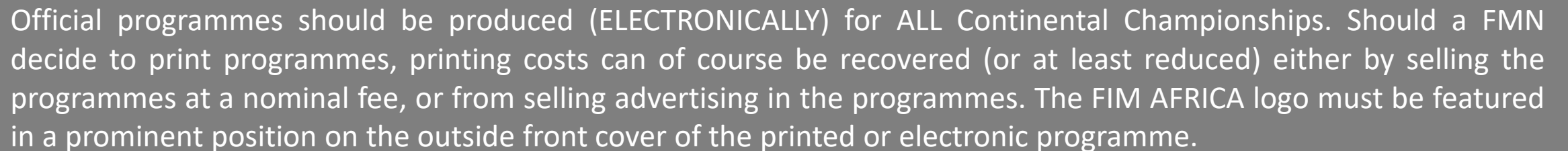
ENTRY LIST



Drafting an Entry List template well in advance and capturing entries as they are received - as opposed to waiting for the closing date of entries - will reduce stress levels when having to deal with other urgent issues closer to the time of the event.

Remember to add the CONU logo at the top of the Entry list – as well as the name and date of the event!

The Final Entry List must be distributed to everyone listed from 1) to 5) under “Distribution of Event Regulations” above.



PROGRAMME CONTENTS



- A warning that motorcycling is dangerous and that everyone attending the event does so at their own risk, must be published in the programme
- List of Event Officials featured in event regulations as well as names of Medical Service Provider, Marshals Association, Timekeeper, Lap Scoring Team, Commentator, etc.
- Welcome message from local Government Officials (strengthening relationships)
- Welcome message from the President/Chairman of the host FMN
- Message from the Clerk of the Course (or Race Director)
- Message from event sponsor (where applicable)
- Programme of Events
- Separate Entry Lists for each class as per event programme
- Map of the Circuit
- Brief profiles and photos of all riders in the various National Teams (as well as “support riders” if space permits)

COMMUNICATION/LIAISON WITH OFFICIALS



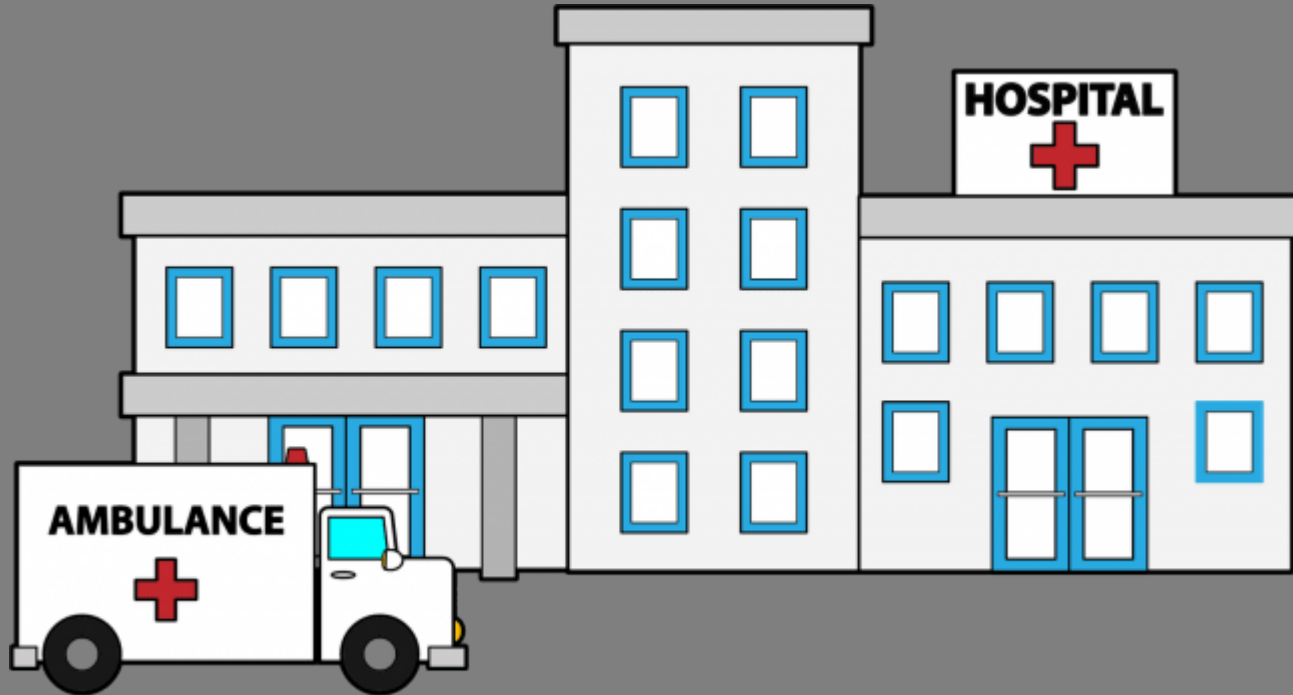
- If the Clerk of Course is not a member of the Organising Committee, communicate with him/her on a regular basis to ensure that s/he is aware of any potential problem areas
- Communication with officials such as the Chief Marshal is essential (i.e to confirm that sufficient marshals and all relevant flags have been arranged and will be available for practice and the event). However, check with the Clerk of the Course before contacting the marshals to confirm that s/he and other sporting officials have not included this action in their portfolio for the event.
- Establish from the Chief Timekeeper whether his team will require items such as extension cords; multi-plug adaptors; paper, etc. and obtain all required items well in advance. If there is a 'back-up' lap scoring team, the same applies to this team. (Remember to arrange for someone to take any items which may be required, to the venue!)

SECURITY REQUIREMENTS



- Consult with the Clerk of Course and the circuit (or land) owner or person in charge of the circuit, to determine what security to have in place in Official areas such as Race Control; Jury Room; paddock area, the pits and any other area (official or spectator) which could be considered as vulnerable.
- Indicate all areas to be guarded to the security company/team to avoid any misunderstanding and crisis during practice and the event.
- If there will not be 24 Hour security, inform competitors (in writing) of what security will be in place – and during what hours – to enable them to secure all their valuables during times when there will be no security personnel.
- Establish from competitors in advance whether they will be leaving their motorcycles at the venue overnight. If any motorcycles are left at the circuit/venue overnight, adequate security and insurance must be provided in the area where the motorcycles will be kept.

