



# **FIM AFRICA MX PROMOTER MANUAL**



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## GENERAL REMARKS

- In this document, the ORGANISER will be called the PROMOTER and will be referred to as his FMN.
- The present document shall be considered as a main agreement between the PROMOTER and FIM AFRICA.
- FIM AFRICA and the PROMOTER agree that the main goal is to organize and promote the FIM AFRICA Motocross Championship in its highest possible quality-level and will do all its best to achieve such goal by delivering a very high standard of services and personnel.
- Therefore, the PROMOTER commits himself to respect all demands and requirements included in the last updated version of the present PROMOTER'S MANUAL, or its updates (if any).
- If not stipulated otherwise in this Promoters Manual, the PROMOTER shall provide FIM AFRICA with all required installations, services and personnel.

## I. DOCUMENTS – RULES – CODES

In every event of FIM AFRICA Motocross Championship, the Promoter must respect a certain number of rules, codes, and conventions.

The following list of publications is a short overview of these regulations. It may well be possible that other rules and regulations, not appearing in this list, must be respected.

We recommend all Promoters to get as much information as possible on these items.

### I.1 (FIM AFRICA)

#### Fédération Internationale de Motocyclisme (FIM)

- I.1.01 The current FIM AFRICA/FIM Sporting Code
- I.1.02 The current FIM AFRICA/FIM Motocross Regulations
- I.1.03 The current FIM AFRICA/FIM Motocross Circuit Standards
- I.1.04 The current FIM AFRICA/FIM Motocross Technical Regulations
- I.1.05 The current FIM Medical Code
- I.1.06 The current FIM Disciplinary and Arbitration Code
- I.1.07 The current FIM Environmental Code
- I.1.08 The current Supplementary Regulations
- I.1.09 The Motocross Track File containing:
  - Official FIM AFRICA approved map and topography of the Circuit
  - Copy of the last FIM AFRICA Inspection Report
  - Copy of the Third Part Insurance Policy



## **I.2 National Federation (FMNR)**

I.2.01 FMNR conditions and demands appearing in the FMNR approval form for the current Event

## **I.3 Local Authorities**

- I.3.01 Official Permits or Approval forms of the current Motocross FIM AFRICA Championship organisation
- I.3.02 Safety and Environmental regulations with respect to open air mass Events
- I.3.03 Regulations and concerning traffic management

## **I.4 Insurance**

I.4.01 Insurance provided by the Promoter

# **II.ORGANISATION & ADMINISTRATION**

## **II.1 FIM AFRICA**

SEE FIM AFRICA RULES AND REGULATIONS in its latest updated version.

### ***II.1.01 FIM AFRICA Staff***

For further enquiries please contact FIM AFRICA Secretariat  
By Email: [fimafrica@fim-africa.com](mailto:fimafrica@fim-africa.com) – +2760 796 0500

### ***II.1.02 Promoter's Staff***

As teamwork is very important to have success in organising a major Event like the FIM AFRICA Motocross Championship, we would like the Promoter to communicate us as soon as possible, but at least one month before the Event, its Management, and staff for the Event.

More specific we would like to know who will be responsible for the following fields:

- General Management
- Responsible for infrastructures, materials and services
- Responsible for track and watering system
- Responsible for the Welcome Office (secretary of the event)
- Responsible for Press and promotion
- Responsible for Advertising + Public Area+ Personnel

The Promoter must send FIM AFRICA the following information:

- Information on the Tourist Office:
- Information of the Circuit:



- map of the Circuit
- profiles
- distances
- description of the ground
- address and contact details of the Circuit

### **III INFRASTRUCTURES AND EQUIPMENT**

#### **III.1 In the neighbourhood of the motocross-site**

##### ***III.1.01 Access and internal roads and traffic guidance***

###### **III.1.01.A Material specifications**

Access, internal and emergency roads must be sufficiently hardened, large enough and completely free of obstacles so that they are easily accessible for the trucks of Teams, Emergency Services, and suppliers. If necessary, trees and bushes must be trimmed and branches must be cut.

###### **III.1.01.B Regulations**

- FIM AFRICA/FIM MOTOCROSS CIRCUIT STANDARDS
- FIM ENVIRONMENTAL CODE
- Rules and recommendations of local authorities and police

###### **III.1.01.C Planning**

Traffic management has to be agreed on with Local authorities and Police so that the entering and departing traffic goes smoothly.

##### ***III.1.02 Welcome Office (Secretariat of the event)***

###### **III.1.02 A Material specifications**

In order to have a correct distribution of passes and information, it is necessary to have a Welcome Office close to the paddock.

