



**NAMIBIA
MOTORSPORT
FEDERATION**

***NMSF SPORTING REGULATIONS &
APPENDICES***

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NAMIBIA



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PART I

SPORTING REGULATIONS (SPR'S)

INTRODUCTION

| The vertical sidebar on the left-hand side indicates amendments to previous SPR's and wording.

**** In the event of errors or omissions in this and subsequent documents, the NMSF can clarify the regulation.**

CONTROL OF MOTORSPORT

The NMSF hold the sporting authority to govern Motorsport as conferred by the FIA, CIK and FIM, FIM AFRICA and any other international or national sporting bodies, associations and federations which shall mean it holds the exclusive right to take all decisions concerning the organisation, direction, and management of all Motorsport in Namibia.

NMSF refrains from manifesting racial, political, gender or religious discrimination in the course of its activities and requires the same of its member bodies, officials and competitors.

NMSF being a member of the Namibia National Sport Commission (NSC) accepts the code of conduct, objects and jurisdiction as prescribed in the constitution of the NSC.

DELEGATION OF POWER

With the permission of the FIA and FIM, the NMSF has the right to delegate the whole or part of its sporting powers to another or several other clubs. The NMSF may withdraw such delegation at its discretion.

That the powers granted to it may be exercised in a fair and equitable manner, the NMSF has drawn up these rules, known as the "Sporting Regulations" hereafter referred to as the SPR's, which conform to the Codes of the FIA and the FIM of the previous year.

SO THAT THE ABOVE POWERS MAY BE EXERCISED IN A FAIR AND EQUITABLE MANNER NMSF HAS DRAWN UP THE PRESENT SPR'S AND SSR'S. THE PURPOSE OF THESE SPR'S AND SSR'S AND THEIR APPENDICES IS TO ENCOURAGE AND FACILITATE MOTOR SPORT IN NAMIBIA. THEY WILL NEVER BE ENFORCED SO AS TO PREVENT OR IMPEDE A COMPETITION OR THE PARTICIPATION OF A COMPETITOR, SAVE WHERE NMSF CONCLUDES THAT THIS IS NECESSARY FOR THE SAFE, FAIR, OR ORDERLY CONDUCT OF MOTOR SPORT IN NAMIBIA.

INTERPRETATION IN THESE RULES, UNLESS INCONSISTENT WITH OR OTHERWISE INDICATED BY THE CONTEXT:

SPR

1. "SPR's" (Sporting Regulations) means the rules as contained herein together with all Appendices.
2. "NMSF" means the Namibia Motor Sport Federation
3. "NSC" means the Namibia Sports Commission
4. "ASN" (Autorité Sportive Nationale) means a National Sporting Authority or other national body recognised by the FIA as sole holder of sporting power in a country.
5. "FMN" (Fédération Motorcycliste Nationale) means a National Sporting Authority or other national body recognised by the FIM as the sole holder of sporting power in the country.
6. "FIA" means the Fédération Internationale de l'Automobile, which is the sole international authority, entitled to make and enforce regulations for the encouragement and control of automobile competitions and records through the FIA World Motorsport Council.
7. "FIM" means the Fédération Internationale Motorcycliste, which is the supreme and sole international authority empowered to control international motorcycling activities organised throughout the world.
8. "CIK" (La Commission Internationale de Karting) means a specialised commission of the FIA responsible for the autonomous organisation details, running and administration of, inter alia, international Karting competitions.
9. "CSI" (Code Sportive Internationale) means the International Sporting Code (including appendices) of the FIA and the FIM respectively.

10. **“FIM AFRICA”** means the Fédération Internationale Motorcycliste Africa Continental Union.
11. **“THE TERRITORY OF NMSF”** means the Republic of Namibia as defined in the applicable statutes.
12. **“SSR’s”** means the Standing Supplementary Regulations issued by the NMSF.
13. **“ORGANISING PERMIT”** means written authority to organise and hold a competition granted and issued by the NMSF.
14. **“SR’s”** means Supplementary Regulations that a promoter or organiser of a competition is obliged to issue.
15. **“OFFICIAL NOTICE/S”** means a notice attached to an official notice board signed by a Clerk of the Course and/or Steward and which, inter alia, contains details of the date on which such notice was signed, the time at which such notice was signed, and the date and time at which such notice was attached to an official notice board. At circuits, the official notice board must have a lockable glass or Perspex front.
16. **“PROGRAMME”** means a document that an organiser and/or promoter are obliged to issue prior to a competition, which contains inter alia details listed in **SPR 94**.
17. **“COMPETITOR”** means any person or body whose entry is accepted for, or who competes in any competition whether as an entrant, driver, co-driver, navigator, passenger, or rider, provided that, where any person so involved is a minor, the natural parent or guardian of such minor will be deemed to be the competitor for the purpose of the SPR's. (Refer to Indemnity Form)
18. **“LICENCE”** means the written authority given by NMSF to any competitor and official to participate in, or to take part in, in any capacity whatsoever, in any competition.
19. **“DRIVER/RIDER”** means any person who drives/rides any vehicle/machine in a competition and who is in possession of a licence. Reference to drivers includes riders (where applicable) and vice versa.
With the exception of Karting and Motocross, the legal minimum age limit of a driver/rider shall be 16 years of age.
20. **“ENTRANT”** means any person, persons or body who enters a vehicle in a competition and who is in possession of a licence.
21. **"PASSENGER"** means a person or persons, other than a driver, co-driver or navigator, conveyed in a vehicle during a competition.
22. **“NATIONALITY”** means that nationality of a competitor, who, for the purpose of these rules, shall be deemed a national of the country of the ASN or FMN, which issued his licence. In the event, however, of a competitor participating in a world championship event organised under the auspices of the FIA, FIM or FIM Africa, a competitor shall in these circumstances be deemed a national of the country who issued his passport and/or travel document.
23. **"NAMIBIAN NATIONAL"** means the holder of a Namibian Passport, Namibian Birth Certificate or Namibian Citizenship Certificate, or Permanent Residence Permit.
24. **“CLUB/ASSOCIATION”** means anybody recognised by the NMSF as a club or association and registered as such.
 - 24 i) **“FULL MEMBER CLUBS”** Full Organising rights including, Club Events, National Events, National Championship Events and International/Cross Border Events.
 - 24 ii) **“REGISTERED PROMOTERS”** Promoters are limited to hosting **3 (Three)** events under their own “promoter” banner and such events need to be applied for and inscribed on the NMSF calendar.
25. **"REGISTERED MEMBER OF A CLUB/ASSOCIATION"** means any person or whose name has been inscribed in the register or other official documents of the club/association.
26. **"DAY"** means any day and any day shall be included in the computation of any time expressed in days in these rules.
27. **“CIRCUIT”** means a permanent or temporary track in possession of a licence issued by the NMSF to utilise such track for any competition or record.
28. **"CIRCUIT LICENCE"** means the written authority issued by FIA, FIM, FIM AFRICA, or NMSF permitting competitions to be held at a given circuit.
29. **“START”** means that moment in time when the authorised official authorises a competition to commence.
30. **“STARTER”** means a person authorised to start a competition.
31. **“CONTROL LINE”** means a line by reference to which a vehicle is timed or its performance in a competition is determined.

32. “**STARTING LINE**” means the first control line on a circuit/route.
33. “**FINISHING LINE**” means the last control line on a circuit/route.
34. “**VISA/NON-OBJECTION/RELEASE LETTER/STARTING PERMISSION**” means the written authority given by an ASN or FMN for a competitor to compete in national and international events outside the borders of Namibia.
35. “**CYLINDER VOLUME**” means the volume generated by a cylinder (or cylinders) by the upward or downward movement of the piston/pistons. Such volume is expressed in cm³ and for all calculations relating to cylinder capacity, the symbol will be regarded as equivalent to **3.1416**.
36. “**VEHICLE**” means the term automobiles and/or motorcycles in these regulations:
- i) **Land Vehicle:**
Vehicle propelled by its own means in constant contact with the ground either directly by mechanical means or indirectly by ground effect, and the motive power and steering system of which are constantly and entirely controlled by a driver on board the vehicle.
- Automobile:**
A Land vehicle propelled by its own means running on at least four wheels not aligned, which must always be in contact with the ground, the steering must be ensured by at least two of the wheels, and the propulsion by at least two of the wheels.
- Special Vehicles:**
Vehicles on at least four wheels, which are, propelled otherwise than through their wheels.
- Ground Effect Vehicle:**
Vehicle whose bearing on the ground is maintained by means of a pressurised air cushion.
- ii) “**Motorcycle**” means all vehicles having less than four wheels, except in the case of quads (**which are also deemed to be motorcycles**), propelled by an engine and designed essentially for the carriage of one or more persons of which one is the driver of the vehicle. The wheels must normally be in contact with the ground except momentarily or in certain exceptional circumstances. Further, in order to traverse certain surfaces one or all of the wheels can be replaced with skis, rollers or chains.
37. “**COMPETITION**” means a motor sport event in which a competitor takes part in/on a motor vehicle/s and which has a competitive nature, resulting in competitors completing said competition in different positions ranging from 1st and further down. Said positions may or may not be awarded with prizes, points or otherwise and results of such positions may or may not be subject to publication.
38. “**EVENT**” means a single competition comprising race/races/heats/sections/stage/stages, which is completed at a meeting.
39. “**SERIES**” means a competition comprising of more than one event and in which each event is organised in terms of the same SR’s and SSR’s.
40. “**MEETING**” means a competition during which different classes of vehicles compete in separate events.
41. “**A NATIONAL CHAMPIONSHIP**” means several events run in the territory of the Namibia controlled by NMSF, subject to their being suitable venues and infrastructure available. The NMSF may, at its sole discretion and if so warranted by circumstances in specific instances, reduce the number of events are required to be run to constitute a national championship.
42. “**TEST**” means a competition in which each competitor, prior to the commencement of the competition, selects the time for carrying out competitions within a period fixed by the SR’s applicable to such competition.
43. “**CERTIFIED TRAIL**” means a test carried out under conditions approved by NMSF and under the supervision of persons appointed by NMSF and the results of which are certified in writing by NMSF as being correct.
44. “**HANDICAP**” means a competition in which the SR’s made applicable to such competition, seeks to equalise the ability of each competitor in such competition to win such competition.
45. “**SPORTING RALLIES**” means road events with an imposed average speed, which are entirely, or partly run-on roads open to normal traffic. A “rally” is constituted either by a single itinerary, which must be followed by all vehicles, or by several itineraries converging on a common rallying point fixed beforehand and followed or not by a common itinerary. The route may include one or several special stages, i.e. events organised on roads closed to normal traffic, and which together are, as a general rule, determining for the general classification of the rally.

The itineraries, which are not used for special stages, are called “road sections”. International sporting rallies must be entered on the international sporting calendar in the section “rallies”. Permanent or semi-permanent circuits must not constitute more than 10% of the total distance of the special stages of an international sporting rally.

46. **“MARATHON RALLIES”** means rallies accepting the participation of non-homologated vehicles. Marathon rallies entered on the international sporting calendar should have an itinerary of a total length or more than 900 km and shall comply with the sporting and technical regulations drawn up by the FIA for this type of event. Marathon Rallies are known as off-road races in Namibia and do not comply with the sporting and technical regulations of the FIA and may be less than 900 km in length. The events are usually run as rallies on a special stage basis from beginning to end.
47. **“TOURING ASSEMBLIES”** means rallies organised with the sole aim of assembling participants at a point decided beforehand. To separate them from sporting rallies, their regulations must be endorsed “touring assembly”. Their itinerary may be compulsory, but no average speed can be enforced.
48. **“KARTING”** means a competition in which karts compete in terms of the regulations and specifications contained in the relevant Appendix of this Handbook.
49. **“MOTORCYCLE COMPETITIONS”** means a competition in which motorcycle vehicles compete in terms of the regulations and specifications contained in the relevant Appendix of the Handbook.
50. **“DRAG RACES/RACING”** means an acceleration competition between two vehicles racing from a standing start over a straight, precisely measured course in which the first vehicle to cross the finish line (without penalty) achieves the better performance and achieve the fastest time.
51. **“CIRCUIT RACING”** means a competition on a closed circuit between two or more vehicles competing at the same time on the same circuit in which speed or distance covered in a given time determines the winner of the competition.
52. **“SPEED EVENT”** means a competition in which a vehicle’s/machine's performance is judged by timing its progress over a given distance or by the distance covered by a vehicle/machine in a given time. The terms “speed event” will also include hill climbs, sprints, rally cross, autocross, slalom, record attempts and other similar competitions.
53. **“SPINNING EVENT”** using the engines power and revs to create a wheel spin while the vehicle is in motion.
54. **“DRIFTING EVENT”** using the engines power and revs to create a wheel spin while the vehicle is in a sideways motion.
55. **“GYMKHANA EVENT”** a competition in which vehicles are timed as they travel on a closed, twisting course that requires much manoeuvring.
56. **“RALLY CROSS EVENT”** form of motor racing driven in heats over a specified course repeatedly
57. **“LEASURE EVENT”** means any form of competition under a specific motoring event/code not specifically mentioned in these General Competition Rules in which a competitor takes part in/on a motor vehicle/s taking place or as described in the NMSF Constitution, undertaken with the purpose of raising awareness for a specific cause or raising funds for charity ending in the awarding of prizes, irrespective of whether the results are announced/published or not.
- 57.1 **“E- SPORTS”**
E-sports, short for electronic sports, is a form of competition using video games. Esports often takes the form of organized, multiplayer video game competitions, played individually or as teams.
- 57.2 **“VASBYT/OBSERVED TRIALS”**
Events conducted over an obstacle course including natural hazards such as rocks, mud, water, logs etc. or manmade hazards such as walls, pallets, spools etc. and can have any number of sections. The riders attempt to negotiate each section by incurring the minimum number of penalty points. The rider with the lowest score wins the event.
58. **“CLASSIFICATION”** means the grouping of vehicles/machines by their engine capacity or by some other means of distinction.
59. **“FULL INTERNATIONAL COMPETITION/EVENT”** means a competition/event in which entrants and drivers/riders of various nationalities, including FIA “A” classified entrants and Super Licence holder’s drivers/riders are permitted to compete.
60. **“INTERNATIONAL COMPETITION/EVENT”** means a competition/event inscribed on the international calendar of the FIA, CIK, FIM or the FIM AFRICA open to holders of an international licence appropriate to the event. In the case of competitors who do not hold an international licence issued by NMSF, they must hold an international licence issued by another ASN/FMN together with written permission (Motorsport Visa) from that ASN/FMN to participate in the specific international event concerned.

- 61.** “**NATIONAL CHAMPIONSHIP COMPETITION/EVENT**” means an event inscribed on the NMSF National Sporting Calendar as a qualifying event for a Namibian National Championship, open to any holder of a licence appropriate to the event, and who is otherwise eligible to compete in it. All Namibian National Championships will consist of **6 rounds or legs**.
- 62.** “**NATIONAL COMPETITION/EVENT**” means an event inscribed as such on the National Sporting Calendar of NMSF and open to any holder of a licence appropriate to the event and who is otherwise eligible to compete in it. Participation of Competitors from other ASN’s can only be by way of the event carrying National Competition Status or by it being a National Championship event. The Organiser of a Competition may however, with the permission of the authorizing ASN (NMSF), accept the participation of the licence holders from other ASN’s.
- 62.i)** “**RESTRICTED COMPETITION/EVENT**” means an international competition or national competition in respect of which an entrant or driver is obliged to comply with specific requirements. Without limiting the generality of the foregoing, a restricted competition shall mean a competition in respect of which a driver or entrant is invited to participate, or which is restricted to vehicles of a particular make.
- 62.ii)** “**CLUB COMPETITION/EVENT**” means a non-National championship event inscribed as such on the NMSF National Sporting Calendar open to any holder of a licence appropriate to the event.
- 62.iii)** “**SOCIAL COMPETITION/EVENT**” means a non-National Championship event with the purpose of a social awareness and/or upliftment or with any Social element attached to it inscribed as such on the NMSF National Sporting Calendar open to any holder of a licence appropriate to the event.
- 63.** “**CROSS BORDER EVENTS**” If Competitors and Entrants are invited to compete from ASN’s other than the parent ASN, the status of the event must be upgraded to that of a National and must be inscribed as such on the NMSF Sporting Calendar. Please note that such events still need the approval of the NMSF.
- 64.** “**CLOSED COMPETITION/EVENT**” means a competition in respect of which a club permits only members thereof to compete. Members of other clubs may be permitted to compete, provided however, that such participation is authorised by NMSF and specified on the permit issued for the event in question.
- 65.** “**FORCE MAJEURE**” means only a situation unrelated to a promoter’s financial or contractual involvement. For example, the refusal of authorities to hold an event because of a state of political unrest or petrol being unobtainable or widespread floods, or an earthquake, may be considered as “force majeure”. A financial reason such as the refusal of a subsidy or the withdrawal of a sponsor is not “force majeure”.
- 66.** “**HEARING**” means any proceeding before a council or hearing/disciplinary committee (such as a hearing officer or court commissioners etc.) in which evidence and/or argument is presented to determine some issue of fact or both issues of fact and law, with punitive outcomes and or recommendations to a higher authority.
- 67.** “**ENQUIRY**” means an informal proceeding in which an investigation takes place into certain allegations/appeals to determine the facts to be presented in a hearing
- 68.** A reference to the singular includes the plural and vice versa.
A reference to natural persons includes legal persons and vice versa.
A reference to gender includes other genders.
- 69.** Words and expressions defined in any of these rules, the SSR’s and the SRs for the purpose of the rule bear the meaning assigned to such words and expressions in that rule.