LOCAL HOSPITAL AND MEDICAL SERVICE PROVIDERS



Competitors need to be informed of the name of the local hospital/clinic to which injured riders will be taken in the event regulations. It is accordingly essential to contact the hospital/clinic when compiling the event regulations in order for this information to be published in the event regulations, and to ensure that the hospital/clinic is aware well in advance that it may have to admit and attend to injured riders (or spectators or officials). This must be done both verbally and in writing, and a copy of the written confirmation to the hospital/clinic must be sent to:

- The Clerk of the Course;
- The CMO for the event, and
- The medical service provider for the event

Establish from the hospital/clinic whether injured competitors will be required to pay a cash deposit on admission (or for X-Rays, Scans) notwithstanding fact that they can provide proof of having medical insurance cover, or that they are covered via their Medical Aids. If cash payment will be required before being admitted, it is essential to establish the amount involved and advise the competitors.

If any cash payment will be required before admission to a hospital/clinic – or if costs for X-Rays, Scans are on a cash basis only – details of the approximate amount required should be published in the event regulations to ensure that injured riders are not turned away from the hospital/clinic and that no unnecessary time is wasted by the parent/spouse/friend accompanying the injured rider, to try and secure the necessary cash funding.

Details of the number of medical personnel who will be on duty during practice and throughout the duration of the event as well as their qualifications, must be provided to the Clerk of the course; FIM AFRICA Secretary General as well as the Chairman of the Medical Commission Working Group well in advance of the event.

A minimum of two ambulances must be available at the event to ensure that one ambulance remains at the circuit or venue when injured riders are taken to hospital.

LOCAL TRAFFIC DEPARTMENT



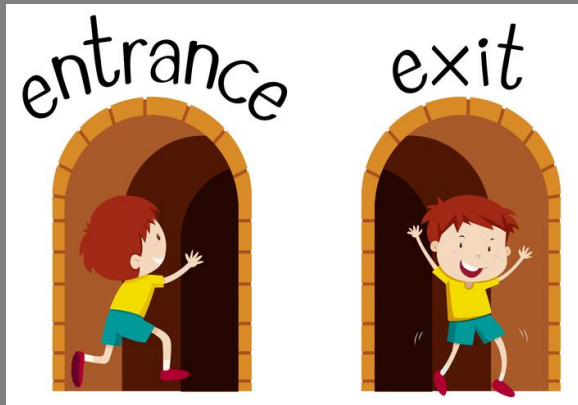
Where applicable, arrange with the local Traffic Department to direct traffic at the entrance to the circuit (and start venue for cross country events) on the morning of the event, as well as at the end of the event. This will avoid road users who are not motorsport enthusiasts, blaming motorcycle competitors and riders for 'disrupting traffic'. Verbal arrangements must be followed up with a written confirmation to the person in charge of the relevant Traffic Department. Attaching a copy of the Event Programme (practice and actual race in the case of motocross) will assist to ensure that the traffic officers arrive timeously and are in the correct positions.



EVENT PROMOTION

- Only a handful of countries in Africa are in the fortunate position where their local newspapers, radio stations (and often also TV broadcasters!) provide extensive coverage to events. In these instances, it is vital to retain the good working relationship, bearing in mind that changes to senior management within the newspaper; radio or television broadcaster, could result in the loss of this very valued coverage and support.
- Start promoting the event well in advance of the date of the event – not only via local media, radio stations, TV broadcasters, but also via the FMN/Club website, the FIM AFRICA website and Media Platforms e.g. Face Book, Twitter, Instagram.
- Always send action photos of both local and foreign riders with Media Releases. This will increase the possibility of the article being published and will also enhance the chances of more readers actually reading the article.
- It is obviously pointless promoting the event on the day of the event, but if media members and radio announcers could be persuaded to interview some riders and publish (or broadcast) these interviews afterwards, it could nevertheless benefit future events -and promote motorcycling in general.
- It is equally important – where possible within 24 hours from the end of the event – to distribute post-event releases and photos – including to the FIM AFRICA webmaster for posting on the CONU's website and social media platforms.
- It is also highly recommended having a Face Book Live commentator at the event.

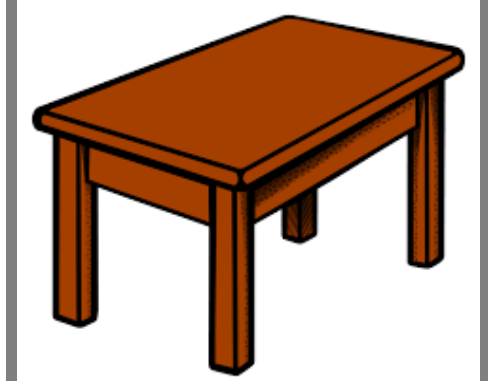
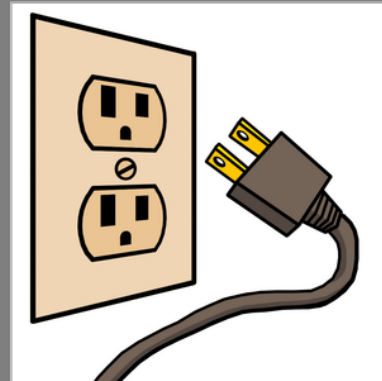
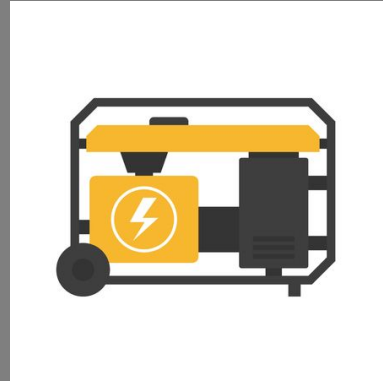
ENTRANCE TICKETS AND INDEMNITIES



In some countries, no entrance fees are charged for events in order to attract more spectators and increase the awareness of motorcycling to the general public. Even when entrance fees are payable, most organisers appear to prefer purchasing rolls of numbered and perforated tickets as entrance tickets and providing disposable 'armbands' to competitors, officials and VIPs.