It must be a room in an existing building or a mobile office of at least 18m<sup>2</sup> with the following aspects:

- tables and chairs
- sufficient lighting
- a small photocopy machine
- small office equipment like pencils, balpens and tackers
- all necessary information like official programmes, maps and rules

The Welcome Office has to be indicated in English and the local language (if necessary).



### **III.1.02 B Regulations**

- FIM AFRICA/FIM MOTOCROSS CIRCUIT STANDARDS

### **III.1.02 C Planning**

The Welcome Office must be operational the following hours:

- Friday from 08.00 h till 19.00 h.
- Saturday from 07.00 h till 18.00 h.
- Sunday from 07.00 h till 18.00 h.

### **III.1.03 Public parking**

#### **III.1.03 A Material specifications**

In agreement with the Local Authorities and neighbours, the Promoter must foresee enough public parking. The parking must design in such a way that it can be easily filled and as easily evacuated if necessary.

ATTENTION: the public parking area must be completely separated from the Paddock and have completely separated entrance gates.

#### **III.1.03 B Regulations**

- FIM AFRICA/FIM MOTOCROSS CIRCUIT STANDARDS
- Regulations and rules from the local authorities and police.
- Conventions with neighbours

#### **III.1.03 C Planning**

The public parking should be completely operational from Friday morning to Sunday evening.

### **III.1.04 Hospital**

#### **III.1.04 A Material specifications**

It is absolutely necessary to arrange high quality hospital services for all contestants, collaborators and public. An emergency plan must be designed with the nearest hospital as the mean medical centre.

It is recommended that both hospital and motocross site are equipped with a landing area for helicopters.

If Mobile Sport ambulance services are available on the motocross site, the Promoter should inform and insist that the Chief Medical Officer implicates these services and equipment in his medical management.





#### **III.1.04 B Regulations**

- FIM SPORTING CODE
- FIM MEDICAL CODE
- FIM AFRICA/FIM MOTOCROSS CIRCUIT STANDARDS
- Local security regulations and procedures.

#### **III.1.04 C Planning**

The hospital must be on standby from Friday morning till Monday afternoon.

A Mobile ambulance, if present, should be operational from Saturday morning.

### ***III.1.05 Promotion and Event announcements***

#### **III.1.05 A Material specifications**

A well-designed planning and strategy is absolutely necessary to obtain the best publicity over the whole country. Furthermore, a high-quality standard and attractive presentation of the Event must excite the public to attend the FIM AFRICA Motocross Championship.

The Promoter must undertake all necessary actions to have a promotion that corresponds with the high level of the FIM AFRICA Championship Motocross.

#### **III.1.05 B Regulations**

- FIM ENVIRONMENTAL CODE
- Local regulations concerning publicity and announcements

### **III.2 On the motocross-site**

The motocross site is the whole set of grounds and installations necessary to organise the FIM AFRICA Championship Motocross, reassembled in a well-defined space.

In order to prevent undesired visitors on the motocross site, the Promoter must use existing, natural barriers or surround the area completely with high, strong fencing.  
Guards outside of this fencing is highly recommended.

#### ***III.2.01 Paddock***

##### **III.2.01 A Material specifications**

Paddock must be a completely flat, hard standing ground of 5.000 m<sup>2</sup>, by preference in concrete or asphalt.

The area must be and stay hard standing under all heavy weather conditions. It must be strongly compacted and well-prepared so that all trucks can enter, stay and leave easily without appearance of deep traces.



Minimum 2 big fire-extinguishers must be placed near to the Paddock, during the whole Event.

1 Big sheltered board ( $\pm 1\text{m} \times \pm 2\text{m}$ ) near the Paddock entry to post information and results.

The Promoter should install a system of mobile drink water supply to the Riders and teams requesting to be supplied with drink water.

A minimum of 4 toilets should be installed, cleaned and well-maintained during the Event.

All sanitary installations must be open for team members without having to pay a fee.

Electrical safety lighting to secure Paddock during the night is recommended.

Minimum 1 container for used oil, and 2 containers for industrial waste have to be present.

Paddock must be completely surrounded by fences or similar materials and this fencing must have one large entry gate for vehicles, one entrance gate for the Riders to enter the Track.

When organising special activities on the evening before the Event, the Promoter must respect the Paddock silence as specified in the FIM AFRICA/FIM regulations.

#### **III.2.01 B Regulations**

- FIM AFRICA/FIM SPORTING CODE
- FIM AFRICA/FIM MOTOCROSS REGULATIONS
- FIM AFRICA/FIM MOTOCROSS CIRCUIT STANDARDS
- FIM ENVIRONMENTAL CODE

#### **III.2.01 C Access**

Only vehicles from Participants, Supporting Industry, FIM AFRICA Officials and Organisation have access to Paddock.

Personal cars may not be parked in Paddock.