Clause headings in these rules have been inserted for convenience only and shall not be taken into account in its interpretation.

PART II

ADMINISTRATION OF RULES

SPR

70. INTERPRETATION OF RULES

The NMSF Executive Committee shall be empowered to decide upon any questions raised within its territory concerning the interpretation of the CSI's (see **SPR 11**) and these rules, subject to the right of appeal (if any) under **SPR 215**.

71. EXERCISE OF THE POWERS OF THE NMSF

- i) The sporting power delegated to NMSF by the FIA, CIK, FIM, FIM AFRICA and NNSC shall cause the NMSF to constitute appropriate bodies to exercise the executive and judicial powers and functions under these rules in accordance with the NMSF Constitution and By-Laws and in terms of the sporting codes of the FIA, CIK and FIM, FIM AFRICA.
- ii) Such judicial powers and functions (such as the hearing of appeals or the determination of the penalty to be inflicted for a breach of these rules) may be delegated to a tribunal/Commission or Court consisting of not less than three persons appointed by the NMSF. The exercise of such judicial powers and functions shall be final and not subject to review except on appeal in accordance with these rules. Appeals shall be directed to the NMSF following the decision of tribunal/Commission or Court and to its National Court of Appeal against the decision of a NMSF court finding. No person shall act in a judicial capacity if he has taken part as a competitor, driver or official in the competition concerning which a decision is to be given or if he has already participated in a decision on the matter in question as a member of a previous Tribunal/Commission or Court, or if he is directly or indirectly concerned in such matter. No person shall, however, be disqualified from acting in a judicial capacity by virtue of having participated in a decision to convene a Tribunal or Court.
- iii) The NMSF will delegate powers to the Commissions for the purpose of the day-to-day administration of Motorsport in Namibia.
- iv) Such judicial powers such as hearing of appeals and determination of penalties will be included in the powers of the Commissions.
- v) Notwithstanding paragraph iv) appeals may be lodged by any party, through the relevant channels as prescribed by the Executive Committee from time to time, to the Executive Committee of the NMSF.
- vi) The NMSF, its members, competitors, officials, promoters will not take any disputes to Ordinary Courts unless specifically provided for in the constitution and/or the FIA statutes and regulations. Any disputes must follow the natural progression and ports of first call related to each relevant instance/incident and shall be dealt with through the already existing channels/avenues provided for in the rules and regulations, to deal with said disputes and exhausting all existing avenues before disputes are referred to ordinary courts. Disputes shall therefore only be subjected to the jurisdiction of the NMSF, the Arbitration Tribunal recognized by the NMSF, the Namibian National Sports Commission.

72. ALTERATION OF RULES

NMSF shall be entitled in its sole and absolute discretion to add to, amend, repeal or substitute any SPR, SSR or SR. Any addition to, amendment, repeal or substitution of SPR, SSR or SR shall become of force and effect at the time and on the day that such addition to, amendment, repeal or substitution is posted on any notice board designated by NMSF as an official notice board, (**Refer SPR 15**) or is published in a NMSF circular or bulletin. (**See also SPR 75 (iii)**).

73. NOTICES

- i) Any communications required under these rules to be made to NMSF shall be addressed to The Secretary of the NMSF, P.O. Box 5483 Windhoek and info@motorsportnamibia.org or sec-general@motorsportnamibia.org, Namibia or to such other addresses as may be duly notified from time to time.
- ii) Any communication required to be sent under these rules will be addressed to the respective person(s)/body as follows and delivered, posted, or emailed. Any communication sent by post shall be deemed to have reached the addressee within 14 days. Any emails communication shall deem to have reached the addressee within 48 hours. Faxed communications shall be deemed to have reached the addressee within 7 days. It is the responsibility of all NMSF licences holders (including officials), clubs, promoters and organisers, to immediately advise the NMSF in writing of any change of postal address and/or contact details.
 - a) An Appellant: To the address given on the notice of appeal.
 - b) A licenced competitor or official (not being an appellant): To the address given on his entry form or his licence application form.
 - c) A promoter, organising committee, secretary (or member) or other unlicenced official (not being an appellant): To the address given on the permit application, or that given in the SRs for the event, or the last known address.

PART III

RIGHTS TO ORGANISE, PERMISSIONS, APPROVALS AND PERMITS

SPR

74. RECOGNITION OF NATIONAL AND LOCAL AUTHORITIES

All International and National competitions must be organised in conformity with the relevant Codes and their Appendices, as well as all the Prescriptions and Regulations pertaining to the individual competitions, and the laws of the territory in which the competitions take place.

A competition may be held either on a road or on a track or on both, **but no permits shall be granted by NMSF for a competition unless the promoters have first obtained such official permission as may be necessary from the competent and/or local authorities.** Unless permission has been obtained to close the road concerned, competitions taking place on any public road must conform to the traffic laws of the territory in which they take place. Any breach of such laws by a competitor during a competition shall be a breach of these rules and may be dealt with accordingly.

75. RIGHT TO ORGANISE

Competitions may only be organised in the territory of NMSF by:

- a) NMSF itself; or
- b) Other clubs, organisers or promoters approved by the NMSF, who may delegate their powers and duties to an organising committee. Such delegation shall not, however, affect the ultimate responsibility of the promoting body.

Competitions are governed by:

- i) the SPR's of NMSF;
- ii) the appropriate sections of SSR's;
- iii) any instructions issued from time to time in NMSF circulars or bulletins;
- iv) the SR's;
- v) the official instructions issued on certain events;
- vi) the final instructions issued to competitors, which form an addendum to the SR's;
- vii) the regulations and specifications issued or approved by NMSF for specific types of vehicles/machines, or events;
- viii) any instructions issued by NMSF in writing.
- ix) the laws of the territory in which the competition takes place.
- x) the CSIs of the FIA, CIK or FIM (where applicable for international events).

76. PROMOTERS

Any person, club or body (other than an organising committee) proposing to hold, holding or organising a meeting and being financially responsible for the competition. Promoters may delegate their powers and duties to an organising committee. Such delegations shall, however, not affect the ultimate responsibility of the promoters (See Part VI).

76.i) NEW APPLICATION REQUIREMENTS RELATING TO PROMOTERS

Applications for New Affiliations must be accompanied by:

1. Submission of the Application Form
2. The promoters registration documents i.e. Section 21 Company, Close Corporation, Private Company, Club etc
3. The details of elected Executive Committee members consisting of at least the chairperson, vice –chairperson treasurer and secretary.
4. An Application Fee as prescribed in Appendix R
5. The NMSF Executive Committee shall take into account whether motor sport in the region will benefit from the registration of a promoter and whether the category or categories of sport to be organized or involved are already adequately catered for.

76.ii) OPERATIONAL REQUIREMENTS PERTAINING TO PROMOTERS

- a) The number of promoters shall be limited to 5 clubs/entities/institutions a year.
- b) An application to be a recognized promoter, if approved by the NMSF Executive Committee, shall automatically expire after 1 year and a new application, following the same application procedures as mentioned above, shall have to be submitted at the end of 1 year term. Such application will then be considered as a new application.
- c) The NMSF Executive Committee reserves the right to review each promoter's contribution to motorsport, by way of assessing performance, in that year and upon re-application, such review shall be taken into consideration when approving an application.
- d) The NMSF Executive Committee reserves the right to repeal a promoter's licence at any time during the year, subject to reasons being provided for such action.
- e) Promoters are in no way allowed to host National events unless such events are hosted in conjunction with an affiliated club, hosting national events.
- f) Promoters shall have adequate insurance cover for non-national events that a promoter wishes to host.
- g) Promoters are limited to hosting 3 events under their own "promoter" banner and such events need to be applied for and inscribed on the NMSF Sporting Calendar.
- h) Promoters Event Permit Fees shall be as prescribed in Appendix "R"

- i) Promoters shall enjoy the rights to the respective commissions; however, promoters shall have no voting rights at any EGM, AGM, Commission meetings or meetings where voting shall take place.
- j) Promoter shall not get any priority on dates in respect of calendar allocations.
- k) No events organized by a promoter shall take place on a date where a National event takes place anywhere in the country.
- l) All SPR's SSR's, constitution, Bulletins and By-Laws shall apply to events hosted by a promoter.
- m) Promoter's activities are limited to motorsport events, more specifically the recognized motorsport codes i.e. the NMSF shall not tolerate a motorsport event being promoted with an unrelated event that it would not associate itself with during the normal operations/activities of the NMSF.
- n) Promoters are required to adhere to all requirements that affiliated clubs have to adhere to, in respect of, submission of documents like to Annual Financial Statements, copies of registration documents etc.

77. ORGANISERS

The club or body responsible for complying with the NMSF code and regulations in respect of a competition.

78. ORGANISING COMMITTEE

A committee of at least three persons approved by NMSF and authorised by the promoters to organise a meeting and to enforce the SR's on their behalf. Where an organising committee is appointed to act on behalf of promoters, such organising committee shall take the place of promoters for the purpose of these rules, provided that the promoters shall be responsible for the acts and omissions of such organising committee as if such acts and omissions were their own.

79. SPONSOR

A person or body making a contribution financially or in kind towards the promotion of a competition.

80. NECESSARY PERMISSION AND APPROVAL

No competition shall be held within its territory, unless NMSF has signified its approval by granting an organising permit, or has waived the necessity of an organising permit, or the competition is of a kind in respect of which NMSF has granted a general waiver of a permit (**See SPR 82**).

81. UNAUTHORISED COMPETITIONS

The organisation or holding of any competition by a affiliated club within the territory of NMSF otherwise than in accordance with these rules shall render every person connected therewith or taking part therein, whether as promoters, organising committee, competitor, official or otherwise, liable to the consequences and penalties provided by SPR 176. If a part of a competition is included in an event which has not been authorised under the initial organizing permit application such a competition shall be unauthorized and the permit shall be null and void and null and void, and the promoters shall return all entry fees. NMSF furthermore reserves the right to take action against any individual or entity with an NMSF connection or affiliation that takes part in, or otherwise associates themselves/itself, with any such unsanctioned event if their involvement is deemed contrary to the interests of NMSF or motorsport in general. Should the competition count towards a championship or other award, it shall not be taken into consideration therewith. Any competition for which necessary government, administrative or private authorization has not been obtained, shall be prohibited by NMSF/deemed to be an unauthorised competition.

82. WAIVER OF NECESSARY PERMITS

Following written application, NMSF may waive the necessity of organising permits for individual specific events (generally closed events). The organisation of competitions under such waiver shall be subject to whatever conditions NMSF shall from time to time announce, and the waiver may be revoked at any time either generally or in respect of a particular club or proposed competition, without giving a reason.

83. APPLICATION FOR AN ORGANISING PERMIT (See also SPR 85)

Every application for an organising permit shall be made out in writing and accompanied (where applicable) by the appropriate fees (see Appendix "R") together with a draft of the proposed SR's, entry form, medical compliance form (obtained from the NMSF) and proof of application or the necessary permissions from the relevant authority/landowners where applicable. **The application must be lodged with NMSF at least four weeks (4) before the date of the proposed competition and must state:**

- i) the name and address of the applicant;
- ii) the body on whose behalf the application is made and the official position held by the applicant;
- iii) the nature of the competition for which the permit is required;
- iv) the date and place of the proposed competition;

Application for waiver of permits shall also be submitted in writing, giving adequate reasons for the application and full details of the competition or event concerned. **Such application must be lodged with NMSF at least four (4) weeks before the date of the proposed competition/event**

- v) An application for an organising permit for an event as envisaged by SSR 28, shall only be considered if such application is submitted together with the route inspection report - Refer SSR 28. Art. 32-33.

NOTE: SR's must not be issued to competitors in draft form but only after approval by NMSF, reflecting the permit number issued for such event by NMSF. Failure to comply with this requirement will result in NMSF taking action against the club and/or promoter. Once the permit is issued, the permit number must be entered onto the approved SRs and must be circulated to all clubs shortly thereafter. Failure to circulate the approved SRs timeously may result in a penalty.

84. APPLICATION FOR A TRACK/CIRCUIT LICENCE

In the case of an application for a permit to hold a competition on a track or circuit which is not already approved by NMSF, an application for approval of the track or circuit must be made to NMSF at least **1 month** before the proposed competition. The application must be accompanied by a plan to scale of not less than 1:500. This plan shall give details of the course, proposed positions of ambulances, details of safety arrangements and organisational infrastructure together with proposed positions of the spectators. All clubs shall apply for a track permit, which shall require track inspection at least once a year before the commencement of the racing calendar.

85. ISSUE OF AN ORGANISING PERMIT

The draft copy of SR's (corrected if necessary) will be returned with the organising permit.

Permits for International events will only be issued for events inscribed on an International calendar and only after the full inscription and permit fees have been paid.

86. APPLICATION FOR CALENDAR DATES

- i) A Promoter or organiser, to avoid the payment of late inscription fees, must apply for inscription by **the 31st October** the year preceding the event (**See Appendix R - Art.1.1**).
- In the case of applications relating to international events, the promoter or club must satisfy NMSF that it has the necessary resources to stage the meeting, competition or event. A financial guarantee may be called for. In addition, the applications to stage international events shall be submitted to NMSF and the Sporting Commission concerned for necessary approval.
- ii) Kindly note, no Club or Promotor shall apply for a date on behalf of another Club or promotor.
A Club or Promotor failing to use the date granted upon the NMSF calendar, shall nevertheless be liable for the organizing permit fee(s) which would have been payable had the event taken place. **Refer Appendix "R" Article 2(ii)(a)**

87. INSURANCE

- i) NMSF shall arrange public insurance cover on behalf of promoters/organisers in respect of all competitions or events for which permits are issued within its territory or for competitions or events held outside of its territory run under permit issued by NMSF, or for which a waiver of permit has been granted.
- ii) NMSF may, at its sole discretion, arrange personal accident cover for all licenced officials provided the names of the officials and their duties are supplied in writing **at least 7 days before the competition or event is held.**

88. COMMERCIAL RIGHTS

- i) All commercial rights pertaining to any Namibian and/or NMSF Championship, Challenge, Trophy, Cup, Series or event shall be vested in NMSF. These rights shall include but not be limited to naming rights, the right to sell sponsorships, television, radio, electronic and/or other media rights, and royalties.
- ii) Without written consent from NMSF, none of the rights referred to in i) above may be commercially exploited by the sale or barter thereof, or in any manner whatsoever, by anyone.
- ii) Where NMSF has entered into an agreement in respect of the commercial rights to an event or series of events, the affected individual event promoters/organisers may not display or publish any advertising material that conflicts with the interests of the party with whom NMSF has entered into the aforementioned commercial rights agreement.
The organizers must avoid any potential conflict by ascertaining from NMSF (in writing) at least **7 days** before the event, whether any potential conflict may arise as a result of an organizer/sponsor involvement.

All event Organisers, Commissions and Officials must respect the provisions of this SPR.

PART IV

DOCUMENTS, DECLARATIONS, SUPPLEMENTARY REGULATIONS AND ENTRIES

SPR

89. OFFICIAL DOCUMENTS

The following shall be published prior to the receipt of entries:

- i) NMSF approved SR's (with the permit number) for the competition or various competitions forming parts of a meeting. These shall conform to and not conflict with the relevant CSI's, SPR's, SSR's and any official instruction issued by NMSF;
- ii) a draft timetable/program;
- iii) an entry form complying with SPR's 91, 92 and 93.

90. LOGOS FOR INTERNATIONAL, NATIONAL AND CLUB COMPETITIONS

In a conspicuous position on the outer front cover of the SR's, programme and advertising material, logos shall occur as follows:

- i) In the case of **international competitions** held under the sporting code of the **FIA**, a FIA logo together with that of NMSF;
- ii) In the case of **international competitions** held under the sporting code of the **FIM**, a FIM logo together with that of NMSF.
- iii) In the case of **club, national and international competitions** held under the permit of NMSF, a NMSF logo or a combined NMSF FIA/FIM Logo. (See **Appendix R - Art.2. (ii)(f) regarding penalty for non-compliance**)
- iv) FIA, FIM, and NMSF logos are available from NMSF.