In both instances, it is not possible to print an Indemnity on the tickets or armbands, highlighting that motorsport is dangerous and that individuals entering the venue, fully understand this and attend at their own risk, indemnifying FIM AFRICA, the FMN, Club, promoter/organiser and officials against any claim or loss sustained. Although the warning must be printed in the Event programme, any person who sustains injury, could argue that s/he did not have a programme and accordingly did not see the warning. It is accordingly essential that "Warning Boards" are erected at the entrance to the circuit/venue and if possible, in at least two other prominent places around the circuit where they will be easily visible to both spectators and competitors. For cross country events, warning boards should be placed at the start, along the route and finish line.

OFFICIALS FACILITIES AT CIRCUIT OR VENUE

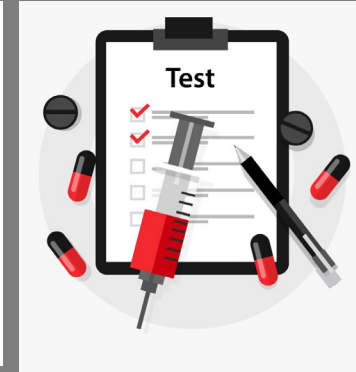
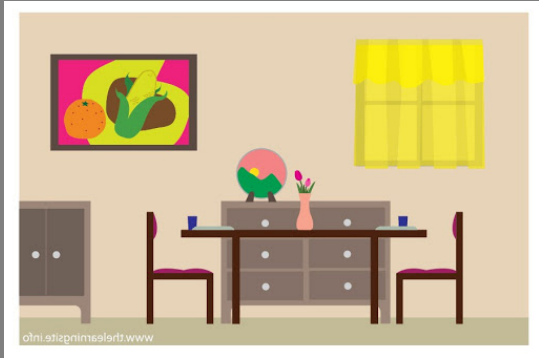


The Organising Committee should discuss and finalise the following requirements with the Clerk of the Course well in advance (i.e. at least 6 weeks) of the event.

Where no permanent structures exist at the circuit or the cross country venue, temporary “offices/facilities” (i.e. either portable wooden huts or tents) must be provided for Officials to enable them to carry out their duties in an efficient manner. It is essential that all ‘offices’ (permanent or temporary) contain:

- Table(s) to accommodate the needs of the Officials concerned (the Jury Room should have at least two tables and sufficient chairs to accommodate all Jury members, The Race Director, Clerk of the Course, CMO and Enviro Steward, Technical delegate, Event Secretary)
- Electricity – including wall plugs for computers
- Back-up generator (and sufficient fuel) in areas where regular power failures occur
- Bottled water

ROOMS REQUIRED



- Jury Room (which can also be used by the Race Director or Clerk of Course if required if it is impossible to provide a separate “Race Control” facility)
- Documentation/Welcome Centre
- Timekeeping room
- Medical Centre (for cross country events medical facilities at start and along the route where applicable)
- A suitable room for Chief Marshal (cross country events)
- A suitable area for Riders Briefing (to be identified in conjunction with the Clerk of the Course) should be indicated on the circuit map in the programme and also affixed to the Official Notice Board, to ensure that competitors can be informed of the location
- Provision for a separate room for WADA Doping Control Officials in the event that anti-doping testing is conducted at the event
- At least 2 toilets (portable if there are insufficient permanent toilets at the finish point of a cross country event) for the exclusive use of WADA Doping Control Officials to obtain samples for testing

VIP FACILITIES AT CIRCUIT OR VENUE



The possibility of providing VIP facilities for local Government Officials, sponsors, foreign event officials; senior local officials, media members as well as visitors from other FMNs, will vary from country to country and venue to venue, and in certain instances will be simply impossible to provide.

However, to ensure that the individuals invited to this area have the best possible vantage point of the event, the location of the VIP area should be determined in consultation with the Clerk of the Course and the land owner. Besides providing the VIP guests with snacks and lunch during the day, it is equally important to ensure that they have copies of the event programme; are introduced to competitors by senior officials – and are invited to the prize-giving, even if they are unable to attend due to prior commitments.

COMPETITORS FACILITIES AT CIRCUIT OR VENUE



This is another item which the Organising Committee has to discuss and determine with the Clerk of the Course and host FMN/Club, taking into account the number of competitors who will be competing and the actual venue.

- The pit area allocated to each country should be large enough to house all the riders from that country, taking into account space for their trailers as well as possible tow-vehicles, and should preferably have a flat surface.
- Make every effort to ensure that at least two of the PA speakers are located close to the pit area in order for competitors to clearly hear any possible 'extra-ordinary' announcements to be made (i.e. change in race programme, etc)
- Separate and sufficient ablution facilities (toilets, hand basins and showers) – based on the number of females and males who entered the event, must be provided to accommodate all competitors. Back-up generators and fuel to be provided to ensure light in the facilities in the event of power failures. If the ablution facilities are in an area where there is no electricity and where competitors will be during darkness, generator and fuel to be provided to ensure adequate light in the facilities.

FIM AFRICA OFFICIALS



- FIM AFRICA covers the airfare (or travel costs in instances where it is possible for the Official to travel by road) for the Race Director, Jury President and Foreign Jury Member for the MX of African Nations and the National Teams Cross Country Championship, but not for any of the Regional Continental Championships
- In addition, FIM AFRICA pays a Subsistence Allowance to the Race Director, Jury President, Foreign Jury Member and Track/Route Inspector for a maximum of 2 days for pre-event inspection and 2 days during the actual event.
- The host FMN/Club is responsible for the accommodation and local transport of FIM AFRICA Officials, as well as all costs relating to local officials.