All persons present in Paddock must carry their pass visibly during the whole Event.

#### **III.2.01 D Planning**

Paddock must be completely operational from Thursday noon till Monday noon.

#### **Remarks:**

Pedestrians with the necessary pass have to be able to enter and leave continuously during the whole event.

### **III.2.02 Bike wash**

#### **III.2.02 A Material specifications**



Near to Paddock the Promoter may install a bike wash area to wash the Riders' bikes.

The bike wash must have a special draining system corresponding with the local regulations and environmental codes on wastewater dumping.

#### **III.2.02 B Regulations**

- FIM AFRICA/FIM MOTOCROSS CIRCUIT STANDARDS
- FIM ENVIRONMENTAL CODE
- Local safety and environmental rules and regulations

#### **III.2.02 C Access**

The access to the bike wash is preferential for the Riders of the FIM AFRICA Championship.

#### **III.2.02 D Planning**

The bike wash must be operational from Friday noon till Monday noon.

### ***III.2.03 Test track***

#### **III.2.03 A Material specifications**

Very close to Paddock, the Promoter should install a test track for Riders and their Mechanics. This test track should be fenced, having a length of  $\pm 50\text{m}$  and a width of  $\pm 10\text{m}$ . and divided into two contiguous tracks with a safe separating fence so that the shape of an oval is formed.

#### **III.2.03 B Regulations**

- FIM AFRICA/FIM MOTOCROSS CIRCUIT STANDARDS

#### **III.2.03 C Access**

For security reasons, Riders and their Mechanics should only use the Test Track to test their bikes.

#### **III.2.03 D Planning**

The Test Track must be operational from Friday morning till Sunday evening.

### ***III.2.04 Technical control and Waiting zone***

#### **III.2.04 A Material specifications**

The Waiting zone is a completely hard standing, drained, high-fenced area, of minimum  $400\text{ m}^2$ , just behind the start area, equipped with separate boxes for 42 motorcycles. Each box must be big enough to have besides the Rider and his bike also an two mechanic.



The Waiting zone must have one guarded entrance and one guarded exit to give access to Paddock on one side and access to the Track on the other side.

At the entrance at the Paddock's side, the Promoter must put a clock with the correct local time, which is clearly visible. The Chief Timekeeping must always approve this clock.

Before entering the Waiting zone or leaving the track, the bikes must always pass the Technical control, which is a fenced area of 15m x 15m, fully covered with a roof or tent, with 2 tables and 4 chairs, where all measurement are installed. If necessary there should be electrical power points and lighting.

The Promoter has to place signs with 'no smoking', 'engine off', 'entry' or 'in' and 'exit' or 'out'.

Minimum 1 fire-extinguisher must be placed in the waiting zone and 1 in the technical control area, during the whole Event.

A minimum of 1 toilet should be installed, cleaned and well-maintained during the Event.

### **III.2.04 B Regulations**

- FIM AFRICA/FIM SPORTING CODE
- FIM AFRICA/FIM MOTOCROSS CIRCUIT STANDARDS
- FIM AFRICA/FIM MOTOCROSS REGULATIONS
- FIM AFRICA/FIM MOTOCROSS TECHNICAL REGULATIONS

### **III.2.04 C Planning**

The Waiting zone must be operational from Saturday morning till Sunday evening.

Technical control must be operational from Friday morning till Sunday evening.

The exact openings hours of these three zones must be conform to the FIM AFRICA regulations.

### **III.2.05 Start area and Track**

#### **III.2.05 A Material specifications**

First of all, the track must be inspected by FIM AFRICA and have obtained the FIM AFRICA homologation for organising the FIM AFRICA Motocross Championship Event.

The Promoter must be prepared for the most extreme weather conditions. In close co-operation with FIM AFRICA track inspector, Jury President and Clerk of the Course, the Promoter must carry out all necessary works in the shortest time possible. Therefore, a good working crew and the required machinery should be present from Friday morning till Sunday evening.

The Promoter should have at least the following equipment operational on the track:

- ◆ 1 heavy loader on tyres
- ◆ 1 mini digger to remove small quantities of dirt and to dig necessary trenches



The Jury President the FIM AFRICA Officials can decide that more machines are needed.

Having too much dust or too much mud on the track is unacceptable; therefore, the Promoter must install a fixed or mobile watering system with guaranteed water supply that can water the track in a short time.

Sufficient well-guarded gates must be placed in this fencing for Paramedics, Press and Working Crew. They must stay closed during practices, start procedure and the races.

There have to be sufficient straw bales, wrapped in plastic, for security reasons and for creating several race lanes.

The Promoter must pay extra attention to the zone of 3m between starting gate and rear barrier and the zone of 3m behind the barrier. The zone of 3m behind the rear barrier must be hard standing, drained, flat, and obstacle free and situated on the same height level as the top of the rear barrier. So it is easy for the riders to go to their starting position.