91. ANNOUNCEMENTS TO BE MADE ON OFFICIAL DOCUMENTS

Supplementary regulations, programme and entry forms relating to any competition shall bear in a conspicuous position the following paragraph: "Held under the International Sporting Code of the Federation Internationale de l'Automobile (FIA), the International Sporting Code of the Federation Internationale Motorcycliste (where the meeting includes motorcycles) the NMSF Sporting Regulations and Standing Supplementary Regulations of Namibia Motor Sport Federation and these Supplementary Regulations. Permit No _____";

92. CONTENTS OF THE SUPPLEMENTARY REGULATIONS

The SR's shall contain (in so far as may be appropriate to the meeting to which they relate) the following information:

- i) The name, status and nature of the proposed competition(s);
- ii) the permit no;
- iii) the name and address of the promoters;
- iv) the name and address of the organisers and/or organising committee;
- v) the obligatory announcement in accordance with SPR 91;
- vi) the place and date of the competition(s);
- vii) a full description of the competition(s) including length and direction of course, fuel and categories of vehicles eligible;
- viii) comprehensive information concerning practice and race times, as well as the time and place for the drivers briefing and details of penalties, if any, for non-attendance;
- ix) the dates, times and nature of starts, with details of handicapping where applicable;
- x) a reminder of such of these rules as may be particularly applicable to the competition, and also in regard to licence requirements and signals to be used;
- xi) the manner in which the results will be determined and prizes awarded;
- xii) a detailed list of prizes and financial awards allocated to each competition;
- xiii) a reminder of the rules concerning protests;
- xiv) the names of the Stewards of the Meeting and the Clerk of the Course with his grade and Licence number;
- xv) provisions regarding postponement, abandonment or cancellation (see SPR 244);
- xvi) any additional information required on entry forms (see SPR 96);
- xvii) whether the nomination of drivers may be delayed (see SPR 96);
- xviii) how, when (opening and closing dates and times) and where entries shall be submitted;
- xix) the amount of the entry fee;
- xx) qualification requirements for drivers;
- xxi) provisions in regard to the conditional acceptance of entries;
- xxii) the maximum number of competitors and how entries, if in excess of this number, are to be selected for acceptance (see SPR106);
- xxiii) the relative positions of the vehicles at the start and how they are to be determined;
- xxiv) whether the eligibility of vehicles will be checked after the competition; (see SPR 254);
- xxv) in circuit competitions, how laps are to be timed;
- xxvi) signals to be given for the start (see SPR 262);
- xxvii) the penalty for a false start if other than as prescribed in the SPR's;
- xxviii) if appropriate, that a change of driver is permitted (see SPR's 104(vii) and 154 (viii));
- xxvix) provisions as to the replenishment of vehicles;
- xxx) particulars of the identification numbers and marks to be carried;
- xxxi) the facts to be judged by the Judges of Fact (see SPR 163) and the names of Judges;

- xxxii) the times and dates fixed for the official examination of vehicles;
- xxxiii) all such other requirements and information as may be necessary for the proper conduct of the meeting and as may be specified from time to time in instructions/regulations issued by NMSF;
- xxxiv) the name or names of any sponsors of the competitions;
- xxxv) any additional regulations required by the particular features of the competition(s).

In drawing up the SR's, organisers will take the following into account:-

SSR's shall not be repeated either in whole or part in any SR's. An organiser who feels it essential to draw attention to any particular SSR shall do so by referring to its number.

93. ALTERATION TO THE SR'S

No alteration or addition shall be made to the SR's after the date listed for the closing of entries unless **ALL** competitors entered and NMSF have agreed **IN WRITING** to such alteration or addition prior to the start of scrutineering or, after the beginning of documentation, **ALL** the competitors and the Stewards of the meeting (or the Jury in motocross events) agree to such alteration or addition, **IN WRITING**.

94. CONTENTS OF THE PROGRAMME

The programme shall contain (in so far appropriate to the meeting or competition to which it relates) the following information:

- i) a statement in accordance with SPR 91 of these rules and the words 'official programme' in prominent lettering on the front cover, **together with necessary Motorsport logos**;
- ii) the name of the promoters and the organising committee (if any) and the names of any sponsor(s);
- iii) place and date of competition(s);
- iv) a short description and the timetable of the proposed competition(s);
- v) names of the entrants and drivers with the distinctive numbers or marks displayed on their vehicles.
Assumed names must appear between inverted commas;
- vi) the names of the Stewards of the Meeting (including which of such Stewards have been appointed by NMSF), or the Members of the Jury (where applicable to motocross meetings), the Clerk of the Course and the Judges of Fact (if any);
- vii) Public Indemnity Clause:

WARNING - MOTORSPORT IS DANGEROUS.

In view of the high speeds attained by the competitors, accidents can happen. The promoters and organisers of this race meeting/event/competition cannot guarantee your safety. You are present at your own risk.

Note: Similar wording should appear on entrance tickets and on signs erected at the entrance to venues and/or in a prominent place at same. (red letters of at least 25cm on a white background must be used)

A programme need not be published for closed events, but the above information where applicable, must be furnished to NMSF before the meeting and be made available to the competitors at the meeting.

95. ENTRIES

- i) An entry is an offer by an intending entrant to enter into a contract with the organiser of an event. It must be signed by the entrant on the official form, and once accepted it is a contract which **binds the competitor to take part in the competition for which he has entered**, and it binds the organiser to fulfil towards the competitor all conditions of the entry, except in the case of established "force majeure".

ii) ALTERATIONS TO ENTRY FORM

The entrant must initial all alterations to an entry form. Failure by the entrant to comply with the foregoing may result in exclusion or lesser penalty at the discretion of the Stewards of the Meeting.

iii) INFORMATION ON ENTRY FORM REGARDING VEHICLE/MACHINE

A competitor in a handicap event may be required to disclose every factor, which will affect his handicap.

- iv) No vehicle/machine shall be entered under an individual name or a combination of names unless each of the entrants involved, is in possession of a competition licence.

96. CONTENTS OF ENTRY FORM

Entry forms shall contain the following:

- i) Spaces for the true full names and addresses of entrant, driver(s) and passenger(s) (if appropriate to the competition) and the licence number(s) of the entrant, driver(s) and passenger(s). SR's may permit the nomination of driver(s) and passenger(s) to be deferred, but no driver, rider or passenger shall compete unless he/she has first signed the appropriate indemnity, declaration(s) and/or undertaking(s) as required by SPR 97 & SPR 242;
- ii) spaces for the signature of the entrant. An entry form may be submitted by an agent on behalf of the entrant but in that case, the entrant shall himself sign and submit an entry form as soon as possible and in any case **before or at documentation**.
- iii) the following statement: "if a competitor is **under 21 years of age**, this form must be countersigned by the appropriate parent or guardian";
- iv) a statement in accordance with SPR 91;
- v) any other information required by the SR's to be stated on the entry form.

97. DECLARATION AND UNDERTAKING TO BE SIGNED BY EVERY COMPETITOR

Every entrant and driver/rider shall sign the declarations and undertakings set out hereunder, which shall form part of the licence application form:

- i) "I understand that should I, at the time of an event in which I intend taking part, be suffering from any condition / disability (whether permanent or temporary) which is likely to prejudicially effect my control of my vehicle / machine, I may not take part in the event concerned unless expressly permitted to do so by NMSF, following the aforementioned declaration of my condition / disability. I further understand that, notwithstanding the issue of a license to me by NMSF it remains my responsibilities not to participate in any event where a condition or disability suffered by me, may in any way affect my, or any other person's safety."
- ii) "I declare that, to the best of my belief, I or the rider(s) / driver(s) entered by me, possess the standard of competence necessary to take part in any event entered, and that any vehicle / machine entered will be suitable and race worthy / roadworthy, having regard to the speeds which will be reached."
- iii) "I declare that any vehicle / machine entered by me, will comply with all regulations and specifications pertaining to the event entered / category of motorsport concerned. I accept, subject to my rights of protest and appeal that action will be taken against me, as the entrant and / or driver and / or rider, in accordance with the provisions of NMSF's regulations, if my vehicle / machine is found not to comply with the relevant regulations and specifications."

98. MEDICAL DECLARATION

Drug testing in sport is always possible, especially in cases of accidents or accidental death of co-drivers and /or spectators. It is the responsibility of the competitors to ensure that any medication taken prior or during the races should be cleared by a doctor or qualified pharmacist. Any condition, which might adversely affect your driving skills, must be notified at least one (1) hour prior to the start of the event to the doctor or the organizers. wilfully withholding any information might have serious legal implications.

Every entrant and driver/rider shall sign a separate medical declaration which shall form part of the licence application form in the case of a day licence holder. National Licence Holders shall upon application for a National Licence, complete the same form and shall similarly further complete the same form on the day of the event to keep the NMSF abreast with any possible medical conditions that may have given rise to medical procedures/changes that may have occurred between events.

- i) The Medical declaration from shall state the following:
 - a. I the undersigned _____ hereby undertake to notify the NMSF, prior to any event that I intend participating in, and as soon as possible after becoming aware of any condition or disability or any other medical or any other condition which I am suffering from, whether permanent or temporary, which may have an effect or impair my ability and competency to participate in such event or which may impair my ability to control the vehicle I intend competing in.
 - b. I further undertake not to participate in such event unless the NMSF has, following such notification, granted me express consent to participate in such event.
 - c. I further declare that, notwithstanding the issuing of a competition licence to me by the NMSF, I am aware that it is my responsibility to refrain from participating in any event under circumstances where I suffer from any condition or disability or any other medical or any other condition which may have an effect or impair my ability and competency to participate in such event, or which may impair my ability to control the vehicle I intend competing in or which may endanger any person's safety, including my own safety.
 - d. I declare that to the best of my belief; I possess the standard of competency required to participate in any event and that the vehicle that I shall be participate in shall be race worthy.
 - e. I declare that any vehicle in which I participate in, shall comply with the relevant regulations and specifications pertaining to the event and category for which it is entered, and I accept and am aware that, subject to my rights of protest and appeal, if my vehicle is found to be non-compliant with said regulations and specifications, action may be taken against me as participant in accordance with the provisions of the NMSF regulations.
 - f. I accept and understand all details listed above and further understand that in the event that I have produced false information on this form my licence will be revoked with immediate effect and that I will be personally responsible for any or all action instituted against me as a result of having provided false information. I certify that I am physically and psychologically FIT to take part in all categories of motorsport, and should it be found that I am not fit I confirm that I accept that the Insurers will not entertain any claims submitted by myself.

99. SIGNATORY TO ENTRY FORM

Where a driver has officially been appointed in terms of SPR 117 to act on the entrant's behalf, the entrant is not absolved from his responsibility regarding the conduct of the driver or absolved from responsibility regarding the vehicle/machine entered.

However, where a driver not appointed in terms of SPR 117 signs an entry form on behalf of the entrant, he will be deemed to have the authority to act as the representative to the exclusion of the entrant and will assume full responsibility for the vehicle/machine entered.

100. RECEIPT OF ENTRIES

On receipt of an approved copy of the SR's and an organising permit from NMSF, the organisers may publish these regulations and receive entries up to the closing date specified therein. An entry form, which is received incomplete in any material aspect, may be accepted by the organisers conditionally upon a properly completed entry form being received by a specified date.

Any entry not accompanied by the appropriate entry fee stated in the regulations shall be invalid.

An entry from a foreign competitor shall not be accepted for an event to be held in the territory of NMSF or for any event run under an NMSF organising permit unless:

- i) the event is inscribed on an international calendar of the FIA or the FIM, and he holds an appropriate competition licence issued by his own ASN or FMN, and
- ii) he is also in possession of a visa issued by his own ASN or FMN authorising him to compete outside his own territory.

101. ENTRY SUBMISSION

Any entry, including those submitted electronically (via fax, e-mail or online), shall be considered a binding intention by the entrant to take part in the event concerned and he/she shall be liable for payment of the relevant entry fee unless the entry is formally withdrawn within 2 days of the closure of entries.

102. ENTRY CONTAINING A FALSE OR INCORRECT STATEMENT

An entry, which contains a false or incorrect statement, shall be invalid, and the entrant may be deemed guilty of breach of these rules and the entry fee may be forfeited.

103. PROMOTERS' RESPONSIBILITY REGARDING ADMINISTRATIVE CHECKING

Administrative checking consists of the checking of entrants and drivers' licences. For foreign competitors the licences and authorization (visas/release letter/Starting permission) of their ASN or FMN must also be checked. In international events held entirely on tarraced circuits, **the medical card and or copy of the medical card of the driver must be checked by a medical officer who shall return the medical card at the end of the event.** Checking will be the responsibility of the Secretary of the Meeting or the Clerk of the Course and should take place prior to any practice or, if there is, no practice scheduled, prior to the event.

104. PROMOTERS' POWERS REGARDING ENTRIES (See SPR 95)

Promoters may, at their discretion:

- i) selects, accept or refuse entries, by giving an entrant notice of such refusal and the reasons thereof, and allowing the entrant an opportunity to appeal said refusal, with the provision that reason for such refusal is made known to NMSF (See SPR 105);
- ii) offer a reserve entry to any competitor whose entry is refused;
- iii) waive (in writing) entry fee(s), or refund them;
- iv) require accepted entries to comply with any specific conditions(s) before being permitted to start provided that such conditions are stated in the SR's;
- v) abandon or postpone a competition or class therein if insufficient entries or starters are received, **provided that the minimum number of entries or starters is stated in the SR's;**
- vi) permit the nomination of a driver to be delayed, always provided that a fully completed entry form is received before the start of the competition;
- vii) with the consent of the Stewards of the Meeting, permit a change of vehicle/machine or driver(s) from those nominated in the official programme or official instructions, on written application being made by the entrant **not less than one hour before the start of the competition**, provided that:
 - a) a change of only one or the other and not both is permitted;
 - b) no change is permitted if a reserve entrant is available to take the place of the entrant applying for the change;
 - c) the SR's provide for a change of driver (See SPR 154 (viii)).

105. REFUSAL OF ENTRY

If an entry for a competition is refused, notification of such refusal shall be sent to NMSF and the would be entrant at the address given on the entry form so as to arrive in the ordinary course of delivery before the close of entries, or by telex, fax or telegram within 48 hours of receipt of the entry concerned.
Such refusal is final (subject to the provisions of SPR 104 i).

106. ACCEPTANCE OF ENTRIES

If the number of entries received exceeds the maximum number of competitors laid down in the SR's those to be accepted shall be selected in the manner specified by the SR's. If no manner is specified, the shall be selected either by ballot or by the order of their receipt except that in the case of a recognised championship/challenge/series, those competitors in contention shall receive preference. Acceptance of entries is signified by their publication in the programme.

107. PROMOTERS TO ACKNOWLEDGE ENTRIES

Promoters shall, within seven days of receipt of an entry or within two days after the closing date for entries, whichever is earlier, **post notification to an entrant** that his/her entry is:

- i) accepted; or
- ii) refused; or
- iii) placed on a list of reserves; or
- iv) held in abeyance for further consideration provided that in this case he shall be notified of the final status of his entry within 2 days after closing of entries.

108. CONDITIONAL ACCEPTANCE OF ENTRIES

SR's may provide those entries may be accepted under clearly stated conditions. For instance, where the number of starters is limited, an entry may be accepted conditionally upon a vacancy occurring among entrants already accepted. Conditional acceptance shall be notified to the entrant by letter, telex, fax, electronic mail or telegram dispatched at the latest on the day following closing of entries.

109. CLOSING OF ENTRIES

The date specified in the SR's for the closing of entries shall, in the case of **international** meetings, be **not less than seven days** and, in the case of **other competitions**, **at less than two days** before the date of the meeting unless NMSF, under exceptional circumstances, authorise that entries may be accepted on the day of the meeting.

110. PUBLICATION FORBIDDEN OF NAMES OF UNACCEPTED ENTRIES

The promoters shall not enter on the programme or publish as entered the name of any competitor or driver in respect of whom they have not received, accepted or conditionally accepted an entry or a nomination. Acceptance shall be shown as such by virtue of publication of same in the programme. Competitors entered conditionally (see SPR 108) shall be designated as such when entries are published.

111. NOMINATION OF RESERVES

Should any competitor be eliminated in accordance with SPR 101 of these rules, he/she may be accepted as a reserve provided his prior consent to such a course has been notified in writing to the organisers who have agreed to this action.

112. RESERVED

113. ENTRANTS RIGHT TO REFUND OF ENTRY FEES

An entrant shall have the right to a refund of his entry fee only if:

- i) the entry is refused;
- ii) the entry is withdrawn in accordance with SPR 114;
- iii) the entry, as a reserve entry, does not participate in the competition;
- iv) the competition is abandoned or postponed for more than 24 hours (see SPR 244);
- v) a meeting for which a permit is issued includes an unauthorised competition (see SPR 81).

