

***NAMIBIA
MOTORSPORT
FEDERATION***



***EVENT MANAGEMENT
&
RISK ASSESSMENT
SEMINAR***



EVENT MANAGEMENT

A) PRE-EVENT

1. Event inscription

a) When a club or promotor inscribes an event on the NMSF calendar, it is important to give consideration to the date, venue and external factors as these can have a negative impact on the event. Kindly note that dates are to be submitted no later than **31st October of the current year**.

b) Date cancellations or date changes carry penalties. (**Appendix "R" NMSF Handbook**).

c) A date change request is to be submitted in writing to the NMSF Council for approval. The request must give substantive reasons for the change.

d) If a club or promotor has not settled outstanding accounts after a reasonable period of time, the NMSF will first suspending the club or promotor. Should outstanding accounts still not be settled after the suspension, the NMSF will then terminate the affiliation based on **articles 7.6,7.7 and 7.7.1** of the NMSF Constitution.

All the clubs or promoters dates shall be removed from the NMSF Sports Calendar following the termination and will be offered to the rest of the affiliated clubs.

2. Event Organisation Administration

a) Organising Committee/Officials

An organising committee is formed by the club for a specific event and the officials responsible for running of the event are chosen by the club.

- It is important for clubs to choose competent and experienced officials
- The Clerk of the Course and his or her Deputy/Assistant are chosen by the organising club but is approved by the NMSF.
- The NMSF also approves the Club Steward (Second Steward) and provides the NMSF Steward **for which the club has certain financial obligations**.

b) Supplementary Regulations

- A set of Supplementary Regulations (SR's) are to be drawn up in accordance with **GCRs 89,90,91,92,93 and 94** in the NMSF Handbook. Specific attention is drawn to **GCR 92** when drawing up the SR's.
- The Supplementary Regulations are to be submitted with the relevant documents as required in **GCR 83** to the NMSF Administrator for approval no later than **4 weeks** prior to the event and must be accompanied by the relevant fee. Permit fees and late submission penalties will be applied in accordance with **Appendix "R" of the NMSF Handbook**.
- Proof of Payment is to be furnished before the permit can be issued. The Proof of payment is also required to reconcile deposits made into the NMSF account. **No permits will be issued if the club has outstanding fees with the NMSF.**

- Medical compliance and race reports etc are available on the NMSF website (www.motorsportnamibia.org) and must be submitted along with the Sr's.
- The SR's are to clearly state who the medical service provider will be as well as the medical officers contact number.

c) Permissions

- All the relevant authorities and landowners' permissions where applicable are to be obtained and submitted to the NMSF before the permit can be issued.
- Organizers are to ensure they liaise with the relevant local law enforcement agencies.

d) Advertising

- Event advertising shall only commence once the SR's have been approved and the event permit is issued.
- SR's shall not be circulated without the permit number.
- Advertising material to carry the NMSF Logo.

3. Organisers Responsibilities

a) Risk assessment

- Organisers are to do a complete risk assessment of the event taking into consideration the safety of the Officials, Competitors and Spectators.
- The assessment shall be done to minimise the risk on the event and to record steps taken to minimize the risks.
- Should a serious accident occur on an event, an investigation will take place to establish the cause of the accident and what steps should be taken to minimise the potential for it happening again in future.
- Trauma counselling should be made available for officials or competitors after a serious accident.

b) Medical Requirements

- Organisers are to adhere to the requirements as per **Appendix "L" in the NMSF Handbook**. The NMSF Steward shall delay the start of the event until the he/she is satisfied that the requirements have been adhered to.
- A medical compliance form is to be completed by the medical service provider and submitted to the NMSF prior to the permit being issued.

c) Safety Plan

- A complete safety plan must be submitted with the draft SR's. This plan must be implemented on the day of the event. All officials on the event are to familiarise themselves with the plan.
- Organisers and Promotors have an obligation to ensure the safety of the Officials, Competitors and Spectators on an event.

d) Safety Scrutineering

- Organisers are to ensure that all vehicles are checked before the start of an event in order to ensure that the vehicle is safe for competition.

e) Public Liability Insurance

- The NMSF has put in place a Public Liability insurance with a claim value of 5 Million Namibian Dollars.
- It is therefore important for Clubs, Organizers and Promoters to play their role ensuring that regulations are adhered to and that all possible steps are taken to minimize the risk at an event.