Minimum 1 fire-extinguisher should be placed near the start area, during the whole Event.

### **III.2.05 B Regulations**

- FIM SPORTING CODE
- FIM MOTOCROSS CIRCUIT STANDARDS
- FIM MOTOCROSS REGULATIONS

### **III.2.05 C Access**

The start area just in front and just behind the starting gates is only accessible for FIM AFRICA staff, Riders, Press and Officials.

The track is only accessible for Event staff, FIM AFRICA staff, Flag Marshals, Officials, Medical service personnel, Photographers and Camera men having the necessary pass or bib.

### **III.2.05 D Planning**

The track must be fully operational from Friday noon before the Event till after the last race.

The Promoter must start working on the track and watering it in advance to have an optimised, attractive track.

At least two months before the Event, the Promoter must send FIM AFRICA a map of the Track and a complete planning of work that he proposes to carry out before and during the Event. Together with this information he should send his proposition for the zones with and without public so it can be approved by FIM AFRICA.

The Promoter and the Clerk of the Course must respect and carry out all the work requested by the FIM AFRICA Jury President from Tuesday noon till Sunday afternoon.

Heavy equipment with experienced drivers must be in operational stand-by from Friday morning before the Event till the end of the last race on Sunday.

Watering system must be operational from Tuesday morning till Sunday evening.

Before watering the Track during the week of the Event, the Promoter must agree with FIM AFRICA Jury to avoid difficulties in the planning of all other works to be carried out.

The Starting area must be operational from Friday morning before the Event till the end of the last race.



The exact opening hours of these two zones must be conforming to the FIM AFRICA regulations.

### ***III.2.06 Pit (= Signalling and Repair zone)***

#### **III.2.06 A Material specifications**

The Pit zone is a completely high-fenced area of 10m x 50m, with one entrance and one exit.

This zone must be situated along the track and have access to Paddock.

Signs indicating “Entrance” or “In” “Exit” or “Out”, “No smoking” have to be placed by the Promoter as well as minimum 2 fire-extinguishers for burning engines, oil or fuel.

Minimum 1 fire-extinguisher must be placed in the pit zone, during the whole Event.

#### **III.2.06 B Regulations**

- FIM AFRICA/FIM SPORTING CODE
- FIM AFRICA/FIM MOTOCROSS CIRCUIT STANDARDS

#### **III.2.06 C Access**

Alcohol is prohibited at this area.

#### **III.2.06 D Planning**

The Pit zone must be operational from Friday morning before the event till after the last race.

### ***III.2.07 Timekeeping area and equipment***

#### **III.2.07 A Material specifications**

Timekeeping room of minimum 30 m<sup>2</sup>, equipped with;

- 6 tables, 8 chairs
- electrical power points (if necessary)

This timekeeping compound must have a direct and clear view on the finish line.

#### **III.2.07 B Regulations**

FIM AFRICA/FIM MOTOCROSS CIRCUIT STANDARDS



### **III.2.07 C Planning**

The Timekeeping area, including access roads, must be operational and high-fenced from Saturday morning before the Event till Sunday evening after the last race.

### **III.2.08 Media centre (if required)**

#### **III.2.08 A Material specifications**

A room of min 60 m<sup>2</sup>, clean and on a quite emplacement, including strong enough electrical lighting.

By absence of a room in a building the Promoter must put a tent with hard wall cladding and a solid floor or containers, equipped with strong enough electrical lighting as journalists sometimes work in the evening. Enough tables and chairs for journalists.

Enough sheets of plain white paper A4 format=

Small office equipment such as staplers, pencils, ballpoints, etc.

#### **III.2.08 B Regulations**

➤ FIM AFRICA/FIM MOTOCROSS CIRCUIT STANDARDS

#### **III.2.08 C Access**

Access to the press centre is only admitted to Press, FIM AFRICA.- and Promoter's Management, Jury members and others carrying the necessary pass. All persons must carry their pass visibly during their stay in the Press Room.

#### **III.2.08 D Planning**

The Media Center must be operational from Friday at 12:00 AM before the Event until Sunday evening.

In general, the Media Center must at least be open 1 hour before the start of the activities on the track until minimum 1 hour after the last practice or race.

### **III.2.09 Jury room**

#### **III.2.09 A Material specifications**

The Jury room must be a clean, guarded and completely fenced room or tent with a hard wall cladding and a solid floor of minimum 30m<sup>2</sup>. It must be situated at a quite place not too far from the Track and Paddock.