114. ENTRANTS RIGHT TO WITHDRAW AN ENTRY

- i) An entrant shall have the right to withdraw an entry provided that the promoters are notified accordingly within 2 days of the closing entries.
- ii) An entrant not withdrawing an entry in accordance with i) above **may only withdraw the entry with the agreement of the Clerk of the Course**. However, once a vehicle has completed the course, it may under no circumstances be withdrawn from the event.
- iii) Once an entry has been withdrawn, it may only be reinstated with the approval of the Clerk of the Course and the Stewards/Jury of the Meeting.

115. DISPUTES REGARDING ENTRIES

In the case of a dispute, an entrant and the organisers regarding the acceptance of some other entry prior to the start of scrutineering, NMSF through a committee or tribunal, (which could comprise of the stewards of the event) shall judge the matter. **In such case, the 14-day notice period is not applicable.**

Under no circumstances shall an entry judged as shown to have been incorrectly accepted, be permitted to compete in the event pending the hearing of a protest or appeal.

If a protest against the decision of the Clerk of the Course regarding the validity of an entry is lodged with the Stewards of the Meeting after the start of scrutineering, the steward's decision shall be final in this instance.

PART V
ENTRANTS, COMPETITORS AND DRIVERS - THEIR RESPONSIBILITIES,
MEDICAL CERTIFICATES & LICENCES

SPR

116. RESERVED

117. ENTRANT

See SPR 20. In particular, entrants shall:

- i) hold the appropriate licence issued by their parent ASN or FMN;
- ii) be bound by the provisions of the sporting codes applicable to the event, such agreement being signified by the signature of the holder on the licence;
- iii) sign the entry form and pay the required entry fee after ascertaining that the details thereon are correct;
- iv) before a competition, satisfy himself as to the eligibility and safety of the vehicle and the competence of its driver(s);
- v) ensure that a vehicle is maintained in an eligible and safe condition throughout the competition;
- vi) ensure that a competing vehicle and the drivers are those nominated;
- vii) ensure that only authorised persons are carried in the vehicle;
- viii) be present or represented at documentation;
- ix) understand and accepts the full consequences of SPR 97 notwithstanding that the signatory may be the driver or another party authorised by the entrant;
- x) ensure that the vehicle is presented at the correct time and place for official scrutiny, and be in attendance during scrutiny;
- xi) be responsible for the presentation of their competing vehicle to scrutineering insofar as:
 - a) it conforms to the group and/or regulations covering the event, including any modifications, which have been performed on it;
 - b) the vehicle is in a clean and safe condition;
 - c) the competition numbers and sponsor's advertising decals (if any) displayed on it are in accordance with, and that they are positioned as required by the regulations.
- xii) have the sole right of protest at events;
- xiii) if the entrant is a corporate body, prior to the event, appoint a natural person to represent it at the meeting entered. The person so appointed may be a driver or rider. Such appointment must be in writing and available per event at the competition and such appointment will be limited to each event. In the absence of any such written appointment, the driver/rider shall automatically be deemed to be the entrant's representative;
- xiv) have the prime responsibility for all acts and omissions of all persons connected with his entry (notably his driver(s), mechanic(s), pit personnel, passengers and service crews) and for ensuring that they comply with the rules and regulations, and be responsible for the payment of any fines levied on such persons.

118. ENTRANTS REPRESENTATIVE

In the absence of an entrant, the nominated driver, or first nominated driver in the case of more than one driver, shall be deemed the representative of the entrant and shall assume the duties and responsibilities.

119. ENTRANT RESPONSIBLE FOR HIS REPRESENTATIVE

Notwithstanding the foregoing, an entrant is held responsible for any misdemeanour of a driver acting as his representative and, with the driver, is liable to penalty.

120. INDIVIDUAL RESPONSIBILITY

All persons who during a competition are connected with an entry are not absolved from their individual responsibility under any relevant regulation because of the responsibilities assumed by the entrant of his/her representative.

121. RIGHTS OF ENTRANTS

See SPR's 113 and 114.

122. CONSUMPTION OF ALCOHOL

It is forbidden for any competitor to consume alcohol while taking part in an event, or in the time period between a competitor completing an event and the relevant race officials at the event giving a decision on any protest and/or appeal that he/she may have lodged. Offenders shall be excluded from the event and shall be reported to NMSF for possible further action. Likewise, action may be taken against any competitor where persons associated with him/her cause unnecessary problems for the race officials as a result of being under the influence of alcohol. (Refer: SPR 174 viii)

123. DECLARATION/UNDERTAKING TO BE SIGNED BY EVERY DRIVER

See SPR's 97 and 98

124. ENTRANTS AND DRIVERS FORBIDDEN TO ABANDON A COMPETITION OR TO ABANDON ONE COMPETITION AND COMPETE IN ANOTHER

Any competitor having entered, or any driver having undertaken to drive/ride in any competition, who does not take part in that competition or who takes part in another competition on the same day at some other place, shall be suspended (temporary withdrawal of licence) as from the beginning of the latter competition for such time as the NMSF considers fit. If the two competitions take place in different countries NMSF and the other ASN or FMN concerned shall agree as to the term of suspension and in default of such agreement the question shall be referred to the FIA, CIK or the FIM whose decision thereon shall be final.

125. RESPONSIBILITY OF DRIVERS, CO-DRIVERS AND PASSENGERS

Drivers, co-drivers and passengers must be aware of the articles, rules and regulations governing the competition they are entered in. In particular they:

- i) must hold a licence of the correct grade for the competition entered. This licence must be available at all times during the competition;
- ii) must, if required, have passed a medical examination prior to issue of the above licence;
- iii) must present in person their licence and, if applicable, their medical card at scrutineering or documentation prior to the event;
- iv) must wear the required protective clothing approved for the competition entered;
- v) must decline to compete in a vehicle, which they know to be ineligible for the competition entered;
- vi) must not enter more than one meeting on any one date unless they hold the permission of the ASN or FMN concerned;
- vii) **must be aware that they may only enter, or be entered for, competitions in countries other than that which issued their licence if:**
 - a) they have the written approval of their own ASN or FMN; -
 - b) the event is listed on the international sporting calendar.
- viii) must at all times obey the instructions of any authorised official of the meeting, taking any disputes with such officials to the Clerk of the Course;
- ix) must be present at any meetings or briefings where this is required by the regulations or by the Stewards of the Meeting. They must also be present, unless by prior agreement with the organisers, at any prize-giving or ceremony where their presence is required by the regulations;
- x) must only drive/ride in circuit races and speed events on tracks licenced by the FIA, the CIK, the FIM or NMSF;
- xi) must only compete in competitions, which have been authorised by the issue of an organising permit. **Participation in events not authorised by the ASN or FMN in whose country the event takes place will invoke the strongest disciplinary measures;**
- xii) must be aware of the contents of these regulations and in particular of the driving conduct required for the event entered;
- xiii) must agree to be bound by these regulations, such agreement being signified by the signature of the holder on the licence application form;
- xiv) must not have prior knowledge of the route to be followed in rallies, trials, off-road, enduro or similar events, unless permission has been obtained from NMSF for competitors to have prior knowledge.

126. ACQUANTANCE WITH AND SUBMISSION TO THE RULES

Every person, group of persons, etc. organising a competition or taking part therein shall by doing so or by and upon applying for an organising permit, or by and upon applying for a licence from NMSF or by and upon entering for a competition, be deemed to have and recognise that they have:

- i) made themselves acquainted with these rules;
- ii) submitted themselves without reserve to the consequences resulting from these rules and any subsequent alteration thereof and agreed to pay as liquidated damages any fines or costs imposed upon them within the maxima set out in Appendix R;
- iii) renounced, under pain of disqualification (see SPR 186) the right **to have recourse except with the written consent of NMSF to any arbitrator or tribunal not provided for in these rules;**
- iv) agreed to exonerate and keep indemnified the promoters, NMSF, and their respective officials, servants, agents and representatives from and against all liability whatsoever to any such person or body or group of persons respectively in respect of or in connection with any meeting, competition or event held under these rules from whatever cause arising or alleged to have arisen;
- v) in the case of competitors (whether entrants, drivers or passengers) in competitions, agreed to exonerate and keep indemnified all other competitors, their servants or agents from and against all liability whatsoever to such entrants, vehicle owners or possessors, driver, co-drivers or passengers in connection with the driving of their vehicles or any other act, omission or occurrence during the course of a race or official practice therefore;
- vi) agreed as set out in sub-paragraph iv) and v) of this rule with each and all of the persons and bodies referred to in those sub-paragraphs so that each and any of these persons or bodies shall be entitled to the benefit of such agreements;
- vii) agreed to be examined by a medical practitioner prior to, during or following a motor sporting event, meeting or competition, and further agreed to allow a sample of blood and/or urine to be taken for laboratory analysis by the medical practitioner concerned to determine the presence or otherwise of alcohol or prohibited drugs as listed by the FIA and/or the FIM and/or the NNSC in accordance with the procedures for testing as prescribed by them;
- viii) fully accepted that, should the analysis of the samples taken reveal the presence of alcohol or drugs, or in the event of any refusal to allow samples of blood and/or urine to be taken, will result in suspension for 12 months from participation in all forms of motor sport run under the control of NMSF, without a court of enquiry or tribunal being conducted by NMSF and without being allowed recourse through an appeal against the 12 month suspension imposed for using alcohol or drugs or for refusing to allow samples of blood and/or urine to be taken as per this agreement.

127. LICENCES ISSUED BY NMSF

- i) international, national and club licences for drivers and co-drivers/navigators;
- ii) Entrants' licences;
- iii) Officials' licences;
- iv) One event / Day licences.

A Competitor can take out as many day licences as he/she wants during the year. Licences shall be in the form chosen by NMSF. They apply to a specific status and category of sporting event i.e. Competitors not having a National licence to compete in a National, Club or Social event. Competitors holding Day Licences shall not score points towards a National event. Unless being of international status, they will be restricted to use in the territory of NMSF and will not be valid for International events.

128. REGISTRATION OF COMPETITORS

Any person, in order to qualify as an entrant or driver, co-driver or as a navigator, must, accept as hereinafter provided, be the holder of a licence for which a formal application on the appropriate form shall be made to NMSF. Notwithstanding anything in these rules, NMSF may in writing waive the necessity for competitors or drivers to hold a licence under these rules in order to be eligible to take part in a particular competition if it is primarily an event of a social character or an event open to persons who have not previously taken part in competitions. NMSF may also grant a general waiver in respect of competitors in closed and restricted competitions subject to such conditions as it may from time to time announce. Such waiver may be revoked at any time either generally or in respect of an individual competitor.

129. GRANT OF LICENCE

- i) NMSF shall be entitled to grant licences to:
 - a) nationals of the Republic of Namibia;
 - b) a national of any other country represented on the FIA, CIK, FIM or the FIM AFRICA after receiving authority from the ASN or FMN of the country to do so under the following conditions:
 - b).i) that their parent ASN gives its prior agreement to the issuing, which may only take place once a year and in special cases,
 - b).ii) that they can produce for their parent ASN (The country of their passport) proof of permanent residence in the other country (any person aged less than 18 years the day of the request must also provide an attestation that they are in full time education in the other country)
 - c) a national of a country not represented on the FIA, CIK, FIM or the FIM AFRICA provided the FIA/CIK/FIM/FIM AFRICA is informed and makes no objection to the grant of such licence;
 - d) political refugees.
- ii) The granting of a competition licence by NMSF shall be conditional, where applicable, upon the applicant at the time of the application satisfying the NMSF:
 - a) For all forms of motorsport utilising public roads, that he/she is the holder of a current driving licence (or a learner's licence) valid in the territory of NMSF; or
 - b) that he/she has habitually driven motor vehicles outside the territory of NMSF and is not disqualified from driving such vehicles within the territory of NMSF; or
 - c) that although he/she is disqualified from holding a licence to drive on public roads, the circumstances leading to such disqualification are such that he/she should not be refused a competition licence. Applications falling within this sub paragraph shall be considered individually by NMSF.
- iii) Every applicant for a competition licence must satisfy NMSF:
 - a) that he/she is a paid-up member of a bona fide motor club and/or association registered with NMSF;
 - b) that he/she signs the form of indemnity set forth hereunder.
 - c) that he/she complies with the eligibility requirements for the issue of licences for particular categories of motor sport and in the case of a junior competitor, produces an original or certified copy of the birth certificate.

129(A) NMSF IN ITS SOLE DISCRETION RESERVES THE RIGHT TO:

- i) Issue a licence to an applicant who may not have the stipulated minimum qualifications but who can satisfy NMSF as to his ability and/or experience, full particulars of which MUST be submitted in writing in support of his application.
- ii) Withhold a licence;
- iii) Issue a lesser category of licence notwithstanding the fact that the applicant has the necessary qualifications in accordance with details required and furnished in the application.
- iv) Notwithstanding SPR 129 ii)a) above the NMSF may Issue licences to drivers who do not hold current driver's licences (or learner's licences) where the nature of the event allows the participation of junior competitors or the standing regulations of NMSF do not specifically require the holding of driving licences.

130. VALIDITY OF LICENCE

- i) Licences are valid for events of the status that they apply to, and lower and where applicable, a licence shall be signed.
- ii) An international entrant's/competition licence issued by NMSF shall be valid for events inscribed on the international calendar in all countries represented on the FIA, CIK or the FIM and shall make the holder eligible to enter for or drive in (as the case may be) all competitions organised under the permit of NMSF and in all international competitions (see SPR's 59 and 60).

- iii) A national licence issued by NMSF shall make the holder eligible as endorsed upon the licence to enter or drive in (as the case may be) national and club competitions, provided the holder is otherwise eligible, therefore.
- iv) A competition licence granted by NMSF does not constitute a certificate of the competence of the holder.
- v) If the holder of a competition licence granted by NMSF is, during the currency of such licence, disqualified from holding a licence under the Namibia Roads Traffic and Transport Act 2003 as amended, then his/her competition licence granted under these rules shall become invalid and shall forthwith be returned to NMSF provided that the NMSF may, upon application by the licence, consider the circumstances under which the disqualification was ordered and if it thinks fit, shall authorise the re-issued of such driver's licence.
- vi) **A licence is not valid while a competitor is under sentence of suspension or disqualification (See SPR 187 and SPR 189).**
- vii) A day licence issued by NMSF shall make the holder eligible to enter or drive in (as the case may be) national, club and social competitions, but will not be eligible to score any points for national championships events.
- viii) Competitors holding valid current foreign licences (licences issued by any other FIA/FIM recognised ASN/FMN as envisaged by SPR 132 (ii) and SPR 134 (i) & (iii)) may compete with such licence in any event held under the jurisdiction of the NMSF, on the following conditions:
 - a) he/she must have a letter of invitation from the promoters of the event;
 - b) he/she must have a letter of release and or authorisation from the issuing ASN/FMN valid for that specific event or series of events;

131. PERIOD OF VALIDITY OF LICENCE

Licences, other than official's licences, or unless otherwise endorsed by NMSF, shall be valid from the date of issue to the end of the current calendar year, unless previously surrendered or withdrawn in accordance with these rules. This does not apply to a day licences.

132. RESTRICTIONS ON THE HOLDING OF LICENCES

- i) No person shall obtain a licence from more than one ASN or FMN during any one calendar year.
- ii) No licence may be applied for outside of Namibia by the holder of any NMSF licence or by a Namibian Citizen without the specific permission of NMSF in writing.
- iii) An entrant's licence may not be issued under a name, which is calculated to deceive.
- iv) Subject to SPR 129 iv), Under no circumstances shall a licence be issued to a junior competitor unless the original or certified copy of the birth certificate is produced and the Licence Application Form and Indemnity have been signed by the minor's legal parent, guardian and/or curator. Severe penalties will result if falsified copies of birth certificates are submitted.

133. REFUSAL OR WITHDRAWAL OF LICENCE

- i) NMSF may refuse to issue or renew or may withdraw a licence. In the case of an application for a licence coming within SPR 129 (i) (b) or (c), such refusal shall be notified by NMSF to the FIA, CIK or FIM.
- ii) Where a person publicly renounces his licence, he/she shall not be entitled to a new licence without the consent of NMSF.
- iii) **Any person entering for, driving in, officiating at, organising, or in any other manner taking part in a competition not authorised by NMSF, will be suspended by NMSF. If unlicensed, they may be subject to such other sanctions as NMSF sees fit.**
If the competition is held outside the jurisdiction of the NMSF, the two ASN's or FMN's will agree on the duration of the suspension. If the competition is held on a track licensed by NMSF, then NMSF may withdraw all track licences held, and this will automatically result in the withdrawal from the calendar of any events allocated to the track until such time as the licence is restored.

134. GRANTING A LICENCE TO A NATIONAL OF ANOTHER COUNTRY

- i) Anyone wishing to take out a licence for the first time in a country different from that of his citizenship must first obtain the approval of the ASN or FMN of his or her country of origin. Should the applicant wish to score in the Namibian National Championships, the applicant must produce proof of a permanent residence permit in Namibia.
- ii) NMSF shall be entitled to issue licences to nationals of other FIA, CIK or FIM member countries who already hold licences in compliance with the following conditions:
 - a) that they have obtained the written agreement of the parent ASN or FMN for this issue;
 - b) that their parent ASN or FMN has recovered the licence originally issued.

