



FIM AFRICA MEDICAL WORKING GROUP TERMS OF REFERENCE AND OPERATING PRINCIPLES

PURPOSE

To provide the leadership necessary to ensure that all steps are taken to protect the safety and well-being of competitors and officials in all categories of motorcycling, and that WADA Anti-Doping requirements are complied with

FIM AFRICA Strategic Direction

Vision

- ◆ Excellence, professionalism in hosting and organising of all FIM Africa events
- ◆ Concern for rider health and safety (*sport, leisure, touring*)
- ◆ Financial sustainability and accountability
- ◆ Recognition of FIM Africa Continental Championships
- ◆ Responsible environmental conduct amongst all motorcycle federations and riders
- ◆ Inclusion of women in all types of motorcycle activities
- ◆ Recognition of motorcycling as a 'family friendly' activity
- ◆ Positive image and awareness of motorcycling established (*government and public*)

FIM AFRICA's success is powered by its:

- ◆ Skilled, passionate volunteers
- ◆ Representation of women, riders and the younger generation in leadership positions
- ◆ Recognition and respect for different cultures throughout the Continent
- ◆ Strong brand awareness supported by active merchandising campaigns
- ◆ Ensuring sponsors receive value for their investment (*events and general*)

Values

- ◆ Highest standards of excellence, fairness, inclusion, unity & transparency guide all processes
- ◆ Sportsmanlike behaviour in all facets
- ◆ Education and training (riders, officials and FMNs) to ensure FIM Africa's vision is met
- ◆ Recognizing that the passion and commitment of volunteers is its backbone
- ◆ Consistent application of rules and regulations (*recognition of development needs*)
- ◆ Uniting countries/FMNs and developing closer communication between various FMNs

RELATED FIM AFRICA ACTION PLAN OBJECTIVES

Governance

- ◆ Update FIM AFRICA Medical Code (based on FIM Medical Code and adapted for local conditions)
- ◆ Carry out functions as contained in FIM AFRICA's Statutes and By Laws
- ◆ Identifying, evaluating and controlling key medical and safety issues on a huge continent influenced by political/cultural diversity
- ◆ Investigate potential to learn/borrow from some of the big FMNs outside Africa
- ◆ Understand that war, political instability, devastating droughts and famine, floods, poverty and HIV/AIDS are having devastating effects on economies and daily lives of many Africans

Government & Public Policy (*Political & Public Policy Trends*)

- ◆ Monitor accident involvement of groups of motorcycles which have a profound impact on public perception and social acceptance of the motorcycle
- ◆ Liaise with FMNs to write a 'safety message' in their event programmes so as to promote rider safety

Environment

- ◆ Relay message to all FMNs that climate change is a reality and a global concern and as such must remain on the FIM AFRICA Agenda 'forever' (i.e. disposal of medical products at events)
- ◆ Provoke local media to report on FIM AFRICA campaigns (the positive aspects of motorcycle sport and motorcycles)

Equity & Access

- ♦ Make every effort to encourage disabled persons to become involved in motorcycling
- ♦ Increase participation of women, veterans and the youth in Working Group projects

The Sport

- ♦ Ensure that no FIM AFRICA event takes place unless the requirements of the FIM AFRICA Medical Code are adhered to.

Technology Trends

- ♦ Utilise website to share new developments relating to rider safety
- ♦ Optimum use of e-communication, Skype calls, website, social media
- ♦ Increase FIM AFRICA exposure on all popular/social networking platforms

Volunteerism

- ♦ Ensure that volunteers are recruited and/or trained with the specific skills necessary to carry out their responsibilities with the highest level of professionalism and in accordance with current standards and best practices
- ♦ Ensure that medical personnel are easily recognizable by competitors and other officials

COMPOSITION

The Working Group shall consist of the FIM AFRICA Medical Working Group Chairman, and members with a medical background (i.e. qualified medical practitioners, paramedics, nurses, etc.) as provided for in Art. 17 of the FIM AFRICA Statutes.

SPECIFIC RESPONSIBILITIES

- 1) Ensure compliance with the FIM AFRICA Medical Code at all FIM AFRICA events
- 2) Review the FIM Medical Code each year to ensure that it complies with that of the FIM
- 3) Ensure that the FIM AFRICA Medical Report and Accident Statistics Form contain all relevant information, are practical, and updated at least once per annum
- 4) Implement, monitor and evaluate a **Work Plan** to implement the strategic direction for all medical and rider safety related matters, ensuring that all applicable objectives and actions from FIM AFRICA's Action Plans are addressed
- 5) Ensure that the Working Group's SWOT Analysis is updated prior to the development of annual Work Plans
- 6) Research potential new medical rules to ensure related recommendations at meetings are evidence based
- 7) Facilitate and/or organise training workshops, seminars and/or any other necessary forums and/or meetings to ensure that Working Group members are qualified at all times to perform the duties required of them in a satisfactory manner
- 8) Ensure on-going two way communication between the Working Group, Council and other Working Groups (in particular the Sporting Working Group), including but not limited to the opportunity to provide input regarding impact of emerging medical trends and innovations
- 9) Establish and maintain strong relationships with FMNs in order to ensure a clear understanding of the medical situation in each country
- 10) Provide written reports on achievements, implementation of Work Plan items, targets, etc. and submit such reports to Council on a regular basis
- 11) Ensure a formal mechanism for seeking input from organisers, officials and competitors where applicable
- 12) Increase the number of opportunities for females, veterans and the youth as well as the disabled where possible
- 13) Recruit former competitors with medical background/experience to become members of the Working Group
- 14) Explore opportunities to enhance, expand and develop FIM AFRICA's medical policy and programme
- 15) Work with the Chairman, Secretary General and the webmaster to increase the visibility of the Working Group's campaigns and projects
- 16) Establish close co-operation with external parties who are also experts in the medical field
- 17) Facilitate sharing of successful medical strategies and initiatives
- 18) Liaise with all FMNs to ensure that copies of all event regulations are submitted to the Working Group Chairman in order to keep a register of events and to follow-up with organisers regarding medical matters after events
- 19) Work closely with the CMOs of FIM AFRICA events to ensure that all medical requirements are being addressed well in advance of an event and that hospitals/clinics are pre-warned to make provision for possible admission of injured riders
- 20) Check all Medical Reports immediately after an event to ensure that the required medical personnel as listed in the event regulations (and as per the requirements of the FIM AFRICA Medical Code) were present at the event