The Jury room must be equipped with;

- sufficient tables and chairs for at least 25 people
- a document-dispatching system to distribute documents to all people attending the Jury meeting



The Jury room must include a separate table for the Jury Secretariat, equipped with;

- a word processor
- a printing device
- a small photocopy machine
- 4 electrical power plugs

On one of the walls a large map of the track and its facilities must be shown and the complete Track file with FIM AFRICA inspection and homologation forms and FIM AFRICA inspectors' remarks should be available as well.

Depending on the period in which the Event is organised it might be necessary to have electrical lighting, heating and air-conditioning for the Jury room.

The Promoter should install 1 toilet near the jury room.

### **III.2.09 B Regulations**

- FIM AFRICA/FIM MOTOCROSS CIRCUIT STANDARDS

### **III.2.09 C Access**

Jury room is only accessible for the persons that need to attend the meetings of the Jury.

### **III.2.09 D Planning**

The Jury room must be fully operational from Friday before the event till Sunday evening.

## **III.2.10 Podium area**

### **III.2.10 A Material specifications**

Near the finish line the Promoter must foresee a flat, hard standing, drained, and guarded area from 15m x 20m as Podium area. It must be completely surrounded with fences.

### **III.2.10 B Regulations**

- FIM AFRICA/FIM MOTOCROSS CIRCUIT STANDARDS

### **III.2.10 C Access**

In the fencing of the podium area there can be maximum two gates: one gate at the trackside and one gate at the public side.

### **III.2.10 D Planning**

The Podium area must be completely operational from Friday morning before the Event.





### ***III.2.11 Closed park***

#### **III.2.11 A Material specifications**

Near the finish line, at the exit the track the Promoter has to install the Closed Park, which is a completely high-fenced and guarded area of minimum 30 m<sup>2</sup> to park the necessary number of bikes indicated by the Officials after each race.

#### **III.2.11 B Regulations**

- FIM AFRICA/FIM MOTOCROSS CIRCUIT STANDARDS
- 

#### **III.2.11 C Access**

Closed Park is destined to park the motorcycles, at the end of the last race, of the Riders that are notified or indicated following the FIM AFRICA regulations.

#### **III.2.11 D Planning**

The Closed Park must be operational from Saturday morning till Sunday evening.

### ***III.2.12 Public address system***

#### **III.2.12 A Material specifications**

The Public Address system must be a powerful sound system with high quality performance.

The speakers must be placed in such a way that all people concerned (public, teams and riders) can hear the information.

The speakers have to be placed where the majority of the spectators can hear the information.

The Promoter must surround the sound towers with extra high fencing so it is well-protected from the public.

If the Promoter takes care of the sound system, he must ensure that all necessary equipment like loudspeakers, microphones, amplifiers, cd-players, etc. is from a high quality standard.

#### **III.2.12 B Regulations**

- FIM AFRICA/FIM MOTOCROSS CIRCUIT STANDARDS



### **III.2.12 C Extra**

We recommend the Promoter to have the comments in English and in the Local Language.

### **III.2.12 D Planning**

The public address system must be operational from Saturday morning before the Event till Sunday evening.

## **III.2.13 Public areas**

### **III.2.13 A Material specifications**

There will be zones where the public is allowed as well as zones where the public is not allowed. The emplacement of these zones must be agreed with FIM AFRICA jury.

The spectator zones must be surrounded with fences. They must prevent spectators, especially children, from running on the track during races. The Promoter has to ensure that the gates in these fences are well-guarded.

The Promoter must install enough toilets for both men and woman and ensure that they are cleaned and disinfected regularly during the whole event.

Last but not least the Promoter has to make sure there are enough fast food and soft drinks facilities for the public. The placement of these facilities must always be done in accordance with FIM AFRICA.

### **III.2.13 B Regulations**

- FIM AFRICA/FIM SPORTING CODE
- FIM AFRICA/FIM MOTOCROSS CIRCUIT STANDARDS
- FIM ENVIRONMENTAL CODE

### **III.2.13 C Planning**

The Public areas must be fully operational from Friday morning before the Event.

## **III.2.14 Insurance, Medical services, fire fighting services**

### **III.2.14 A Material specifications**

THE PROMOTER shall arrange (at no cost to FIM AFRICA or the Competitors) for the provision of third party liability insurance (including nervous shock) insuring the FIM AFRICA, the Competitors (or any of them), the directors (or other officers), employees, drivers, agents, contractors and guests of FIM AFRICA or of the FIM AFRICA against all risks (including but not limited to death of or injury to any person or loss or damage to any person suffered as a result of the riding or pushing of a motorcycle whether the same be cause or contributed to by the negligence of any person or by breach of contract or by any other act or omission on the part of the FIM AFRICA, the Competitors, the directors, officers, employees, agents, or guest (or any of them)) for the



whole period of each Event in an amount of not less than (*to be announced*) per occurrence (including but not limited to death of or injury to any person or asset).