OFFICIALS CLOTHING



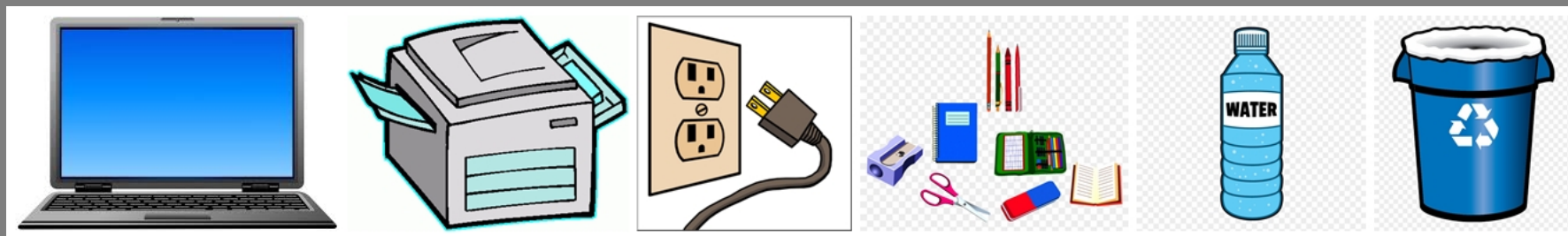
- FIM AFRICA Officials are required to wear the CONU shirts depicting the FIM AFRICA logo and the word “OFFICIAL” to ensure that they can be easily identified. They may not wear clothing provided by the host FMN/Club – especially if it bears the name and/or logo of a sponsor, motorcycle manufacturer, etc.
- The same applies to caps – FIM AFRICA officials may only wear FIM AFRICA caps
- If a local sponsor is secured for the event, the host FMN/Club is at liberty to have Official clothing manufactured for all local officials, reflecting the event sponsor’s name.
- If no event sponsor is secured, local officials may wear the standard clothing of the FMN/Club (if such clothing is available). However, if the host FMN/Club provides no clothing to local officials, these officials must ensure that shirts worn during the event does not feature the names and logos of particular motorcycles; tyres or companies to avoid them being accused of being ‘biased’ when making decisions.

EQUIPMENT/STATIONERY AT CIRCUIT/VENUE

Start preparing a schedule of equipment and stationery to be taken to the track or venue at least 4 weeks prior to the date of the event, ‘allocating’ the various items to the relevant Officials who will be requiring the equipment/stationery. This will ensure that any equipment that may have to be hired or borrowed, can be “booked” and secured well in advance. For instance:

EVENT SECRETARY:

- Lap/Computer/iPad/Tablet
- Printer
- Scanner or copier
- Additional extension cords
- Spare toner for printer
- Paper for printing of Jury Minutes, Bulletin, etc for posting on Notice Board
- Spare copies of Final Entry List and Event Programme (see note under “During the Event”)
- File containing all entry forms and Indemnities (with unsigned forms which have to be signed at documentation, clearly highlighted)
- Copies of category regulations, and Event regulations in event that some Officials do not bring their copies with them
- Small plastic dustbin
- Small items such as scissors, stapler (plus sufficient spare staples), ruler, cellotape, Prestik, paper clips, a few empty folders, petty cash box, rubber bands, notepad for entering notes when not near laptop, spare pens, etc. etc.
- Bottled water (for periods when it is too busy to buy some from catering outlets)
- List with names and mobile contact details of all Officials (foreign and local)



CLERK OF COURSE, JURY PRESIDENT AND JURY MEMBERS

The vast majority of officials (foreign and local) will undoubtedly have their own laptops, iPads or tablets with them. However, it is essential to confirm this with the officials in question in advance. If they will not have their own IT equipment and documents, confirm that the following items will be handed to them, at the same time establishing whether they have other requirements.

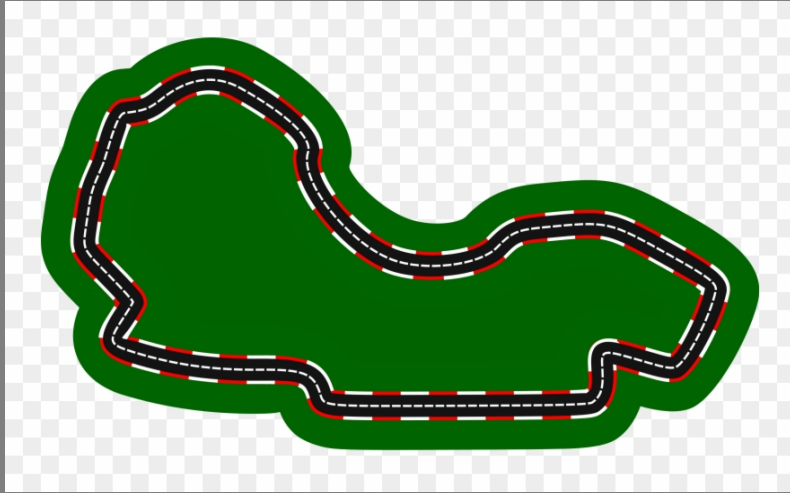
- At least one empty folder per official
- Small note pads for making notes to themselves when not near their laptops or mobile phones
- Small plastic dustbin for their room
- Spare pen for each official
- Bottled water

Add similar/additional items for other Snr Officials (Enviro Steward; Technical Steward; lap scorers, timekeepers, CMO and any other Official who may come to mind).

BACK UP EQUIPMENT

Although back-up generators are mentioned earlier in this document, establish from the Clerk of Course and/or the host FMN/Club delegate exactly what electricity is available at the circuit/venue; whether there are regular power cuts in the area, and whether back-up generators and fuel should be hired/borrowed. It is equally important to establish what capacity generators will be required for each point.

SPECTATOR FACILITIES AT CIRCUIT/VENUE



Even the most enthusiastic spectators will become frustrated – and may think twice before again attending an event – if there is a dire lack of spectator facilities (i.e. ablution, rubble bins, parking issues, insufficient or lack of catering facilities, dirty catering or ablution facilities, no programmes to assist with identifying competitors, insufficient PA loudspeakers, lack of security, etc).

For motocross events, members of the Organising Committee will undoubtedly know whether there are sufficient permanent ablution facilities for spectators at the circuit, or if additional portable toilets should be hired (bearing in mind that the MX of African Nations event normally attracts more spectators).

Check the event budget to establish whether provision has been made in the budget for the hiring of portable toilets. If no provision has been made and the majority of Committee members believe that there is a dire shortage of ablution facilities, this should be discussed with the host FMN/Club and Clerk of Course immediately.

For enduro/cross country events, check with the Clerk of the Course or host FMN/Club to establish what spectator ablution facilities are available at the start; along the route where there may be popular “spectator points”, and at the finish.

CLEANING AND MAINTENANCE PERSONNEL



While it is impossible to prevent littering at events, it is possible to ‘control’ littering and to be pro-active ambassadors for the protection of the environment

WASTE:

Ensure that there are separate, sufficient and clearly marked rubble bins for:

- Plastic
- Glass
- Cans
- Food/General waste (non recyclables)



A little paint will go a long way to brighten old, rusted and well-used bins – and create a clean and tidy image!’

Employ a dedicated team of cleaners and divide them into groups patrolling different ‘zones’ at the venue, to ensure that the entire area is covered.