135. GRANTING A LICENCE TO A POLITICAL REFUGEE

NMSF may issue a licence to a political refugee, such person being an individual who has fled from his/ her homeland because of political persecution and have political refugee status conferred unto him/her from the Namibia Government, without permission from the ASN or FMN of the refugee's country of origin provided that the status of the refugee conforms to the civil laws of the Republic of Namibia. Where a licence is issued under this article, the licensee assumes the nationality of NMSF. Such person being an individual

136. USING A LICENCE IN A FOREIGN COUNTRY

Competitors, prior to competing in a foreign country, must possess an international licence as an entrant or driver or if necessary, both. They must obtain permission from NMSF. This permission may be given in such form as it deems convenient, by stamping the entry form, giving the entrant or driver a special visa/release letter/starting permission for a specific event or a more general visa/release letter/ starting permission for one or several countries per event, or a period of time or the whole period of validity of the licence.

137. ASSUMED NAME

- i) If a licence is required in an assumed name, special application shall be made to NMSF, which may, if it thinks fit, issue a licence in such name. A person granted a licence in an assumed name shall not, so long as he/she holds a licence in that name, take part in any competition except under the name shown on such licence.
- ii) Any alteration to the assumed name shall require a further application to NMSF.
- iii) To change back to an original name, a new licence must be applied for and the appropriate fee paid.

138. PRODUCTION OF LICENCE

A competitor shall produce his competition licence on demand to an official of a meeting.

It is essential for the Secretary, acting on behalf of the organisers, to check the licence of every competitor to confirm that they are eligible and the licences valid for the particular category entered.

Failure to comply with this instruction will result in disciplinary action against both competitors and the organisers. (See By-Laws of the NMSF regarding penalty for non-compliance).

139. FORM OF MEDICAL FITNESS

All competitors, on applying for a licence, shall be required to submit a medical form, duly completed and signed by themselves. The form shall be retained by NMSF and production of a license, will therefore be deemed to be the production of a medical certificate. No licence will be issued where said medical form is not furnished.

Drivers who intend competing overseas are, however, advised to be in possession of separate medical certificate conforming to the regulations of the FIA, FIM or CIK whichever is applicable.

140. PRODUCTION OF MEDICAL CERTIFICATE

If the NMSF for any reason has doubts concerning the fitness or ability of a competitor he/she may be required to furnish a medical report, issued by a specialist approved by NMSF. Any competitor hospitalised following an accident may be required to furnish a medical certificate from a qualified medical practitioner or specialist before again being allowed to compete.

141. LICENCE FEES

On the grant of a licence by NMSF, a fee shall be payable to NMSF in accordance with the scales laid down in Appendix R to these rules. NMSF reserves the right to amend these scales.

PART VI

CERTAIN POWERS AND RESPONSIBILITIES OF PROMOTERS/ORGANISERS

SPR

142. POWERS OF THE PROMOTERS/ORGANISERS (See SPR 104)

The promoter may:

- i) through the Clerk of the Course, with the prior consent of the Stewards of the Meeting, delete part of the course or competition or ignore part of the records of the competition in the case of bona fide unforeseen circumstances. A race may not be reduced in length except in accordance with SPR 273. For cancellation / postponement, refer to SPR 244;
- ii) distribute the awards at their discretion if, through bona fide unforeseen circumstances the competition is topped before its scheduled completion;
- iii) offer additional awards;
- iv) with the prior consent of the Stewards of the Meeting, change the order in which events are run at a meeting, provided all competitors are advised accordingly;
- v) before the meeting, amalgamate classes or create additional classes should the type and size of entry appear to warrant such action and provided that intention to do so is notified in writing to all competitors affected not less than seven days before the competition or within two days after the closing date of entries, whichever is the earlier.
- vi) offer the entrant or any driver or vehicle liable to exclusion under SPR 104 v) the option of transfer to any appropriate class or competition at a meeting, if such appropriate class is scheduled;
- vii) check the eligibility of any vehicle and/or competitor before, during or after the competition provided that intention to do so after the competition is notified in the SR's, or alternatively, to the entrant within half an hour of the publication of the provisional results;
- viii) require a vehicle to be dismantled by the entrant in order to check its eligibility as and when directed;
- ix) require such components and/or samples and/or technical information as may be specified to be produced by the entrant as and when directed;
- x) require the entrant to defray any costs arising from the exercise of the rights given by vii), viii) and ix) above;
- xi) require the entrant to pay a fee for the re-examination of any vehicle rejected at scrutiny in accordance with the By-Laws of NMSF;
- xii) consider and decide on any claim for expenses arising from the competition incurred by any person taking part in the competition;
- xiii) specify the manner in which a tie shall be resolved should the provision of the SR's not produce a result.

143. RESPONSIBILITY OF THE PROMOTERS/ORGANISERS

In addition to the responsibilities of the promoters/organisers contained in the SPR's, SSR's, and in any relevant instructions, the promoters/organisers in particular shall:

- i) ensure that the SR's and final instructions are not in conflict with the SPR's, SSR's or any instruction issued by NMSF;
- ii) publish SR's and make these available to prospective competitors;
- iii) check the licence of all competitors and, where applicable, visas and medical certificates;
- iv) in the case of racing events or meetings, hold a drivers' briefing prior to the competition allowing entrants and drivers to seek clarification concerning the SR's, final instructions or any matter not specifically covered in any regulation. Details of when and where the drivers' briefing will be held will be given in the SR's or final instructions;
- v) **4 weeks before the competition**, submit the draft SR's to NMSF. The SR's, (other than for international events) **must not repeat the NMSF SSR's either in whole or in part**. If it is desired to emphasise any particular SSR's, attention should be directed to them by their numbers. SR's when being drafted should therefore be checked carefully against the relevant SSR's to ensure that there is no repetition;
- vi) issue final instructions to deal with particular points arising after the issue of the SR's, **but in so far as such instructions are contrary to the SR's or these rules or impose penalties (except in exceptional circumstances approved by NMSF), they shall be invalid**.
- vii) before the competition takes place, furnish the Stewards of the Meeting (and particularly the NMSF Steward who is the senior Steward) with copies of the SR's the final official instructions to competitors and any other such documents or information as may be supplied to competitors.
The Stewards of the Meeting must be informed by the organisers of the time and place of the start and finish (when applicable) and must be given all such information and facilities by the organisers, including admission tickets, etc., (where applicable) to enable them to carry out their duties. These requirements also apply to the senior Scrutineer. Failure to adhere to these requirements will render the organisers liable to a penalty or fine; Refer to Appendix R.
- viii) in good time before the competition, furnish the Respective Commission, NMSF, P O Box 5483 Ausspannplatz, Windhoek, 9000 and/or info@motorsportnamibia.org or sec-gen@motorsportnamibia.org with two copies of the SR's and official instructions (if any) as issued to competitors, and any subsequent amendments thereto;
- ix) **After the competition, the promoters shall: (by ways of the completion of the race folder)**
 - a) inform NMSF of the results of a competition **by the close of business on the 7th working day following the competition** or within such further time as NMSF may allow in specific instances.
Results must reflect the competition licence number and names of all competitors.
 - b) Furnish NMSF with a copy of the official programme for the event (refer SPR 94);

- c) inform each competitor of the results of a competition **within 14 days** (this may be on the day of the event) of the completion of the competition or within such further time as NMSF may allow;
- d) submit their written report to the Stewards of the Meeting, complete with copies of the full results together with details of licence numbers and names, and all such other information as is necessary to enable the Stewards of the Meeting to compile their own written report for submission to NMSF;
- e) through the Clerk of the Course have **7 days** in which to submit their reports before penalties are automatically applied (See NMSF By-Laws – fines & penalties);
- f) distribute all starting and prize money within **21 days** after the results of a competition have been finalised, or within such further period as NMSF may allow. Any awards shall be presented within a like period unless the SR's specify a particular date or occasion for presentation;
- g) return fees to reserve entries that did not start;
- h) where the SR's include prize giving in the programme of an event and circumstances arise which would cause an unreasonable delay in announcing the results after the event, the Stewards may postpone such announcement to a later date having advised all competitors present accordingly.
- i) where prizes/awards are presented at the close of an event, competitors who do not attend to receive their prizes/awards may forfeit them unless they have received permission from the Clerk of the Course to be absent from this function.

144. RESPONSIBILITY OF PROMOTERS OF ALL MOTOR SPORTING EVENTS

Promoters/organisers **MUST** provide the following minimum services:

- i) The practice (where applicable) to be under the control of competent members of the organising clubs, (i.e. sufficient trained and well-equipped marshals). In the case of racing on closed circuits, **all marshal points must be manned for official practice, qualifying and racing.**
- ii) Sufficient firefighting equipment must be present. Same must be serviced regularly and in working order.
- iii) Exit of the pit road must be manned. The entire length of the circuit must be in sight of officials who are in radio/telephone contact with the official at race control.
- iv) **A medical rescue service, complying with the provisions as per the NMSF Medical & Safety regulations must be provided.**
- v) Where applicable, as sized scales (together with test weights to confirm the scale's accuracy) must be provided, to allow for the weighing of race vehicles.

PART VII OFFICIALS

SPR

145. LIST OF OFFICIALS

The term “officials” comprises the following persons who may have assistants. The list is not necessarily exhaustive. Officials should be adults and for all competitions, must be licenced by NMSF.

The Stewards of the Meeting or the Jury as required for certain motorcycle events (see motocross/enduro regulations for details of Jury);

The Clerk of the Course;

The Secretary of the Meeting;

Timekeepers;

Handicappers;

Technical Consultants;

Scrutineers;

Road or Track Observers;

Flag Marshals;

Pit and Paddock Marshals;

Track Marshals for fire and safety;

Starters;

Rally Marshals;

Judges of Fact (**Note: Unless judges of fact are licenced by NMSF and their appointment complies strictly with the provisions of the regulations, they will simply be considered to be observers**);

Medical officers;

Crowd Control Officials;

Communications and Radio Officials.

146. DEFINITION OF ROLE OF OFFICIALS

The role of an official is: -

- i) to either guide or be instrumental in the organisation of an event; and/or
- ii) to check that the CSI, SPR's, SSR's and SR's governing the event are complied with.

An official shall not perform any duties other than those attached to his appointment, except in cases of force majeure, and no official shall hold more than one position during an event.

147. BUSINESS CONNECTIONS PROHIBITED

It is required that any official who has, by his appointment, a “conflict of interest” or could be held to such a “conflict of interests” because of his normal employment, shall report such to NMSF before the competition.

148. OFFICIALS' LICENCES

Certain officials in events must hold a licence issued by NMSF. The criteria and necessity for holding such licences will be decided by NMSF or the FIA, CIK, or FIM, as will the criteria for the granting of such licences. The fee for the licence will be determined by NMSF. In particular, the period of validity of official's licences may be extended unlike other licences.

These licences may be withdrawn by NMSF, the FIA, the CIK, or the FIM (as applicable) if the holder proves to be incompetent or commits a serious offence. NMSF will maintain a list of all licenced officials.

Any official who places him/herself at the disposal of an organiser, who does not have an organising permit, shall be suspended.

149. RIGHT OF SUPERVISION

- i) Apart from the officials referred to in SPR 145, the FIA/CIK/FIM/FIM AFRICA may appoint persons with the task of attending, as an observer, the qualifying events of any FIA/CIK/FIM/FIM AFRICA championship, trophy, or cup.
- ii) NMSF may appoint a suitable person with the right to supervise or uphold the interests of its own nationals in an event held in any country whatsoever. Such appointment must be notified in writing to both the Stewards of the Meeting, and to the ASN or FMN of the country where the event is being held.
- iii) NMSF may appoint members of its committees or other suitable persons to observe any event run within its territory.

150. RIGHTS OF THE FIA/CIK/FIM TO APPOINT OFFICIALS

For any international championship, cup or trophy, the FIA/CIK/FIM has the right to appoint a Race Director and a number of the Stewards/Jury members of the Meeting. In addition, it may appoint Inspectors, Observers, Safety Delegates and Medical Officers who will report directly to the FIA/CIK/FIM.

151. NECESSARY OFFICIALS

For every event that the NMSF issues a permit, there shall be **at least two Stewards of the Meeting/Jury Members** (one steward appointed by the NMSF and the second appointed by the organizing Club), a Clerk of the Course and a Scrutineer. Except where otherwise provided for, **the stewards are on duty for the duration of the Competition**. For events where time is a factor, there shall be at least one Timekeeper. For International events, there will be at least three Stewards of the Meeting/Jury Members. If more are appointed there shall always be an odd number. For FIA/CIK/FIM championship events the regulations, regarding officials must be followed. The NMSF will appoint a Steward of the Meeting for all events granted a NMSF permit and will approve the second Steward, Clerk of the Course and other senior officials nominated to organize the event. For motorcycle events concerned, NMSF will appoint the Jury President and approve the nomination of other senior licensed officials appropriate to the event.

152. CONSUMPTION OF ALCOHOL

No person in any official capacity may consume any alcohol until such time as he has discharged his official duties in their entirety. Offenders will render themselves liable to disciplinary action at the discretion of NMSF.

153. STEWARDS

Note: No Steward can carry out his/her duties in a satisfactory manner unless he/she has the very least, a working knowledge of the SPR's and allied Regulations. For National Championship events, it is compulsory for at least the NMSF appointed Steward/Jury President to hold a NMSF approved Clerk of the Course Licence, valid for that specific category of the sport.

- i) Any person before acting as a steward should be in possession of the following publications:
 - a) Sporting Regulations (SPR's);
 - b) Standing Supplementary Regulations (SSR's);
 - c) International Sporting Codes (CSI's) (where applicable);
 - d) Supplementary Regulations (SR's) and final instructions issued by the Promoters/Organisers for the meeting.
- ii) The function of the Stewards, acting as a body and not as individuals, is to constitute an impartial judicial body and, in so doing, to see that the organisers deal fairly with the competitors and that the competitors respect the organisers.
- iii) The Clerk of the Course is responsible for the safety of spectators, officials, competitors, and the Stewards will not concern themselves with these matters except in an emergency, or if it appears that, the Clerk of the Course is failing to take appropriate action.
- iv) For other than international events where the Stewards have prime responsibility, the Clerk of the Course is the Chief Executive Officer for any meeting and the Stewards should not interfere with him in the carrying out of his duties or assume duties or responsibilities, which are properly those of the Clerk of the Course.
- v) The Stewards, during a meeting, should bring to the notice of the Clerk of the Course any serious shortcomings in organisation which may come to their notice, and which may endanger spectators, officials or competitors, if not immediately rectified.
- vi) The Stewards should not, except for the most urgent reason, issue instructions directly to officials or competitors, but should always deal with and through the Clerk of the Course if it appears to them that the meeting is not being properly or safely conducted or that important matters are being overlooked by the Clerk of the Course.
- vii) If it is essential for the Stewards to take urgent action, the Clerk of the Course should be advised of the action taken as soon as possible.
- viii) Should the circumstances warrant this, NMSF shall have the right to appoint one or more alternate Stewards to hear protests, which are not able to be heard during the event in question.

154. RESPONSIBILITY AND AUTHORITY OF THE STEWARDS OF THE MEETING

- i) The Stewards of the Meeting shall have authority for the enforcement of the CSI's, the SPR's, SSR's and the SR's once they become empowered so to act.
- ii) The Stewards of the Meeting shall not be in any way responsible for an event's organisation and shall not have any executive duty in connection therewith. It follows therefore, that in the discharge of their duties they do not incur any responsibility except to NMSF.

As an exception to this principle when a meeting is promoted directly the NMSF, the Stewards of such a meeting may combine their duties with those of the promoters. In a meeting comprising several competitions, there may be different Stewards of the Meeting for each competition. When NMSF has appointed one or more of the Stewards of the Meeting, such Steward, or if more than one, the Steward appointed as the Senior Steward, shall act as Chairman of the Stewards of the Meeting.
- iii) They may in exceptional circumstances amend the regulations.
- iv) They may forbid the running of any competition not in conformity with the applicable regulations, or in a case of "force majeure" or for safety reasons.
- v) They may modify, or instruct modifications to the programme, the services or installations, whether or not the Clerk of the Course has suggested these, in order to ensure greater safety for the competitors or the public.
- vi) They may appoint deputies in the absence of any of their number to make sure the required number of Stewards is present.
- vii) They may postpone a competition in a case of "force majeure" or for reasons of safety.
- viii) They may authorise a change of driver **if such change is foreseen in the SR's, or SSR's**.
- ix) They may accept or reject any rectifications proposed by a Judge.