The terms and conditions of any policy or policies issued or proposed to be issued pursuant to this clause shall comply with the FIM AFRICA regulations and with the local requirements and must first be approved by FIM AFRICA whose approval shall not be unreasonably withheld. THE PROMOTER will forward a copy of the relevant policy or policies to FIM AFRICA Secretariat, at least 60 days before the start of the Event.

Should THE PROMOTER fail to contract the policy upon the terms and conditions set forth herein above and/or provide FIM AFRICA with a copy of same at least 60 days before the start of the Event, then FIM AFRICA shall be entitled to contract a third party liability insurance policy upon similar terms and conditions as stated herein above covering all risks in connection with the Event and recover the total amount to be paid to the insurer from THE PROMOTER within a 15 days term as from the date of reception by THE PROMOTER of the relevant invoice (or if the policy includes not only the Event but some or more Events pertaining to the FIM AFRICA Motocross World Championship, then FIM AFRICA shall be entitled to split the total amount of the policy between the total number of Events covered by said policy and recover from THE PROMOTER the relevant quota).

The Promoter must take care that all insurances correspond with the local regulations.

The Promoter must prepare together with Emergency Services, Police and Fire-fighting Services a strategic and action plan in case of the different disasters that may occur during the Event.

The Promoter must respect all FIM AFRICA, National and local rules on this item.

#### **III.2.14 B Regulations**

- FIM AFRICA/FIM SPORTING CODE
- FIM AFRICA/FIM MOTOCROSS CIRCUIT STANDARDS
- FIM MEDICAL CODE
- FIM AFRICA/FIM MOTOCROSS TECHNICAL REGULATIONS

#### **III.2.14 C Access**

The Promoter must have its medical centre situated not too far from the track. The Promoter must take all necessary measurements to ensure a calm and accurate atmosphere for the persons to be treated.

### ***III.2.15 Environment and Legal authorisations***

#### **III.2.15 A Material specifications**

The Promoter must obtain all National and Local authorisations needed by law for organising a FIM AFRICA Championship Motocross Event.

At least one month before the Event, the Promoter must send a certified copy of all the necessary authorisations.

The Promoter must follow all Local, National and FIM AFRICA regulations. It is necessary that the grounds are cleaned and that a good waste treatment plan is established.



The Promoter shall inform in written all parties concerned about the local rules and encourage everybody to use environmentally friendly materials as much as possible.

If it is not possible to have an installation for wastewater in Paddock, the Promoter must try to find another solution to offer the Teams and Riders the possibility to dump their wastewater, respecting Local and FIM AFRICA rules on the environment.

#### **III.2.15 B Regulations**

- FIM AFRICA/FIM SPORTING CODE
- FIM ENVIRONMENTAL CODE

#### **III.2.15 C Access**

The Promoter is asked to motivate Riders, Teams, Industry, Officials, Partners and public to respect the environment.

#### **III.2.15 D Planning**

From start to end of the Event the Promoter must respect all environmental rules and regulations.

The Promoter has to clean the whole site during the Event and as soon as possible after the Event.

### ***III.2.16 Supplementary regulations, Entry Form, Entry list and Results***

#### **III.2.16 A Material specifications**

The Promoter must establish, Supplementary Regulations according to the FIM AFRICA rules, which must be send to FIM AFRICA for approval.

Once approved the Promoter must send these supplementary regulations to all parties involved in the FIM AFRICA Championship Motocross, at least one-month before the Event. (Riders, FMN delegates, Officials, etc. )

FIM AFRICA Secretariat will manage entry forms and Entry list.

The Promoter must make one-person responsible for collecting the results at the timekeeping area and distributing them to the Jury and the Press Centre. This person, the Runner, also needs to put the results on the information board in the Paddock .

The Promoter is responsible for the administrative control of the riders' licences, the release forms, their bikes and used parts and gear.

#### **III.2.16 B Regulations**

- FIM AFRICA/FIM SPORTING CODE
- FIM AFRICA/FIM MOTOCROSS REGULATIONS



### **III.2.16 C Planning**

If possible the Promoter should try to have the supplementary regulations send to all parties concerned at least one month before the Event.

### **III.2.17 Publicity and advertising**

#### **III.2.17 A Material specifications**

The Promoter is allowed to advertise, this publicity must correspond with the following specifications.

In order to have a higher quality of publicity, it is necessary to have the same standards and dimensions of publicity boards along the track.

The publicity panels can be of a hard, but shock absorbing material (Polycarbonate or hard synthetic foam) so that neither riders nor public can get seriously injured when crashing into the panels.