f) Anti-Doping/Alcohol

- It is important for Organisers and Promoters to ensure that the Sports Anti-Doping Code and the non-use of Alcohol rules are adhered to. It is of utmost importance that these codes are adhered to as failure to do so may invalidate any claims against the NMSF and its insurers.
- Information regarding these codes can be obtained on the NMSF website and in the NMSF Handbook.
- Organisers are to ensure that officials are not under the influence of alcohol or taking any banned substance. The NMSF Steward shall arrange for the tests to be carried out.

g) Environmental Code

- All human activities, whether work, domestic or recreational in origin, will have some impact on the environment. The challenge of participating in Motorsport may be enjoyed at both indoor and outdoor venues and is an activity whose enjoyment is based on the generation of mechanical energy to achieve its objectives. The generation of this mechanical energy requires the use of a wide variety of chemical products, which, both in their manufactured state and in their utilization in the engine and other components of the vehicle are known toxic contaminants of the atmosphere, ground soil and water sources, flora and fauna.
- The active participation of multiple motor vehicles and motorcycles in an event generates high levels of sound at all motorsport venues. To this level of sound must be added the extra sound generated by venue music, public address systems, traffic and people. Whilst this activity and accompanying noise may be exhilarating to motorsport enthusiasts, it may be interpreted as irritating noise when it disturbs the expected wellbeing and life patterns of people, domestic and farm animals, resident in the vicinity of both permanent motorsport circuits and temporary venues.
- The increasing popularity of Off-Road Vehicles and motorsport events and recreational exploring in four-wheel drive vehicles is a significant threat to both established and already threatened ecosystems, particularly in beach and desert areas.
- Motorsport is one of the three categories in which motor vehicles and motorcycles are utilized, the other two being transport and recreation. Not one of these three categories are exempt from either environmental awareness or pollution. The NMSF wishes to be at the forefront of environmental awareness and protection and to heighten the awareness of environmental damage by intense promotion of its own environmental protection and safety code to all motorsport competitors and their crews, officials and organizers.
- Through its international affiliation with the environmental commission of the FIM, the NMSF is acutely aware of international environmental planning and legislation and the potential threats to motorsport developing out of this legislation. Elements of this legislation, which are relevant to Namibia, have been incorporated in the NMSF code.
- The NMSF is responsible for ensuring that all event organizers as well as competitors and officials comply with government requirements in so far as the protection of our environment is concerned.
- The NMSF wishes competitors in all categories of motorsport enjoyment and satisfaction in participating in their chosen sport while caring for the environment at the same time. The NMSF desires that motorsport should be an outstanding example to all Namibian motorists of the care of the environment.

4. Event Administration

a) Officials

- Organisers are to ensure that all officials are to complete the required indemnities and the sign on register.
- Organisers are to ensure that all officials are properly equipped to carry out their duties and responsibilities **and have the required qualifications.**
- Organisers are to ensure that officials are safe at all times.

b) Competitors

- All Competitors are required to complete event documentation including indemnities and the sign on register before starting an event.
- Organisers are to check competitor's competition licenses. Should a competitor not be in possession of a license, they are to purchase a One Event License.
- Any foreign competitor competing in an event is in possession of a permission/non objection letter from their parent ASN.
- Should Organisers wish to invite foreign competitors to an event, a list of names and identity numbers of all invited foreign competitors is to be submitted to the NMSF no later than **30 days** prior to the event so that permission can be obtained from the various parent ASN's.

c) Public Safety and Comfort

- Many organisers give less attention to the safety of the spectators than they give to the officials and competitors. Spectators safety is just as important as that of official or competitor.
- The needs and safety of a spectator should be addressed with due consideration at an event.
- Spectators should be kept safe at all times and be informed of the risks
- The wellbeing of spectators should also be considered at an event

5. Post Event Administration

a) Post Event Documentation

- Accidents and/or incidents to be reported to the NMSF by at least **48 hours** after the event.
- Results to be submitted by the first Tuesday after an event.
- Clerk of the Course race report to be submitted within **7 days** of the event taking place
- Stewards reports to be submitted to the NMSF **14 days** after the event
- A complete race file to be submitted to the NMSF **14 days** after the event. A list of documents to be submitted in the race file is available on **page 223 of the NMSF Handbook.**

b) Event Post-mortem

- It is recommended that a post-mortem be held by the organising club as soon as possible after the event in order to discuss how the event can be improved.
- During the post-mortem solutions to any problems which may have arisen should be documented for future reference.
- It is important that the near misses also be reported in order for preventative solutions to be put in place for future events.

**THE NMSF THANKS YOU FOR YOUR ATTENDANCE AND CONTRIBUTION TO
MOTORSPORT IN NAMIBIA**