Identify areas (preferably out of sight of spectators and competitor/official areas) to serve as a temporary ‘dump sites’ – i.e. where full plastic rubble bags collected, can be left – keeping recyclables and general waste plastic bags separately.

Provide the cleaning team with sufficient plastic rubble bags to empty the rubble bins in their allocated ‘zone’ before they start overflowing – separate bags for the four types of rubble listed above.



A small team of cleaners should also be appointed to regularly check the rooms of Senior Officials as well as all ablution facilities to empty their wastepaper bins; replenish toilet paper, etc.

REMOVAL OF RUBBLE FROM VENUE

We are all responsible for protecting the environment and combatting climate change. It is pointless to have separate rubble bins and to clear the contents of the bins in separate plastic bags, and to then merely dump both waste and recyclables together on landfills. Arrange with recyclable waste collection companies in the area to collect the plastic bags containing all recyclables as soon as possible after the event, and for the local Town/Metro Council to collect the bags containing food and general waste.



MAINTENANCE:

- Engage the services of an electrician to be at the venue (or start/finish area for enduro/cross country events) to ensure that electrical problems are resolved with the minimum of delay
- Arrange for a plumber in close proximity of the circuit/venue to be on standby and to come to the circuit/venue with the minimum of delay to attend to possible plumbing problems



BANNERS AND FLAGS



FMN/Clubs obviously need to look after their “regular” sponsors to ensure the continued support of these. There is accordingly no restriction on the size or number of sponsors’ flags, banners track (or route) branding, gazebos or decals/posters, displayed at the venue during a MX of African Nations Championship, or a National Teams Cross Country Championship event. However, the FIM AFRICA flag or banner must be displayed in a clearly visible position:

- at the start of all CONU Championship events (including the Regional Championship events for both motocross and cross country) - and preferably also at the finish line if this is far removed from the start line (for both motocross and cross country)
- At the prize-giving venue for the event (where applicable) – in a position which will be visible when trophies are awarded
- It is recommended to also display a FIM AFRICA banner or flag at the Documentation/ Registration venue.

PODIUM:

If there is a ‘back-drop’ behind the podium for the display of sponsors’ logos, a space in the top row and the same size as all other logos featured on the backdrop – must be provided for the FIM AFRICA logo.

PHOTOS AND VIDEO CLIPS:

When the FIM AFRICA flag or banners will be visible in photos or video clips, ensure that:

- No individuals featured next to the flag/banner are holding alcohol beverages in their hands;
- Individuals stand next to – and not in front of the flag/banner, thus avoiding obscuring the full logo

CATERING FACILITIES AND SUPPLIERS



When arranging and confirming catering suppliers/facilities, it is essential to bear the following in mind:

- Especially officials and teams do not have time to stand in long queues to buy food – and spectators normally try to buy food inbetween races. It is therefore recommended to have more than one catering outlet at both motocross and cross country venues, to minimise queues.
- Request food vendors/caterers to ensure that they will have sufficient staff on duty to execute food orders, a substantial “change float”, and that they bring sufficient stock and supplies
- Clearly visible signs indicating the location of the food outlet(s) to be erected
- Unless the staff preparing food at the food outlet as well as the actual food outlet project a clean image, people will be reluctant to buy anything prepared on the premises. It is therefore important to ensure that sufficient rubble bins are placed at all food outlets (and cleared by the cleaning team on a regular basis), but the actual vendors must be reminded that it will be in their own interests to ensure that the internal section of the outlet is also maintained in a clean condition

ANTI-DOPING TESTING



Although Anti-Doping details as well as the procedure to follow for applying for a TUE (Temporary Use Exemption) are posted on the FIM AFRICA website, it is also the responsibility of FMNs and Clubs to constantly bring this information to the attention of all their competitors.

Details of the event at which anti-doping testing is to be conducted, is never publicised prior to the event as we expect all competitors to be aware of the dangers of using banned/prohibited substances – or the consequences of not applying for a TUE.

When Anti-Doping testing is conducted at an event, the Working Group Chairman of the FIM AFRICA Medical Commission and the Clerk of the Course will be required to liaise and work with the Doping Control Officers of the local WADA appointed agency.

DOPING CONTROL OFFICIALS' REQUIREMENTS:

The Doping Control officers work in pairs, so there will always be at least two of these officials at an event where tests are conducted. Their requirements include:

- A private room (or tent) – where the process will be explained to competitors who have been selected for testing, and with the competitors then being required to complete the relevant forms
- A table and at least 4 chairs
- At least 24 bottles still mineral water (for competitors to be tested)
- 2 dedicated toilets (portable toilets will suffice) for exclusive use of riders to be tested

TROPHIES AND PRIZE-GIVING



Liaise with the relevant Working Group Chairman of the Sporting Commission (i.e. motocross or cross country) regarding the exact number of trophies to be awarded. Although this information is contained in the sporting regulations of these two categories, details of the trophies to be awarded must also be specified in the event regulations.

- Check the event budget for trophies before even looking at trophies!
- Select all the trophies well in advance, but if possible, arrange with the trophy supplier to only confirm the exact number of trophies required approximately 10 days prior to the date of the event, once there is a clearer picture of the number of entries for each class.

The best method to avoid ending up with 'extra' trophies after an event, is to arrange for engraving to be done on plaques which are affixed to the trophies – as opposed to engraving the actual trophy

When the trophies are delivered by the supplier, never assume that there will be no errors in the trophies and the engraving, or that trophies will not be damaged. Check all trophies and especially the engraving and arrange for errors in the wording of the engraving to be corrected, or for damaged or incorrect trophies to be replaced timeously.

PRIZE GIVING VENUE



For events where there is no official prize giving and winners receive their trophies on the podium at the event, the following is obviously not applicable. However, for both the MX of African Nations and the Nations Team Cross Country Championship events, official prize-givings must be organised.

- Dependant on space and facilities, the prize-giving may either be organised at the venue (i.e. clubhouse or marquee), or at a different location close to the circuit/finish venue.
- When setting the start time of the prize-giving, allow sufficient time after the end of the last event, for the results to be posted, the required protest period – and time for the Jury to hear possible protests lodged.
- Remember that everyone will be tired at the end of the day. It is therefore important to ensure that sufficient seating is provided for all teams, officials, sponsors, etc.
- Arrange for a photographer to take photos of the recipients receiving their awards
- Refer to notes under “During the Event” regarding placement of banners/flags at the prize-giving venue

“PLAN B”



Even with the best organisation in place, problems can and do arise – and normally when least expected. Bear this in mind and devise a “Plan B” at the start of organisation for such possibilities (i.e. sudden illness/inavailability of an official, an organising committee member; late or non delivery of equipment/goods ordered; severe inclement weather which could require changes to event programme; official areas; prize-giving venue; providing protective clothing for cleaning and service teams, etc. etc).