All publicity material along the track must be fixed against the fences. (also non-woven and other banners along the track)

The publicity panels may have the following standard heights:

Along the track 1,2m high by 6m long

Against the safety fences 1m high

#### **III.2.17 B Regulations**

- FIM AFRICA/FIM MOTOCROSS CIRCUIT STANDARDS
- FIM ENVIRONMENTAL CODE

### **III.3 Access of the Areas**

All the Areas are only accessible for those people wearing the necessary Official Passes or Official Bibs.

## **IV PERSONNEL & SERVICES**

### **IV.1 In the neighbourhood of the motocross-site**

#### **IV.1.01 Traffic and internal roads, guidance**

##### **IV.1.01.F Personnel**



The Promoter must have a team responsible for placing and maintaining of the signalling.

To ensure fluent traffic around the Motocross site the Promoter must insist with the Authorities and Police Management to have a good traffic guidance plan and enough policemen to realise this plan.

#### ***IV.1.02 Welcome Office (= Secretariat of the event)***

##### **IV.1.02 F Personnel**

A team to install, maintain and clean the Welcome office.

It is necessary that two people from the Promoter, speaking English (and French if possible), are made responsible for the Welcome Office. They have to be present during opening hours, from Thursday afternoon till Sunday afternoon, as mentioned in the planning of the Welcome Office.

#### ***IV.1.03 Public parking***

##### **IV.1.03 F Personnel**

A team to install, maintain and clean the parking.

A team to guide the cars to their places.

#### ***IV.1.04 Hospital***

##### **IV.1.04 F Personnel**

When designing the emergency plan, the Promoter and Health Responsible have to introduce all devices, systems and staff so that a maximum quality service to injured people can be guaranteed.

#### ***IV.1.05 Promotion and Event announcements***

### **IV.2 On the motocross-site**

#### ***IV.2.01 Paddock***

##### **IV.2.01 F Personnel**

One Promoter's Paddock responsible, working together with the Jury, staying in the Paddock during opening hours, from Friday morning till Sunday afternoon.



A team to surround the Paddock ground with fences.

On Friday and Saturday during the opening hours of Paddock it is necessary to have at least 2 extra persons from the Promoter for guiding the vehicles to their place.

If the Promoter installs facilities, it is necessary to have technicians on the motocross site in stand-by to maintain the equipment and to prevent failure.

Night security from 7pm till 7am, with minimum 1 person per gate from Friday evening till Monday morning and with at least 1 more person to patrol in the Paddock.

Day security from 7am till 7pm from Friday morning till Monday noon with minimum 1 person per gate or door and with 2 supplementary persons during the whole day on Friday, Saturday and Sunday.

A team to empty the trash containers.

During the whole day on Friday, Saturday and Sunday minimum 1 fire-fighting post and minimum 1 first aid post with specialised personnel.

#### ***IV.2.02 Bike wash***

##### **IV.2.02 F Personnel**

A team to install and maintain the Bike wash.

From Friday noon till Monday noon the Promoter should have the necessary technicians on the motocross-site in stand-by to do the necessary interventions in case of failure of equipment or water supply.

#### ***IV.2.03 Test track***

##### **IV.2.03 F Personnel**

A team to place the fences and to check regularly if they stay in place.

#### ***IV.2.04 Technical control and Waiting zone***

##### **IV.2.04 F Personnel**

A team to install, maintain and clean the Waiting zone and Technical control and its fencing.

The Promoter is responsible for having sufficient Officials for Technical and Administrative Control of the participants and their bikes, checking if they have the appropriate FIM AFRICA licences.

One security people of the Promoter at entrance and exit of the waiting zone from 7am till 7pm, from Saturday morning till Sunday evening.



#### ***IV.2.05 Start area and Track***

##### **IV.2.05 F Personnel**

A team to install and maintain the start ground and the starting device.

The Promoter must appoint all necessary Officials as requested by FIM AFRICA rules.

One security person from the Promoter at the starting zone on Saturday and Sunday, from 30 minutes before the start of the race till 30 minutes after the end of the race.

Enough security people to prevent non-authorised people entering the starting straight.

The Promoter must point out a Track Responsible.

The Promoter must have teams with enough people to prepare the track, course marking and fencing.

Enough maintenance teams to keep the track and fencing in good shape from Saturday morning before the Event till the end of the last race.

Experienced people to water the Track from Friday morning before the Event till the end of the last race.

Qualified drivers for the heavy equipment, if possible one driver per machine, in operational standby from Friday morning before the Event till the end of the last race.

Security personnel at the gates in the track fencing..

The Promoter must appoint the necessary Officials and Flagmarshalls.

In agreement and co-operation with the Chief Medical Officer the necessary First aid teams, Medical Posts and transport teams for victims have to be foreseen, both for participants and spectators.