- x) They may authorise a restart after a competition has been stopped.
- xi) If appropriate, the Stewards of the Meeting may increase the penalty for a false start.
- xii) They shall determine if a competition should be concluded after it has been stopped by the Clerk of the Course.
- xiii) They may authorise a new start in the event of a dead heat.
- xiv) They may cancel or render null and void controls and stages in rallies.
- xv) They may amend the classification.
- xvi) They must investigate or cause to be investigated any incidents or breaches of the regulations which they observe, or which are reported to them.
- xvii) They may recommend to NMSF that further action be taken against a competitor for any serious offence, including holding of courts of enquiry.
- xviii) At the end of the competition or meeting, the Stewards must report to the NMSF such matters, as it requires. However, this report must contain at least all details of protests lodged, whether heard or declined, appeals received, their recommendations for any further penalties or sanctions and a report on the competence of the Organisers. This report is to the NMSF only and must be submitted to NMSF **within 14 days from the date of the competition**. Any protest fee retained, or appeal fees must accompany the report irrespective of whether a protest lodged was heard or not. The report must be a fair and honest report and must in no way endeavour to protect the interest of the promoters/Organisers and/or officials and/or competitors.
- xix) They shall be present at the meeting or event from the first scrutineering or administrative checking to the end of the time limit for protests following the publication of provisional results or until all protests are dealt with. They may adjourn such protests to a time and place suitable to all parties. This time must be extended to include any final scrutineering or dismantling.
- xx) In general, the Stewards of the Meeting become empowered to act as soon as the first action of the meeting or event commences on race day. **Any disputes prior to this time must be dealt with by NMSF who alone may decide disputes regarding entries or projected changes to the regulations up to this moment.** Their role ends when they sign the final results or when all protests are heard and the time for lodging a notice of intention to appeal has expired.
- xxi) They shall settle any protests, which may arise during a meeting subject to the rights of appeal in this code. Stewards may receive a protest either directly or through the Clerk of the Course. The time that the protest is received must be recorded on the protest and signed by the Steward or the Clerk of the course. The Stewards should satisfy themselves that the protest has been lodged strictly in accordance with Part IX of the SPR's. Competitors are deemed to know the SPR's, and **it is not the function of the Stewards to assist or give advice to competitors regarding the manner and method in which protests should be lodged.**
- xxii) The Stewards should ensure that the hearing of a protest is in private with only interested parties being present, including the Clerk of the Course. It is not the function of Stewards to act as prosecutors, or defendants. They should ask questions on points of clarification but should generally leave the various parties involved to state their case in amplification of the written protest previously lodged.
- xxiii) "Club Stewards" are not appointed to protect the interest of the organisers or the promoters, and they must not interpret their responsibilities in this manner.
- xxiv) In considering the SR's, Stewards must consider the SR's as published. **They must only be concerned with the normal plain meaning of the wording of the regulations and must pay no attention to any claim as to what any regulations were intended to mean.** In the case of ambiguity, the SR's should be and taken as a whole before a decision regarding the intention of the regulations is decided upon.
- xxv) In the case of the Stewards not being unanimous in their findings, a majority decision prevails. If there is an equality of votes, the Senior Steward shall have the casting vote.
- xxvi) If for any reason the Stewards cannot give their findings immediately after the hearing, they shall inform the interested parties of the time and place at which the findings will be given. This notice must be given both verbally, and in writing.
- xxvii) In addition to hearing protests, the Stewards may be called upon to deal with a breach of the regulations. A hearing should be held similar to hearings held in the case of protests and the procedure is similar. Having arrived at a decision, the Stewards may impose a penalty (refer SPR 177, 178, 183 and 184).
- xxviii) Where a decision made by the Stewards affects the results of an event/race, the Stewards shall, as soon as possible, advise the relevant officials accordingly to allow the latter to amend the provisional results, for re-publication.

Note: Stewards are often prevailed upon to give advice to competitors who are annoyed or aggrieved by the action of the Promoters. They should firmly but tactfully avoid giving such advice, which often arises from a question, which is a concealed protest. Once having given solicited or unsolicited advice to competitors or organisers, the Stewards have automatically debarred themselves from dealing with any protest, which may subsequently arise on the matter. Stewards who thus compromise their positions cannot carry out their judicial duties, and powers, and this gives rise to unnecessary appeals.

155. PENALTIES, WHICH CAN BE IMPOSED BY THE STEWARDS OF THE MEETING Refer SPR 179

156. STEWARDS REPORT AND POWERS OF NMSF FOLLOWING STEWARD'S REPORT

- i) The Stewards (as a body) must submit their written report to NMSF **within 14 days from the date of the event** in accordance with the SPR's, forwarding therewith the documents received from the Clerk of the Course.

- ii) If it appears to NMSF from the Stewards' Report or otherwise that the results of a competition have been improperly or incorrectly made, or that any breach of condition of permit, defect in organisation, **breach of any SPR's, SSR's or SR's** or other irregularity has taken place, or that the Stewards have recommended further action, NMSF shall be entitled to enquire into the matter **as envisaged in SPR 211 below or otherwise**, and, after giving the interested parties an opportunity of being heard, make such order as it deems proper, even though no protest or appeal may be pending, **and whether or not such breach has been the subject of protest and/or appeal.**

No such enquiry shall be ordered after the expiration of 60 days from the date of publication of the results and further provided, except where the Stewards have recommended further action, that no matter shall be subject of any enquiry under these rules if it could and should have been the subject of protest or appeal at the meeting when it arose, unless NMSF deems that the circumstances warrant a formal enquiry. All parties involved in the enquiry, must be advised of the proposed hearing before the expiration of 90 days from the date of publication of the results.

NMSF reserves the right to take disciplinary action against Stewards if it becomes evident after the running of a competition, that any incidents, contravention or breach of rules have occurred during the competition and are not reflected in the Stewards' report. (Refer SPR 154 (xvii))

157. It is prohibited for a Clerk of the Course to act as a Judge of Fact at any event at which he is officiating in the capacity of Clerk of the Course (refer SPR 146).

158. **DUTIES AND AUTHORITY OF THE CLERK OF THE COURSE**

The Clerk of the Course for the meeting has the supreme authority for the conduct of the meeting or competition, other than in the case of International events, the Clerk of the Course acts on behalf of the Promoters/Organisers in accordance with SPR 70. If a Secretary of the Meeting is not appointed, the Clerk of the Course automatically takes on the responsibility. There may be different Clerks of the Course appointed for various events during a meeting. There may be one or several Assistant Clerks of the Course appointed who are responsible to the Clerk of the Course. The role of the Clerk of the Course begins with the opening of entries and ends when his final report to the Stewards of the Meeting is signed. Irrespective of the status of an event, the Clerk of the Course must be present during the entire duration of the event.

Provided that nothing hereinafter contained shall be interpreted to restrict the powers of NMSF as envisaged in SPR 154 (ii), SPR 208, SPR 211 or otherwise, the Clerk of the Course shall in particular:

- i) Check that all members of the organisation are competent and aware of their duties;
- ii) co-ordinate and supervise all the elements which take part in the organisation of practice and the competitions;
- iii) generally keep order in co-operation with the civil authorities;
- iv) ensure that all elements of the safety services (and the safety barriers, if required) are in position and ready to carry out their duties or purpose. The Stewards of the Meeting should be informed if any of these elements are missing or impaired and should be advised by the Clerk of the Course as to the next step to be taken;
- v) co-operate with any Inspector, Observer or Technical Consultant appointed by NMSF. If any conflict arises it must be resolved by the Stewards of the Meeting;
- vi) control the running of practice and respect the programme and, if necessary, inform the Stewards of the Meeting of any proposal to modify same whether for the interests of the competition, the public, safety or "force majeure";
- vii) the Clerk of the Course must make his own decisions within the limits and scope of his authority as set forth in SPR's, SSR's and SR's for the event;
- viii) in dealing with dangerous or unsafe driving and with baulking at a race meeting, it is the responsibility of the Clerk of the Course to deal with these matters in terms of the powers vested in him and if necessary to ask the Stewards of the Meeting to impose further penalties;
- ix) if a vehicle appears to be dangerous, it may be halted by the Clerk of the Course, or prevented from competing;
- x) check that results are established and distributed as quickly as possible to competitors, after the results concerned have been checked and amended if it is obvious that they were incorrect;
- xi) stop the practice or event by the appropriate means when in the Clerk of the Course's sole opinion it is unsafe to continue;
- xii) supervise the entrants, drivers/riders and their vehicles to prevent any that have been disqualified, suspended or excluded or any ineligible driver or car/bike from taking part in the event and order the removal from the course or its precincts;
- xiii) in conjunction with the starter, (where applicable) bring the vehicles/motorcycles to the start in accordance with the established starting order and if necessary start them;
- xiv) keep the Stewards of the Meeting fully informed regarding all incidents;
- xv) advise, in writing, the driver or, in his absence, the entrant or Team Manager, of any penalty imposed at the earliest possible opportunity;
- xvi) receive any protests either against the findings of the Clerk of the Course or otherwise, and convey same to the Stewards of the Meeting;
- xvii) convey to the Stewards of the Meeting any breach of a rule by, or misbehaviour of, a competitor and details of any penalty imposed;
- xviii) collect the reports of Timekeepers, Scrutineers and Observers and all other information necessary for the determination of the results;
- xix) convey to the Stewards of the Meeting the provisional and final results, **after duly having signed same;**

- xx) prepare with the assistance of the Secretary of the Meeting the closing report of the event or meeting and pass same to the Stewards of the Meeting, furnishing copies to NMSF **within 7 days of the date of the competition;**
- xxi) in the case of National Championship events, furnish the Sporting Commission Vice-President, NMSF, with the full results of the competition **by the close of business on the second working day (Tuesday) following the competition.**

159. **PENALTIES, WHICH CAN BE IMPOSED BY THE CLERK OF THE COURSE**

The Clerk of the Course is empowered to penalise competitors in the following instances, and shall notify his intention to do so.

i) **Generally:**

- a) Reprimand, fine up to maximum of N\$1000.00, impose a time penalty and/or exclude a competitor for contravening a particular rule for which no specific penalty is prescribed; but not in an international event where the Stewards must determine what penalty to impose.
- b) Exclude the competitor(s) and/or fine the entrant of a vehicle reported by the Technical Consultant to contravene Regulations and Specifications (See SPR 178).

The Clerk of the Course may not, however, impose a fine in lieu of exclusion in the case of a contravention relating to technical rules or specifications, unless the contravention is of a minor nature that the appointed Technical Consultant agrees would afford absolutely no advantage to the competitor.

ii) **In Racing or Speed Events:**

- a) Show the black flag to a competitor, requiring him to stop as prescribed.
- b) Impose the prescribed time penalty for a contravention reported by a Judge of Fact and immediately notify the competitor's pit.

iii) **In Rallying/Off Road Racing and Motorcycle Enduro events:**

Impose the prescribed time penalties or exclusion for late/early arrival at controls and/or exceeding maximum permitted

- a) lateness at controls, or
- b) running times for portions of the course. Competitors to be penalised shall be so informed and the opportunity of protesting to the Stewards of the Meeting against the findings of the Clerk of the Course.

160. **GRADING OF CLERKS OF THE COURSE**

- i) No person shall act as Clerk of the Course or be appointed to officiate as such at a motor sport competition unless, in accordance with these regulations, he/she has been graded in a category not lower than that appropriate to the competition at which he/she is to officiate, or for which he/she is to be appointed.

ii) Any person desiring to be graded in terms of paragraph i) shall make application to NMSF Windhoek.

iii) No person will be graded unless:

- a) he/she has completed the relevant application form, and
- b) he/she has attended an official NMSF Seminar, and
- c) he/she has satisfactorily completed and passed the form of test or examination as prescribed for this purpose from time to time by the NMSF provided, however that if an applicant can satisfy NMSF, as to his ability and previous experience, the need for the completion of all or part of the test or examination may be waived by NMSF. **Such dispensation will, however, only be granted in exceptional circumstances.**

iv) Any grading, made in terms of these regulations, shall be subject to review at any time by the NMSF which shall have the right in its sole discretion to amend or withdraw any grading.

v) Notwithstanding that a person has satisfactorily completed and passed the grading examination with high marks, his grading will be dependent on his experience and the recommendations of the Commissions.

vi) A person obtaining a high mark but given a lower grading will be advised that the licence issued will be upgraded without the necessity of rewriting the examination once a higher level of experience is obtained.

vii) **NMSF may downgrade a licence if the holder does not make use of it at regular intervals.**

viii) Clerk of the Course licences will be valid for a period of three calendar years, where after the holder may be required to re-attend a seminar and re-write the exam if he/she has not actively officiated as a Clerk of the Course during this period. The decision whether an official should be required to attend a seminar and re-write the exam after three years, rest entirely with NMSF.

ix) **GRADING:**

Persons graded in accordance with these regulations may be appointed as Clerks of the Course and may officiate as such only in the category or categories appropriate to their grading, as defined hereafter.

Grade A:

The holder is authorised to take full charge as Clerk of the Course for any event including international events. To obtain an A Grading the person must have passed his exams with an 80% mark and officiate as Assistance Clerk of the Course to three National events per code. For FIM/FIM AFRICA international sanctioned events, the Clerk of the Course must in addition to the above-mentioned hold the relevant licence from the respective bodies.

Grade B:

The holder is authorised to take full charge as Clerk of the course for national championship events. To obtain a B Grading, the person must have obtained at least a 70% mark in his/her written examination and officiate at three club events per code, as Clerk of the Course.

Grade C:

The holder is authorised to take full charge as Clerk of the Course for club and social events and as Assistant Clerk of the Course to a Grade B Clerk of the Course in charge of a meeting, but in such instances shall act only under the direction of that official. To obtain a C Grading, the person must have passed his exams with a 60% mark, and officiate at three club events per code, as Clerk of the Course.

161. DUTIES OF THE SECRETARY OF THE MEETING

The Secretary of the Meeting shall be responsible for the organisation of the meeting. In particular, he/she shall:

- i) check the validity of all entries received a report such to the organising committee;
- ii) check or cause to be checked the competitors' licences (see SPR 103);
- iii) during the meeting maintain the Official Notice Board(s);
- iv) publish on same, official bulletins from the Stewards of the Meeting and information from the Clerk of the Course;
- v) send all necessary documentation to officials and competitors before, during and after the meeting;
- vi) advise all officials (including the timekeepers) of any change of driver, subject to the Stewards of the Meeting having agreed to such change;
- vii) if necessary, assist the Clerk of the Course to compile his final report.

162. DUTIES OF THE STARTER

The principal duties of the starter are:

- i) to check that the means of starting (flags, lights) are in good working order;
- ii) to receive the vehicles proceeding to the starting and arrange them in their correct order of their start times;
- iii) after ascertaining that the conditions for the start are complied with, to start the event.

163. JUDGES

One or several Judges may be appointed by the organising committee of a race/event to supervise and observe certain aspects, and to report on their findings. It is strongly recommended that only individuals, who hold a Clerk of the Course Licence, be appointed to these positions.

164. DUTIES OF JUDGES

Starting Judges:

One or several judges may be appointed by the organising committee of a race/event to supervise the starts. Starting Judges shall immediately point out to the Clerk of the Course any false starts, which may have occurred.

Finishing Judges:

In a competition where the order in which the competitors pass the finishing line must be determined, a Finishing Judge shall be appointed to make such a decision. The Judge may have one or several assistants. They may refer to the Chief Timekeeper prior to giving their decision.

Judges of Fact:

In a competition where a decision has to be given as to whether a competitor has touched or passed a given line or upon any other similar fact which has been laid down in the regulations for the event, one or several Judges of Fact, Starting Judges or Finishing Judges shall be nominated to be responsible for one or several of these decisions. **An official Bulletin displayed on the Official Notice Board together with the facts they shall Judge shall publish their names to competitors. No protest shall be admitted against the decision of a Judge of Fact, Starting Judge or Finishing Judge. However, if any Judge considers that a mistake has been made, he may correct same with the agreement of the Stewards of the Meeting.**

Any of the above Judges may have Assistant Judges appointed to help them or, in cases of absolute necessity, to replace them but in case of a disagreement the Judge shall give the final decision.

Judges of Fact - Rallies

The Clerk of the Course will appoint Judges of Fact and their names will be published in an official bulletin. These officials will be appointed to report on infringements of the rules, with particular emphasis on competitors who jump the start in special stages, competitors who speed in service parks/areas and competitors who speed on liaison sections. These Judges of Fact so appointed may, notwithstanding the Provisions of these regulations, hold a position in addition to that of a Judge of Fact.