***BE INNOVATIVE, CREATIVE AND REMAIN ENTHUSIASTIC,
COMMITTED AND CONFIDENT - AND THE EVENT WILL BE
SUCCESSFULL!!***

DURING PRACTICE AND EVENT

- 1) Registration of competitors
- 2) Updating Entry List and providing relevant officials with copies of updated list
- 3) Checking Notice Board and Podium
- 4) Checking relevant facilities at track/venue and attending to potential problem areas
- 5) Ensuring Officials have relevant Report Forms to complete after event
- 6) Checking on FIM AFRICA flags / banners positions
- 7) Liaising with cleaning and maintenance staff to identify potential problem areas
- 8) Checking Prize-Giving venue (and contents) if at the track / venue
- 9) Ensuring trophies are at venue and secure
- 10) Ongoing liaison with Snr Officials – including regarding submission of reports
- 11) Record all “problem issues” experienced during practice and the event



REGISTRATION OF COMPETITORS



No Event Secretary can be expected to carry out the functions and responsibility of this position unless a permanent office (if available at the motocross circuit or cross country venue) or another secure structure is allocated to him/her for documentation and registration of competitors.

THE "OFFICE" OF THE EVENT SECRETARY SHOULD HAVE:

- Desk (big enough to accommodate laptop and printer, plus working space) and at least 3 chairs
- Electric point for laptop and printer - as well as light during darkness;
- Extension cord and spare adaptor;
- Dustbin;
- Space to keep files, paper, stationery and small equipment; and
- Whatever other items this official may need during documentation.



THE FOUR MOST IMPORTANT ITEMS THE EVENT SECRETARY HAS TO CHECK WHEN REGISTERING A COMPETITOR AT DOCUMENTATION, ARE:

1. That the Event Entry Form and Indemnity have been signed by the competitor (and his parent/legal guardian in the case of a minor) and bears the stamp of the FMN to which the competitor belongs
2. That the Event Entry Fee has been paid – if not it must be paid to the Event Secretary at registration
3. That the competitor has a valid FIM Licence for the event in question.
4. That the competitor has adequate medical and repatriation cover for the event

NO competitor may be allowed to start and compete in a FIM AFRICA event unless s/he complies with the items listed in the four points above.

WHY IS COMPLIANCE WITH THE ABOVE 4 POINTS SO IMPORTANT?

SIGNED AND STAMPED ENTRY FORM:

- A competitor can only be considered as having officially entered an event and feature in the results if s/he (or his/her parent/legal guardian in case of minors) has signed the form
- Only competitors who hold competition licences issued by the FMN in their country, may participate in FIM AFRICA events. By signing and stamping a competitor's entry form, the FMN in question confirms that the competitor is a bona fide competitor.

ENTRY FEE PAID:

- Payment of the Entry Fee is compulsory for the entry to be legally binding
- Avoids the host FMN/Club having to wait a considerable time prior to receiving the money, bearing in mind that the vast majority of FMNs/Clubs rely on the entry fees to cover some of the event expenses



VALID FIM LICENCE:

No licence will be issued to a competitor unless s/he has also signed the Indemnity Form which forms part of the Licence Application Form. By signing the Licence Application and Indemnity Forms, the competitor (or his/her parent/legal guardian) confirms:

- that the competitor is medically fit to participate in motorcycle events and that s/he does not suffer from any medical condition which could jeopardize the safety of the competitor – or other competitors
- that the competitor recognises that motorcycle sport is dangerous and that s/he (or his/her parent/legal guardian in the case of minors) indemnify FIM & FIM AFRICA, the host FMN/Club, Officials, sponsors, fellow competitors etc. against any injury or loss which may be suffered during the course of the event
- that the competitor confirms being aware of the WADA Anti-Doping requirements and agrees to being subjected to Doping Control tests prior to, during or at the end of the event
- that the motorcycle entered, complies with the technical and sporting regulations of the event concerned.

Consider the legal consequences which FIM AFRICA, the host FMN/Club, event Officials, sponsors, fellow competitors, etc. could be faced with in the event of a serious injury, disability or fatality if the competitor (or parent/legal guardian in the case of minors) did not sign the Entry Form and the Indemnity!





MEDICAL COVER | INSURANCE AND REPATRIATION COVER

It is well known that even if a competitor is only hospitalised for a day or two in the unfortunate event of a bone fracture, the medical costs involved could be astronomical. When scans, sonars, or having to be admitted to ICU wards are necessary, not many competitors or their families can afford to pay these costs on their own.

Although the admittance policies of hospitals/clinics may vary from country to country, the vast majority of hospitals/clinics will still require injured competitors to pay a fee before being admitted/treated – especially when it is clear that the injury is serious. (For this reason it is necessary to provide competitors with an idea of what these costs would be in the event regulations, in order for them to arrange their finances accordingly).

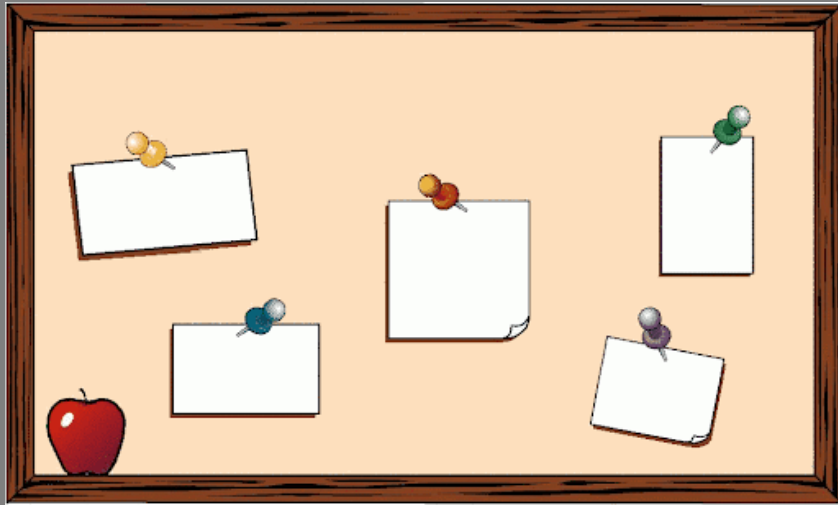
The number of riders who suffered severe injuries in FIM AFRICA events since 1999 which required them to be repatriated back to their countries have fortunately been very low. However, there is always a “first time” and for this reason, it is essential to ensure that competitors from other countries do have repatriation cover – or have the necessary medical insurance to cover their costs if they have to remain in a local hospital for a considerable period.