#### ***IV.2.06 Pit (= Signalling and Repair zone)***

##### **IV.2.06 F Personnel**

2 security people of the Promoter on Saturday and Sunday, to control entrance and exit of the Signalling and Repair zone from 30 min before the start of practice or race till 30 minutes after the end of practice or race.





#### ***IV.2.07 Media centre***

##### **IV.2.07 F Personnel**

A team to install and maintain the Media Center.

One person as Promoters Press Officer for the Media center management from Saturday morning before the Event until Sunday evening.

He can help with the manipulation of the fax and photocopy machines and to prepare the results kit on Saturday and Sunday.

One Security agent must be present from Friday until Sunday from 7am until 7 pm. ONLY ACCREDITED PEOPLE MUST BE ALLOWED INSIDE THE MEDIA CENTRE.

Night guarding from 7 pm till 7 am the next morning from Friday evening till Monday morning

#### ***IV.2.08 Jury room***

##### **IV.2.08 F Personnel**

A team to install, maintain and clean the Jury room.

One Secretary of the Jury speaking English besides the National language(s).

One interpreter from the National language(s) into English and French if possible (if necessary).

One person for security from Friday morning till Sunday evening.

#### ***IV.2.09 Podium area***

##### **IV.2.09 F Personnel**

A team to install and maintain the areas and their fencing.

#### ***IV.2.10 Closed park***

##### **IV.2.10 F Personnel**

2 security people Sunday from 12am till 6pm.

#### ***IV.2.11 Public address system***



#### **IV.2.11 F Personnel**

One or more speakers able to speak local language(s) and the Official FIM AFRICA language (English or French).

If the Promoter is delivering the sound system he has ensure that there are enough workers and technicians to install and keep the system working during the Event.

#### ***IV.2.12 Public area***

##### **IV.2.12 F Personnel**

All personnel necessary to achieve a good service for the public and to clean up the grounds afterwards.

The necessary security people during day and night in case of activities on the motocross site.

It might be useful to have security teams patrolling the Paddock during practices and races, because this is a moment where all attention is paid to the track and the Paddock material is left alone.

#### ***IV.2.13 Insurance, Medical services, fire fighting services***

##### **IV.2.13 F Personnel**

The Promoter must have a person, present on the motocross site, who is familiar with the administration to be done in case of an accident.

In agreement with the Local Authorities the Promoter must have a sufficient number of specialised medical and fire fighting personnel with their equipment on the motocross site. All installations and personnel must be in accordance with the Local regulations and the FIM AFRICA requirements.

#### ***IV.2.14 Environment and Legal authorisations***

##### **IV.2.14 F Personnel**

The Promoter should point out a responsible person for the environment and legal matters regarding the Event.

#### ***IV.2.15 Supplementary regulations, Entry Form, Entry list and Results***

##### **IV.2.15 F Personnel**



The Promoter must appoint 1 person responsible for collecting and distributing the entry list and results. The same person must assure this service on Friday, Saturday and Sunday.

### **IV.3 SERVICES**

The Promoter must take all necessary steps to reach agreements with all service suppliers.

If necessary the promoter must make agreements with professional companies for security, workers and maintenance technicians of machines and installations during the Event.

In case that the companies for night security are contracted by the Promoter, they should be informed about the specific needs and about the FIM AFRICA/FIM Regulations on guarding with dogs.

The Promoter must guarantee FIM AFRICA that all personnel and services will be present and will carry out their job without failure.

For all personnel, not hired by FIM AFRICA, the Promoter is the sole full responsible.

If the Promoter can not guarantee that all work and services will be carried out properly, FIM AFRICA will take the initiative to appoint professionals. In this case the Promoter is responsible for these people and has to pay all personnel ordered by FIM AFRICA.

The Promoter is free to negotiate special prices for the services of his Event, but the negotiated price may not diminish the quality and quantity of the services requested by FIM AFRICA.

## **V MEETING SCHEDULE**

### **V.1 In General**

A well-functioning communication system between all parties concerned is one of the basic elements for the organisation of a successful Event.

Besides the several telephone calls, e-mails and telefaxcontacts, we believe more than ever that there is a need to have personal contact with all Responsible Persons involved in the organisation of the FIM AFRICA Motocross Championship.

Therefore we would like to invite you all to attempt as much as possible the different Events of the FIM AFRICA Motocross Championship. This gives us the opportunity to exchange all necessary information and we can talk about solutions for problems that may occur.

### **V.2 Scheduled Meetings**

- Meeting with Promoters and FIM AFRICA Track inspector during the previsit the latest 2 month before your Event.
- Possible meetings with Promoters and FIM AFRICA Council before your Event.
- Co-ordination meeting with Promoter and Jury members on Friday before the event.