165. DUTIES OF THE TIMEKEEPERS

The principle duties of the Timekeepers are:

- i) to report to the Clerk of the Course at the beginning of the meeting or event to receive his/their instructions;
- ii) to check their apparatus and verify its accuracy;
- iii) to use for timing only such apparatus as is approved by NMSF or, for the purpose of FIA/FIM/CIK/FIM AFRICA championship events or international record attempts, by the FIA/FIM/CIK;
- iv) to declare the time taken by each competitor to complete the course;
- v) to prepare and have the Chief Timekeeper sign their reports and to transmit same to the Clerk of the Course for his signature and, for record attempts, to NMSF;
- vi) to send on request their original time sheets either to the Stewards of the Meeting or NMSF;
- vii) not to communicate any results or times except to the Stewards of the Meeting or the Clerk of the Course and NMSF, or the FIA/FIM/CIK officials, except as instructed by these officials.

166. DUTIES OF HANDICAPPERS

The handicappers shall, after entries have closed, prepare the handicaps in accordance with the requirements of the SR's. They shall state if any handicap in a competition is to be increase as a result of a performance made in a previous competition.

167. DUTIES OF THE SCRUTINEERS AND ASSISTANT SCRUTINEERS

Scrutineers are entrusted with the checking of vehicles. In general, this checking is divided into visual safety checking of vehicles and checking for compliance with the groups and regulations. These checks are conducted in conjunction with the NMSF appointed technical consultant/s, where such are appointed. In addition, they are required to examine to protective clothing and helmets of drivers/riders. They shall:

- i) make these checks before the meeting or event when requested to do so by NMSF or the organisers and during or after the meeting when requested by the Clerk of the Course or the Stewards of the Meeting;
- ii) use only checking instruments of a type approved by NMSF;
- iii) ensure that all necessary equipment and checking instruments approved by NMSF are present and in proper working order and, where required, the official scale, test weights and a current assize certificate are available;
- iv) not communicate any official information except to the Clerk of the Course or to the Stewards of the Meeting;
- v) report to the Clerk of the Course any vehicle they consider dangerous in construction, unsafe, or ineligible to compete;
- vi) prepare and have the Chief Scrutineer sign their reports and forward them to the body which requested the reports.

168. SCRUTINEERING DOCUMENT

Event organisers will provide a code specific scrutineering sheet, approved by the NMSF and must be circulated with event documentation.

The Scrutineering sheet will be available as follows i.e. one sheet per code per car.

This will also apply to Day License holders. (see SPR127 iv)

169. DUTIES OF TECHNICAL CONSULTANTS

NMSF has the right to appoint Technical Consultants to any meeting, event or category of motorsport. The same right exists for the FIA, FIM, CIK and the FIM AFRICA for events forming part of one of these bodies' championship or series.

Technical Consultants assume primary responsibility for all technical aspects of the category to which they are appointed. They advise the Clerk of the Course and the scrutineers regarding technical matters and may assist where necessary. Should a technical consultant's advice not be heeded, this must be reported to the Clerk of the Course and, failing satisfaction, to the Stewards of the Meeting.

Technical consultants may be utilised by NMSF in an advisory capacity, and to assist with the homologation of vehicles.

Where disputes arise concerning technical matters, the final decision rest with the appointed technical consultant/s.

Their advice on technical matters may therefore not be disregarded or ignored by a Clerk of the Course and, but they do not usurp his/her functions. Technical consultants may make recommendations regarding imposition of penalties, where appropriate, but the actual imposition of the penalties remains the duty of the Clerk of the Course.

While technical consultants are available to give, advice to officials and/or competitors, they report to, and are responsible to, NMSF directly.

170. GRADING OF SCRUTINEERS

The regulations regarding the grading of Scrutineers are given hereunder. All Scrutineers shall hold licences issued by NMSF, Windhoek, on recommendation of the applicable Commissions.

a) TECHNICAL CONSULTANTS

NMSF may appoint qualified Technical Consultants from time to time who are acknowledged experts in any particular field, or who have a specialised and intimate knowledge of a particular make or model of vehicle, or category of motorsport (See SPR 169).

b) SPECIALIST SCRUTINEERS

NMSF may appoint Specialist Scrutineers who have a specialist and intimate knowledge of a particular make or category of vehicle. They may carry out technical examinations relating to safety and compliance with vehicle specifications and shall furnish their reports and recommendations to the Chief Scrutineer or Clerk of the Course.

c) GRADE A SCRUTINEERS

A Grand A Scrutineer may be authorised to take full charge of the scrutineering for any competition held under NMSF permit.

d) GRADE B SCRUTINEERS

A Grade B Scrutineer is deemed to be suitably qualified and experienced to take charge of the scrutineering of any competition up to and including National Championship level.

Grade B Scrutineers may be considered for promotion to Grade A provided they have officiated at a minimum of 6 National events, and subject to the standard of their knowledge and conduct being approved by one or more Grade A Scrutineers.

e) GRADE C SCRUTINEERS

A Grade C Scrutineer is considered to have the necessary qualifications and experience to control the scrutineering at any event up to and including club level. Promotion is subject to satisfactory and active participation in at least 6 competitions under the control of a Grade A or B Scrutineer together with a favourable recommendation from the applicable Commissions.

f) ASSISTANT SCRUTINEERS

Assistant Scrutineers shall serve under the supervision of a graded Scrutineer until such time as they are deemed suitable in all respects to be recommended for promotion by the applicable Commission to Grade C.

- g) **DOWN GRADING**
A licence may be downgraded if the holder does not make use of it at regular intervals, or otherwise if the holder does not conduct himself and execute his duties to the complete satisfaction of NMSF.
171. **DUTIES OF PIT AND REPLENISHMENT OBSERVERS**
Pit observers shall check all the replenishment and servicing of vehicles during a competition. They shall check that the regulations and prescriptions governing replenishment and servicing are obeyed and report in writing any breaches to the Clerk of the Course.
172. **DUTIES OF ROAD OBSERVERS AND FLAG MARSHALS**
Road observers will occupy posts assigned to them under the responsibility of the Clerk of the Course. As soon as the meeting begins, each road observer shall immediately report to the Clerk of the Course by the fastest means available, any incidents or accidents, which occur along the section of road, entrusted to their care. Flag marshals are specially entrusted with the display of flag signals as outlined in the Appendix A. They may also be road observers. Any incident observed by either Flag Marshals or Road Observers and so reported, must be followed by a written report directed to the Clerk of the Course.
173. **GRADING OF CIRCUIT MARSHALS**
The minimum age limit of a Circuit Marshall shall be 16 years. (It is recommended that any Marshal under the age of 18 remain as a Junior Marshal until their 18th birthday). Regulations regarding the qualifications and grading of Circuit Marshals are given hereunder. All Circuit Marshals shall be in possession of a valid Grading Card as issued by NMSF.
- a) **GRADE “O” – NOVICE/TRAINEE/JUNIOR MARSHAL**
This Marshal must attend a basic induction course as approved by NMSF. This emphasises track discipline, track safety, personal safety, basic firefighting, basic flag signals, correct clothing, etc. Thereafter the Marshal must attend 3 race meetings under supervision. If after these race meetings the Chief Marshal of the circuit is satisfied with the trainee’s performance, the trainee will be upgraded to **Grade “1”** Marshal. A **Junior Marshal** will remain as **GRADE “O”** until the age of 18. If, on turning 18 a Junior Marshal has fulfilled all the requirements specified for a **GRADE “1”** Marshal and is deemed capable by the Chief Marshal, the Junior Marshal may be upgraded to **GRADE “2”**.
- b) **GRADE “1” MARSHAL**
A Marshal must remain at this level for a minimum of 6 race meetings. Prior to being upgraded to **GRADE “2”** the Marshal must further his/her experience by attending at least 1 practical Fire course and Flag course. It is also necessary for this Marshal to assist at incidents where necessary as well as being primarily involved in cleaning the circuit of debris, oil, etc.
- c) **GRADE “2” - MARSHAL**
After fulfilling all the requirements as specified under **GRADE “1”** and deemed capable by the Chief Marshal, a Marshal may be upgraded to a Grade “2” Marshal after having successfully completed and passed further training courses that include Fire, Flag and incident courses.
- d) **GRADE ‘3’ – SENIOR MARSHAL**
This position will only be obtained by the **GRADE “2”** Marshal after attending a minimum of 9 races as a **GRADE “2”** Marshal as well as having successfully completed and passed a further 3 training courses related to that position. It is also necessary that the Chief Marshal consider this Marshal responsible and competent enough to have the leadership and organisational capabilities to handle this position.
- e) **GRADE “4” - DEPUTY CHIEF MARSHAL**
A minimum of 10 race meetings experience as a **GRADE “3”** Marshal is required to achieve this position. This person must have leadership and organisational capabilities and be able to make decisions without having to refer to a higher authority if possible. This person must be in possession of at least a Grade “C” Clerk of the Course licence issued by NMSF appropriate to the race meeting/event.
- f) **GRADE “5” - CHIEF MARSHAL**
To obtain the grading as Chief Marshal, the person must have at least 2 years of experience as Deputy Chief Marshal. They must also exhibit above average leadership and organisational skills and be qualified beyond reproach in their respect field.

PART VIII PENALTIES

SPR

174. BREACH OF RULES

Any of the following offences in addition to any other offences specifically referred to previously or here after, shall be deemed a breach of these rules.

- i) All bribery or attempt, directly or indirectly, to bribe any person having official duties in relation to a competition or employed in any manner in connection with a competition, and the acceptance of or offer to accept a bribe by such official or employee.
- ii) Any action having as its object the entry or participation in a competition of:
 - a) a vehicle which has not been accepted for homologation in a competition of racing requiring such a qualification, or
 - b) a person, or a vehicle otherwise than in a) above, known to be ineligible therefore, or
 - c) a person who is not the holder of a licence appropriate to the event concerned and who is not eligible without a licence by virtue of a waiver granted under **SPR 129(A)**.
- iii) Proceeding with any fraudulent act in connection with a competition or motor sport in general.
- iv) Proceeding with any prejudicial act contrary to the interests of NMSF or motor sport in general.

By way of clarification, it is confirmed that the following shall be included in the definition of “prejudicial acts” as per the above:

- Intimidation, either on track or off track.
- Verbal and or physical abuse,
- The distribution/publication via e-mail, cell phone text message or internet website and social media of comments which may be deemed abusive and/or slanderous and/or demeaning and/or inappropriate.
- Acts (including comments and or gestures) which would reasonably be considered by the general public to be offensive or inappropriate.

It is stressed that the above list is not exhaustive, and that each case will be treated on an individual basis.

- v) A competitor may not Compete for, accept or offer to accept, or advertise an award, in the nature of a title or championship, in any motor sport competition unless such an award is recognised by the NMSF.
- vi) Misbehaviour or unfair practice;
- vii) Reckless or careless driving during the course of any competition or practice therefore.
- viii) Any use of illegal substances in any form, or of physiological substances taken in abnormal quantities and using abnormal methods, with the sole aim of attaining an artificial and unfair increase in performance in competition, or any use of any quantity of alcohol or cannabis (dagga) or similar substance or derivative. (Refer to NSC doping code)
- xi) Refusal to submit to testing for any of the above substances, as detailed in Appendix L to these regulations.
- x) **Abuse of officials by competitors/entrant and/or their family members and/or members of their pit crew. Such breach of the rules may result in the competitors/entrant concerned, if found guilty following a hearing, being suspended for a period of up to six months or for up to six events (whichever is more appropriate), for a first offence.**

175. PENALTIES

Any person directly or indirectly involved in motor port committing a breach of the CSI’s of the FIA, CIK or FIM, the SPR’s, SSR’s and Official instructions of NMSF, any conditions of an Organising Permit, special track rules, SR’s for the competition or official instructions to competitors, may be penalised by the Clerk of the Course, Stewards of the Meeting, a tribunal, NMSF or the National Court of Appeal, as the case may be.

176. PENALTIES FOR PARTICIPATION IN AN UNAUTHORISED COMPETITION

(see also SPR 80) REFER TO SPR 81

Any person or body who organises, promotes, enters, takes part in or officiates at an unsanctioned competition may have action taken against them by NMSF, which action may include the forfeiture of the right to.

- i) hold a competition licence, and/or
- ii) hold any official appointment in connection with the FIA, the CIK, the FIM, the FIM AFRICA or NMSF, or in connection with any meeting or competition, and/or
- iii) be a registered member of a club for competition purposes, for such time as NMSF may deem fit, provided that where the prescribed competition has been or is to be held outside the jurisdiction of NMSF, NMSF and the other ASN or FMN concerned shall agree to the penalty, and should they fail to agree, the question shall be referred to the FIA, CIK or the FIM whose decision thereon will be final.

177. NECESSITY FOR HEARING PRIOR TO IMPOSITION OF PENALTY

Except where circumstances make it impossible to do so, before imposing any penalty, the Clerk of the Course and/or Stewards of a Meeting, the Jury, a tribunal or NMSF as the case may be, shall summon the parties concerned before them. Such summons shall either be delivered personally, or in appropriate cases by post, fax or email: info@motorsportnamibia.org or sec-gen@motorsportnamibia.org to the relevant parties. The procedure at any hearing by the Stewards of the Meeting, the Jury, a tribunal or by NMSF, acting as a court of the first instance, shall be in accordance *mutatis mutandis* with SPR’s relating to “hearing of protests”. The procedure at any hearing of any appeal a tribunal, NMSF, or the National Court of Appeal, shall be in accordance with Part “X”.

In the event of a tribunal, NMSF or the National Court of Appeal, hearing an appeal or conducting a court of enquiry concerning the imposition of civil penalties, the competitor will be deemed to have committed the offence or offences alleged by the provincial authorities or the law-enforcement officer concerned and the onus will be on the competitor to prove that he/she is not guilty of having committed the offence alleged.

178. PENALTIES FOR TECHNICAL INFRINGEMENTS

- i) Where a vehicle/machine is found not to comply with the applicable technical regulations and specifications the following penalties will apply:
 - a) Where, at the sole discretion of the appointed Technical Consultant (or similar technical representative or body) no advantage has been gained – the competitor shall be fined an amount not less than N\$200 and not more than N\$1000.00. **In the event of a dispute, any contravention of the technical regulations will be deemed to afford an advantage, until the contrary is proven.**
 - b) Where advantage has been gained:
 - the driver concerned shall be excluded from the results of the event/race meeting concerned and may be precluded from participation in up to three further events/race meetings counting towards a similar championship or series, **details of which must be stipulated by the Clerk of the Course.** If the championship or series concerned has less than three rounds to run, the penalty may also be applied retrospectively (i.e. exclusion from previous events) to achieve the desired number of events.
 - the entrant, if other than the driver, may be fined an amount of up to N\$5 000.
- ii) None of the above shall preclude NMSF from taking further action against an offending competitor and/or entrant, should such action be deemed warranted.
- iii) NMSF reserves the right to publish the details of any non-compliance with the technical regulations and resultant penalties.

179. SCALE OF PENALTIES

The following scale indicates penalties in order of increasing severity:

- i) Reprimand
- ii) Fines
- iii) Time penalty
- iv) Exclusion
- v) Disqualification (may only be inflicted by NMSF or by the FIA/CIK/FIM) Suspension and withdrawal of licence
- vi) In addition to any other penalty, forfeiture of championship points, which shall only be imposed by NMSF or the National Court of Appeal, (except as provided for in SPR 178).

One or more of the above penalties may be imposed as a result of a single finding, or an option of paying a fine introduced. **A fine may not, however, be imposed in lieu of exclusion for non-compliance with the technical regulations or specifications unless the contravention is of a minor nature that the appointed Technical Consultant agrees would afford absolutely no advantage to the competitor.**

180. SENTENCE TO A REPRIMAND OR A FINE

A reprimand or a fine may be imposed by the Clerk of the Course, Stewards, Jury, Tribunal, NMSF, National Court of Appeal, FIA, CIK, FIM or FIM AFRICA, provided that any fine may be imposed shall not exceed the amount specified in Appendix R to these rules. A fine may be imposed on an official, entrant, competitor, driver, navigator, co-driver, assistant or passenger who does not comply with an instruction from a responsible official. In addition, fines may be imposed upon officials, clubs, organisers and promoters.

181. LIABILITY TO PAY FINE

An entrant shall, if called upon to do so, be responsible for the payment of any fine imposed on his drivers, navigators, co-drivers, passengers, etc. and in such circumstances in the event of non-payment, may be suspended under SPR 186 equally and simultaneously with the person on whom the fine has been imposed.

182. TIME LIMIT FOR PAYMENT OF FINES AND SCRUTINEERS FEES

- i) Fines shall be paid within 48 hours of being imposed (Saturdays, Sundays and public holidays excluded) and any delay in making payment will entail suspension of licence (in the case of competitors and officials) or suspension of rights to stage events (in the case of clubs).

Where the Clerk of the Course, or Stewards, Tribunal, Jury, NMSF or National Court of Appeal are involved where Scrutineers are concerned, they shall also make an order as to the responsibility for payment of such fees which will become payable within 48 hours thereof (Saturdays, Sundays and public holidays excluded), (and subject to suspension as mentioned above).
- iii) The lodging of a protest and/or appeal does not suspend the necessity to pay a fine within the specified time limit.
- iv) Any fine not paid within 7 days of being imposed, will be doubled.