UPDATING ENTRY REGISTER

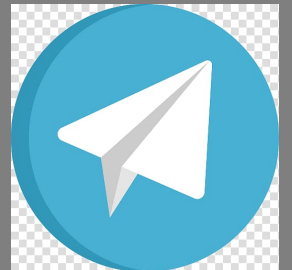
- Record any withdrawals, details of late entries (if approved by the Sporting Officials) as well as class changes (also after approval by the Sporting Officials) on a “master” Entry List as and when these are reported during registration
- Make sufficient copies of this updated Entry List at the end of official competitor registration and distribute the updated version immediately after copying, to the following Officials:
 - Clerk of the Course
 - Jury President and Jury Members
 - Chief Technical Delegate
 - Chief Medical Officer
 - Environmental Steward
 - Chief Marshal
 - Timekeeper
 - Commentator



CHECKING NOTICE BOARD AND PODIUM



As times have changed and the form of communication has changed, it is recommended that an electronic notice board is implemented e.g. Whatsapp or Telegram. However should the organiser still prefer a physical notice board, they need to ensure that the Official Notice Board is clean and that all stationery items (i.e. prestick, cellotape or drawing pins – depending on surface of Notice Board) are available close to the Notice Board for new notices to be affixed



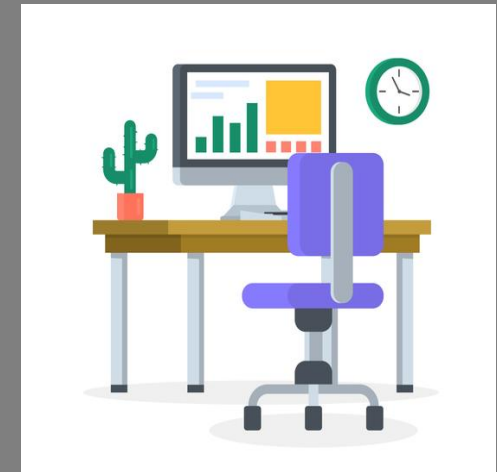
If there is a backdrop at the podium, ensure that a FIM AFRICA decal has been affixed as set out earlier in this manual. If there is a dedicated photographer for the event, it is recommended that the photographer be asked to ensure that the FIM AFRICA logo is visible when taking photos of riders on the podium.

CHECKING EVENT FACILITIES



CHECK ALL OFFICIAL AREAS TO ENSURE THAT:

- The room is clean;
- The required furniture is in place (as set out earlier in his manual)
- The electricity is working – and if back-up generators are required for the venue – that these have been delivered and are in place
- Bottled water has been delivered (during hot summer months, make provision for a small container of ice to ensure that the bottled water remains cold).



OFFICIAL REPORT FORMS



- Hand clearly marked files (name and position of each Official) containing note paper and the relevant Report which has to be completed by the Official in question after the event) to the following Officials:
 - Clerk of the Course
 - Jury President and Jury Members
 - Chief Technical Delegate
 - Chief Medical Officer
 - Environmental Steward
- Remind relevant Officials of time frame to hand in Report Form
- Copies of all Bulletins previously distributed or posted on the Notice Board must be included in these files
- It is also recommended that at least one hard copy of the General Competition Rules as well as the Sporting/Technical regulations of the category concerned (motocross or cross country) is available from the Event Secretary in the event that any of the Officials need to check points in these documents
- Don't forget to take extra pens for officials who may not have brought their own!

FLAGS/BANNERS

Check that FIM AFRICA flags or banners are displayed in the area previously identified and that they are clearly visible.

CLEANING & MAINTENANCE STAFF

Speak to the cleaning and maintenance teams to establish whether they have identified any potential problem areas, and report these to the relevant Official

Advise the cleaning team responsible for ablution facilities of the importance to constantly replenish toilet paper supplies, as well as soap and hand towels in the toilets throughout the day (they obviously need to be advised from whom they have to draw stock during the day).

Request them to immediately report the non-functioning of any toilet or tap to the Organising Committee member responsible for 'maintenance' of this nature, to ensure that the standby plumber can be contacted.

Ensure that rubble bins are also placed in close proximity of all ablution facilities



PRIZE GIVING VENUE



- If the prize-giving venue is at the venue, check to ensure that relevant furniture is delivered and that the electricity is working (also that back-up generator has been delivered)
- Where the FMN/Club does not have separate FIM AFRICA banners or flags for the prize-giving venue, arrange for someone to move the ones displayed during the event, to be taken to the prize-giving venue immediately after the end of the event.
- If there is a banner and a flag, the banner should be displayed at the entrance of the venue, and the flag behind the area to be used as the podium for the awarding of trophies
- If catering has been arranged for the prize-giving, confirm that cutlery and crockery have been delivered
- Ensure that there are clearly visible rubble bins close to the entrance of the prize-giving venue

AWARDING TOPHIES



- Confirm with Clerk of Course well before start of prize-giving regarding order of awarding of trophies; who will be handing over trophies, etc.
- To avoid possible damage or loss, it is advisable to only take the trophies to the venue on the day of the event for motocross, and not on practice day.
- Keep trophies in a secure room and only unpack them approx. 30 minutes prior to the start of the event – once again to eliminate danger of damage or loss of trophies

“NICE TO HAVE”

We know that due to budget constraints, very few FMNs/Clubs are able to afford having a dedicated Media Officer for an event, and that they rely mostly on the media members and journalists who may be attending the event, to send releases following the event.

However, if the person responsible for the website and social media platforms of the host FMN/Club is able to attend the event and could post updates during the course of the event via social media this would be a bonus.