- 21) Check all Accident Statistics Forms immediately after an event to establish whether any rider sustained severe injuries (including concussion) and whether riders were hospitalised, and keep a register of all such injuries
- 22) Compile and maintain an "Injury List" of riders who sustained severe injuries and who require a "medical fitness" certificate following such injury before being allowed to participate again
- 23) Work with the Chairman and Secretary General regarding Anti-Doping testing at events, as per WADA requirements
- 24) Improved communication structures and methodology
- 25) Replace "face to face" meetings with Teleconference/Skype Calls wherever possible
- 26) Encourage women with a medical background to attend Medical Seminars/Forums and to become involved at events
- 27) Encourage event organisers to ensure that at least one woman is included in the medical personnel for events
- 28) Submit medical related articles for inclusion in the FIM AFRICA electronic Newsletter on a regular basis
- 29) Provide written reports of achievements, implementation of Work Plan items, targets, etc. and submit such reports to Council for review on a regular basis (and to delegates at the General Assembly)
- 30) Be active advocates (educate and promote) for rider health and safety
- 31) Act in accordance with powers, responsibilities and procedures contained in the FIM AFRICA Statutes and By Laws and other approved policies
- 32) Undertake responsibilities delegated by Council which are consistent with the purpose of the Working Group

COMMITMENT OF WORKING GROUP CHAIRMAN AND MEMBERS

- ♦ **Work by consensus**
- ♦ Assume responsibility and accountability for specific tasks and deliver within the agreed time frames
- ♦ Communicate concerns and doubts about Working Group decisions and/or the process within the Working Group and "**speak with one voice**" once the Working Group's recommendations have been agreed upon
- ♦ Treat discussions within the Working Group as works in progress, recognising that recommendations may be altered in order to enhance co-ordination and harmonisation of different disciplines within FIM AFRICA
- ♦ Be accessible by e-mail and by other electronic means such as Skype, Conference Call or other means that may be determined from time to time by Council
- ♦ Respond to requests or input within a minimum of 72 hours to maximum 7 days, depending upon the situation and agree that where circumstances prevent participation, that everyone will respect and support the consensus of the rest of the Working Group
- ♦ All members agree that they will not – either during or after their term of office – disclose to any third party, or use information deemed to be confidential by FIM AFRICA, without the written approval of Council
- ♦ Any member who has a direct or indirect, financial or material interest or otherwise in any matter under discussion, shall declare such interest at the start of the discussion, and such interest shall be recorded in the Minutes of the meeting in question. Any member who has any interest as set out above, shall not seek to influence debate on a proposal, nor vote in respect of the said proposal.

REPORTS TO

FIM AFRICA Council

WORKS WITH

Other relevant FIM AFRICA Working Groups
The FIM AFRICA Secretary General

AUTHORITY AND DECISION MAKING

Decisions delegated to the Working Group

Decisions within the Working Group will generally be made by consensus. If a formal vote is requested by a member, each member shall have one vote, but in instances where a country has more than one member on the Working Group, only one of the members from the said country shall be entitled to vote. The Working Group Chairman shall have a casting vote.

The Working Group shall have the authority to make the following decisions:

- ♦ Exploring potential opportunities and/or carrying out responsibilities outlined within these Terms of Reference
- ♦ Appoint sub-committees to investigate/work on specific activities within the Working Group Work Plan
- ♦ Invite experts in a particular subject area to participate in specific discussions at meetings or work related to their area of expertise (such experts will have no voting rights)

Any decision that may have a financial impact on FIM AFRICA must be ratified by Council.

MEETINGS

The Working Group will meet as necessary to achieve the targets outlined in its approved Work Plan. This will include a meeting every second year, and at other times via Online Platforms, or at events where Working Group members are present. The principal method of communication and decision-making between meetings shall be by e-mail. The time and location of unplanned essential meetings will be determined by the Working Group Chairman and approved by Council due to financial constraints.

RECORD OF MEETINGS AND ACTIVITY

The Working Group Chairman is responsible for ensuring that a record of all meetings and actions of the Working Group are maintained and that these are distributed to all Council members as well as the Secretary General. A copy of all Minutes shall be kept on file by the Secretary General.

TERM OF OFFICE

As per Art. 15.8 of the FIM AFRICA Statutes.