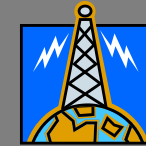
RECORD ALL CONCERNS AND PROBLEM AREAS



Thanks to modern technology available to us, we hardly ever use paper and pen to make notes to ourselves. However, WIFI access or strong mobile phone signals are not always available at the venues where events are held, and we have no option but to revert to old fashioned written notes.



With so many things to remember and attend to during practice and the actual event, it is very easy to forget what might appear to be a small (but unnecessary) problem at the time, after the event. Carry a small notebook and pen in one of your pockets at all times during practice and the entire event – including the prize-giving - and record any point of concern which had to be dealt with or resolved.



Also make a note of what was done to resolve a problem – as well as personal thoughts as to why the problem occurred in the first instance.



Capture all these points into a single document – preferably the day following the event when all issues are still fresh in the mind. Points recorded by all members of the organising committee have to be added as Agenda items for the 'post mortem' meeting, to discuss the reasons why these problems arose and what action to take to avoid similar situations at the next event.



AFTER EVENT

- Removal of equipment, stationery, etc
- Removal of banners, flags, etc
- Submission of Results
- Submission of Official Reports
- Media Release
- Submission of material for CONU and FMN websites
- Removal of rubble and recyclables
- Thanking officials
- “Post mortem” meeting



REMOVAL OF EQUIPMENT



- One of the Organising Commission members should assume responsibility for ensuring that any hired equipment (back up generators, etc) are locked up in a secure room when no longer required, until collected by the company from whom they have been hired.
- Office equipment and stationery which will no longer be required at the end of the day should not be left unsecure during the time of the prize-giving

REMOVAL OF BANNERS AND FLAGS



All CONU, FMN or Club banners and flags should be removed immediately after the end of an event to avoid them possibly being taken as 'souvenirs' by enthusiastic spectators, or damaging the environment afterwards (especially for cross country events). Sponsors of course normally have dedicated persons to take care of the removal of their banners/flags.

SUBMISSION OF OFFICIAL REPORTS



Our admin responsibilities do not end at the finish of the event, but only once all official results, reports and other documentation have been distributed. We expect competitors to submit entries timeously and to comply with sporting and technical regulations, and they are accordingly entitled to expect us as organisers and officials, to also comply with FIM and our own regulations, and to likewise respect deadlines!

The deadline for submission of the various Official Reports are listed below and should be clearly marked/captured in diaries already prior to the event. (All forms are posted on the FIM AFRICA website):

- **UPDATED ENTRY LIST AND OFFICIAL RESULTS:**

TO BE SENT TO THE SECRETARY GENERAL WITHIN 3 WORKING DAYS AFTER THE EVENT

- **CLERK OF COURSE REPORT:**

TO BE SENT TO THE FOLLOWING WITHIN 5 WORKING DAYS AFTER THE EVENT:

- The Secretary General
- Jury President and Jury Members
- Director Sporting
- The President

- **JURY PRESIDENT REPORT:**

TO BE SENT TO THE FOLLOWING WITHIN 5 WORKING DAYS AFTER THE EVENT:

- The Secretary General
- The Clerk of the Course
- Jury Members
- Director Sporting and relevant Working Group Chairman
- The President

■ **ENVIRONMENTAL STEWARD REPORT:**

TO BE SENT WITHIN 5 WORKING DAYS AFTER THE EVENT TO:

- The Secretary General
- The Clerk of the Course
- Jury President and Jury Members
- Chairman of Environment Commission Working Group
- The President

■ **MEDICAL REPORT:**

TO BE SENT TO THE FOLLOWING WITHIN 5 WORKING DAYS AFTER THE EVENT:

- The Secretary General
- The Clerk of the Course
- Jury President and Jury Members
- Director Sporting
- The President

■ **EVENT REPORT FORM:**

TO BE SENT TO THE FOLLOWING WITHIN 5 WORKING DAYS AFTER THE EVENT:

- The Secretary General
- The President
- Vice President

ARTICLES AND PHOTOS



It is highly recommended to send photos and articles of the event – preferably the first working day after the event – to the following persons for posting on the website, social media platforms:

- The FIM AFRICA webmaster
- The President
- The Secretary General



When compiling articles on the event, remember that while the top competitors in each class deserve to be recognised and receive the lion's share of coverage, as many of the other competitors as possible should also be mentioned in the article – or at least be included in some of the photos.

Where possible, ensure that photos featuring a number of riders together (at the start, during the event or at the finish – or even in the pits) are included. When photos featuring single riders only are submitted, it could be considered as being biased. Photos of the track or taken along the route of a cross country event should also be submitted.

Remember that not only the competitors, but also the Officials made the event possible, so why not add something in the article about the Officials on the day as well as including some photos featuring them 'at work' during the event!

Consider the article and the photos to be submitted as a perfect opportunity to promote not only the competitors and the category concerned, but also the venue – and your country.

REMOVAL OF RUBBLE AND RECYCABLES



For motocross as well as cross country and any other events that hold a FIM AFRICA Permit, follow up to ensure that rubble for landfills and all recyclables are collected and removed from the venue – preferably within three days from the day of the event

For cross country events, also arrange for any route markers that are not bio-degradable, to be removed immediately after the event and that any items which may have been left along the route and could be detrimental to fauna and flora in the area, are also removed as a matter of priority after the event.

THANKING THE VOLUNTEERS



We know that officials are normally thanked for their hard work and effort at the event prize-givings. However, some of them may still be busy packing things away or may not hear that they are being thanked. Thanking all Officials in writing no later than the week following the event, will go a long way to ensure that they remain passionate, enthusiastic and committed, and that they may be prepared to give up their time to work at the next event!.

Attaching photos of them taken during the event to the letter, would be an added bonus!

POST MORTEM MEETING



It is imperative for this meeting to be held within a maximum of seven days after the event, before even small items can be forgotten.

The meeting must not be a ‘closed meeting’ for Organising Committee members, but all senior officials (including sporting) who were involved in the event, should attend. To ensure that as many officials as possible can attend, it is preferable for the meeting not to be held during business hours (bearing in mind that several of the officials may have had to take time off work/ their businesses for the actual event).

Enjoying a light dinner during the meeting will also highlight that everyone is considered as “part of the team” and that their views and contributions are valued and recognised – and of course also strengthen working relationships for future events.

FIM'S CONTINENTAL UNION FOR MOTORCYCLING IN AFRICA



www.fim-africa.com