183. ALLOCATION OF PROCEEDS FROM FINES

The proceeds from all fines, forfeited, shall be remitted to NMSF and shall be allocated by this body, provided that such proceeds shall not be taken into, or used, for the purpose of general revenue.

184. EXCLUSION / PRECLUSION FROM PARTICIPATION

In addition to the liability for penalty referred to in SPR 173, a person, body, vehicle or motorcycle shall be liable to a sentence of exclusion / preclusion from participation:

- i) if shown to have been forbidden by the proper authority to take part in, or in connection with, any particular competition; or
- ii) for having taken any part in any competition, if shown to have been ineligible to do so, to have been eliminated there from or to have been forbidden by the proper authority to participate in any event, or in connection with the competition, or to be placed therein. Any entry fee paid by or in respect of the person, body, vehicle or motorcycle entered for the competition to which the sentence relates, shall be forfeited to the promoters.

185. SENTENCE OF EXCLUSION / PRECLUSION FROM PARTICIPATION

A sentence of exclusion and/or preclusion from participation may be pronounced by the Clerk of the Course, Stewards of the Meeting, Jury, Tribunal or by a body set up by NMSF or by the National Court of Appeal. It may preclude the competitor from taking part in one or several competitions at a meeting in a championship, trophy, cup or series. It may have the effect of removing a competitor from the results of one or more events. It may also have the effect, in the case of serious offences, of excluding a competitor from a championship trophy, cup or series, in which case it will entail the loss of any points gained and the loss of all awards from the events, which the exclusion has been ordered.

Where races or heats are run at the same meeting for a particular category of sport, an exclusion applied for non-compliance with the specifications in one race or heat shall apply equally to the other race or heat in the same category, except in exceptional circumstances where it is obvious that the non/compliance was only in respect of one race or heat.

Where a competitor is precluded from participation in future events, and one of these is cancelled for whatsoever reason, the sentence of preclusion shall be extended to include a further event counting towards the same championship or series i.e. the cancelled event is disregarded for the purpose of the sentence of preclusion. Should an event be postponed, rather than cancelled, he shall be permitted to compete in the event postponed. Decisions in the aforementioned regard shall rest with NMSF.

186. SUSPENSION OF COMPETITOR, BODY OR OFFICIAL

A sentence of suspension may only be pronounced by Stewards, Jury, Tribunal, NMSF or National Court of Appeal. It is reserved for serious offences. It may be either National or International. While in force it will entail the loss of any right to take part in any capacity whatsoever in any competition held on the territory of the ASN or FMN where the sentence was pronounced in the case of a National suspension, or on any territory in which the authority of the FIA/CIK/FIM is recognised in the case of an international suspension. In all cases, it will result in an immediate withdrawal of the competition licence from the person concerned.

A sentence of National suspension pronounced by NMSF shall be limited to the territory of same. A sentence of international suspension pronounced by NMSF shall immediately be notified to the FIA/CIK/FIM Secretariat, which shall immediately instruct all other ASN's or FMN's to enforce the sentence.

187. WITHDRAWAL OF LICENCE FOLLOWING SUSPENSION

i) National Suspension

Every licence holder who is suspended nationally shall immediately hand back his licence to NMSF. If the licence is an international licence from a foreign country, it may be endorsed not valid in the Republic of Namibia and returned to the licence holder. At the end of the period of national suspension, the licence will be exchanged for a clean one. Any delay in handing back the licence will extend the length of the sentence by the same amount as the delay.

ii) International Suspension

Every licence holder who is suspended internationally shall hand back his licence to NMSF, who shall not return it to him until the term of the international suspension has expired. Any delay in handing back the licence may extend the length of the sentence by the same amount as the delay.

188. DISQUALIFICATION

- i) A person, body, vehicle, or make of vehicle, shall be disqualified when expressly forbidden by the proper authority to take part in or be connected with any competition whatsoever.
- ii) Disqualification shall always have international effect and shall be notified in the same manner as a sentence of international suspension (see SPR's 186, 189, 190 and 191 for disqualification of a vehicle).
- iii) Disqualification shall render void any previous entry made for any competition and any entry fee paid or payable shall be forfeited to the promoters.

189. SENTENCE OF DISQUALIFICATION

- i) A sentence of disqualification shall entail the permanent loss for the person or body concerned of any right to take part in any manner in any competition whatsoever.
- ii) It may only be pronounced by NMSF or the National Court of Appeal and will be reserved for cases of extreme gravity.
- iii) Where the disqualification relates to a competitor, it entails the immediate return of the competition licence to NMSF.

- 190. SUSPENSION OR DISQUALIFICATION OF A PARTICULAR VEHICLE**
NMSF may suspend or disqualify a particular vehicle (see SPR 191) in consequence of a breach of the code of these rules by the entrant or the driver or by the manufacturer or his accredited representative.
- 191. SUSPENSION OR DISQUALIFICATION OF MAKE OF VEHICLE**
NMSF may suspend a make of vehicle within its own territory for a breach of the code or of these rules by the manufacturer of such make, or his accredited representative. If NMSF wishes a suspension of make to apply internationally or if it desires to disqualify a make of vehicle, the question shall be decided by an arbitration committee of the FIA or FIM or CIK.
- 192. NOTIFICATION OF PENALTIES TO INTERNATIONAL SPORTING FEDERATIONS**
A suspension, when applicable internationally, and a disqualification, will be communicated to those international federations designated by the FIA/CIK/FIM which have agreed to apply, on a reciprocal basis, the penalties inflicted by the FIA/CIK/FIM.
- 193. STATEMENT OF REASONS FOR SUSPENSION OR DISQUALIFICATION**
In notifying sentences of suspension or disqualification to the FIA/CIK/FIM, it shall be necessary for NMSF to give its reasons for inflicting such penalty, but the reasons shall in no case be published.
- 194. LOSS OF AWARDS**
Any competitor excluded, suspended or disqualified during a competition will lose the right to obtain any of the awards assigned to the said competition.
- 195. AMENDMENT TO THE CLASSIFICATION AND AWARDS**
The Stewards of the Meeting shall declare any amendment to the placing and awards.
- 196. PUBLICATION OF PENALTIES**
The FIA, the CIK, the FIM or NMSF shall have the right to publish or cause to be published a notice stating that it has penalised any person, vehicle or make of vehicle. Persons referred to in such notice shall have no right of action against the FIA, the FIM, the CIK or NMSF, or against any person publishing the said notice and may incur disqualification if such an action is taken.
- 197. REMISSION OF SENTENCE**
i) NMSF shall have the right to remit the unexpired period of a sentence of suspension or to remove disqualification on such conditions (if any) which it may determine.
ii) NMSF shall also have the right, if circumstances warrant such action, to override or reduce penalties imposed by a Clerk of the Course or the Stewards of the Meeting, without the necessity of a hearing. In the event of a penalty being so reduced, a competitor/entrant who did not lodge a formal protest against the original penalty imposed, shall have no right against the reduced penalty.
- 198. ORDER AS TO COSTS**
When giving judgement, the Clerk of the Course, Stewards of the Meeting (Jury), Tribunal, NMSF or the National Court of Appeal, shall order the imposition of such costs, including the order as to the forfeiture, in full or part, of the appeal fee, as they deem fit. Where scrutineering costs are involved, these must be ordered also. (See SPR 182).
In addition, where the judgement relates to a protest against the eligibility of a vehicle and is ill-founded, costs in this context refers to making good the expenditure incurred by an individual forced to dismantle an engine or gearbox, etc. as a result of a protest lodged by a fellow competitor.
Payment of costs shall be made to NMSF within 48 hours of their being imposed (Saturdays, Sundays and public holidays excluded) (See also SPR 182(i) and (ii)) and any delay in payment will entail suspension.
- Proceeds from costs shall be used to offset the costs arising from scrutineering, hearings, including the payment of court members as per Appendix R, as well as the purchase of year-end trophies, awards and regalia.**

PART IX PROTESTS

PROTEST FEES (VAT not applicable)

The following fees will apply in all instances,

- a) International events /National championship events..... N\$ 5,000.00
b) All other events..... N\$ 2,500.00

NOTE: Any organiser / promoter / secretary who permits a competitor to pay for a protest via a credit / debit card at the circuit must include the relevant bank charges into the fee payable as the full protest amount is due and payable to the NMSF free of any charges.

199. THE RIGHT TO PROTEST

The right to protest lies solely with any competitor who may consider himself aggrieved by any decision, act or omission of an organiser, official, competitor, driver or other person connected with any competition in which he is or has been taking part, except that there shall be no right to protest against the decision of a Judge of Fact.

(NB: On International events, a driver is not permitted to protest unless he is in possession of written authorization from his entrant).

200. LODGING A PROTEST

- i) A protest to be considered by the Stewards/Jury must be lodged directly with the Stewards/Jury or the Clerk of the Course, his deputy or the Secretary of the Meeting.
- ii) Every protest shall be in writing, stating the name and address of the protestor, the grounds for the protest, be signed by the competitor or driver making the protest, be accompanied by the fee laid down in Appendix R, and be lodged within the appropriate time limit as specified below.
- iii) The time of receipt and acknowledgement of payment of the correct fee must be noted thereon by the person with whom it is lodged. Payment of protest fees may be in the form of either cash or EFT, provided however, that the Proof of Payment printed or otherwise must reflect on the NMSF bank account within 48 hours of same having been tendered, failing which the protestor will be subject to any disciplinary action NMSF may deem fit, including disqualification.
- iv) Where a protest involves a technical inspection by NMSF Scrutineers, the items and/or components to be inspected shall be specifically described and listed in the protest. A copy of the protest shall be given to the Chief Scrutineer, who will agree with the Clerk of the Course and the competitors concerned when and where the inspection will take place.
- v) Where the protest does not fully comply with the provisions above, the Stewards may accept it unless the provisions of SPR 204 apply. The Stewards can, however, require the protestor to re-submit the protest correctly and may impose penalties for non-compliance with the regulations in the first instance.

201. TIME LIMITS FOR PROTESTS

- i) A protest against acceptance of an entry, instructions to competitors or the length of the course:
 - a) Race and speed events - not less than one hour before the start of practice for the event in question.
 - b) Other events - not less than one hour before the start of the event in question.
- ii) A protest against handicap, make up of a heat, or qualification for a heat or final - not less than one hour before the time laid down for the start of the event, heat or final.
- iii) A protest regarding starting position/s – within ten minutes of the notification of such positions.
- iv) A protest against a decision of a Scrutineer or the Clerk of the Course, by the competitor directly concerned - within 30 minutes of that decision being notified to that competitor in writing. For rallies, if this notification is handed down during the running of the event, the time limit for lodging a protest shall be 30 minutes after the relevant competitor/s has/have completed the leg during which the notification was received.
- v)
 - a) protest against the eligibility of any vehicle, or part of vehicle, when the alleged ineligibility is apparent – within 30 minutes of the vehicle being approved by the scrutineer.
 - b) A protest against the eligibility of any vehicle, or part of vehicle, when the alleged ineligibility is apparent but only becomes visible at a later stage – within 30 minutes of the protestor or protester having finished the race or event, whichever is the later.
 - c) If any part or parts have been changed after scrutineering and are alleged to be ineligible – within 30 minutes of the protestor or protester having finished the race event, whichever is the later.
- vi) A protest against the eligibility of any vehicle, or part of vehicle, when the reason for the alleged ineligibility is not apparent, but it is alleged that the vehicle is performing in a manner which suggests that it is ineligible - within 30 minutes of the performance that gives rise to the protest.
- vii) A protest against any mistake or irregularity occurring whilst the competition is taking place - within 30 minutes of the protestor finishing the event.
- viii) A protest concerning the results of a competition - within 30 minutes of the publication of provisional results, or if results are published in accordance with SPR 145 (x)(c), within 14 days of the date of posting per registered post (see SPR 280/1).
- ix) A protest against points in a championship - within 14 days of the first publication of the points in dispute in an official document (i.e. interim championship results, programmes, etc.)

- x) A protest concerning driving conduct – 30 minutes after notification to competitors of the Clerk of the Course’s decision on the incident concerned.

Note: **The Clerk of the Course or Stewards of the Meeting/Jury may amend the above time limits if they think that the circumstances make the lodging of a protest physically impossible within the time quoted.**

202. ACTION BY THE STEWARDS OR JURY ON RECEIPT OF A PROTEST

- i) They shall consider all protests as urgent. They shall take steps as soon as possible to convene a hearing.
- ii) They shall personally or through the Clerk of the Course, notify the protestor and the party (ies) protested against of the time and place of such hearing and the details of the protest.
- iii) They shall notify the organisers that a protest has been received if such has come to them directly.
- iv) The merits of, or grounds for a protest, may not be heard before they have established that the protest is in writing, is accompanied by the correct fee and has been timeously lodged. They may not, however, give a finding in this regard without first giving the protestor an opportunity to state why the protest appears to have been incorrectly lodged in terms of SPR 200 or appears to be in admissible in terms of SPR 204. The protestor shall also be given an opportunity to call witnesses in support of his argument. The finding shall be given solely on the admissibility of hearing the protest. A protestor dissatisfied with the findings of the Stewards of the Meeting or Jury as the case may be, may appeal to a higher court. Only where a finding in favour of the protestor/appellant has been given, may the grounds of the protest be dealt with. The Appeal Court, if finding that in the circumstances prevailing at the time, the protest was correctly lodged, shall refer the grounds if same to the Stewards of the Meeting for hearing.

203. PROTEST HEARINGS

The concerned parties shall be summoned to appear – preferably in writing where possible. The Stewards of the Meeting/Jury must ensure that a summons has been personally received by all persons concerned.

Legal representation is not allowed in protest hearings, but the involved parties may be represented by fellow competitors or club/association members provided that any such representative may not be a practising attorney or advocate.

Where a party involved in a hearing wish to exercise his right to representation in terms of the above, he/she shall the Clerk of the Course and/or the Stewards of the Meeting of his intensions in this regard. The other parties involved in the hearing shall then be afforded the opportunity to avail themselves of similar representation if they so wish.

In the absence of any of the parties or witnesses at the hearing, judgement may proceed by default. The parties may be accompanied by witnesses and during the hearing the Stewards/Jury may allow further witnesses to be called. The protestor must state the case for the protest first and the other party (ies) will proceed after the protestor.

The protestor and person or persons protested against shall remain at the hearing and be party to all evidence led and shall be allowed to cross-examine.

Where a technical matter is concerned, the Stewards/Jury shall consider the report of the scrutineers and recommendations of the NMSF Technical Consultant (where applicable) and may not ignore these.

While protest hearings are of necessity informal, it is stressed that order must be maintained. Hearsay evidence may be led and will be given due weight by the Stewards of the Meeting/Jury. The interested parties should be asked to retire from the venue of the hearing while the Stewards of the Meeting/Jury deliberate and come to a decision on the protest.

If judgement cannot be given immediately after the hearing, then the parties concerned shall be advised within one hour of the end of the hearing of the time and place at which the decision will be given.

In case of a split vote amongst the Stewards of the Meeting/Jury, the NMSF Steward/Jury President shall have the casting vote. (see SPR 154 (ii)).

204. INADMISSIBLE PROTESTS

A protest shall be inadmissible if:

- i) it is against the refusal of an entry;
- ii) it is against the decision of a Judge of Fact (see SPR 164);
- iii) it is a collective protest (signed by more than one entrant or driver);
- iv) it is late, unless received in terms of SPR 201 (Note).

205. FINDINGS OF THE STEWARDS OF THE MEETING

The Stewards of the Meeting shall render their decision to the parties concerned after the hearing. This may be conveyed orally but must be followed by a written decision within one hour and be posted on the official notice board or be included with the provisional results. The parties, if unsuccessful, must be reminded of their rights of appeal.

All parties concerned shall be bound by the decision handed down, subject to the rights of appeal hereinafter provided. (Refer to Part X of this Handbook).

206. TREATMENT OF PROTEST FEE

If a protest is judged by the Stewards of the Meeting/Jury **to be in bad faith, frivolous or vexatious, the protest fee shall be retained** and forwarded to NMSF where it will be used for the promotion of its championship or prize giving’s. It shall not be treated as revenue (see SPR 183).

207. FRIVOLOUS OR VEXATIOUS PROTESTS

If it is proved to the satisfaction of the Stewards of the Meeting/Jury that the protest is in bad faith, frivolous or vexatious, the protestor shall be deemed guilty of a breach of these rules and may be penalised accordingly. Such penalty shall be over and above the forfeiture of the protest fee referred to in SPR 206.

208. PROTEST AFFECTING THE PRIZE-GIVING AND AWARDS

No cash or awards may be given out until the time limit for protests and appeals has expired and the Clerk of the Course has signed the final results.

If a protest has been lodged with the Stewards/Jury, and their decision has not yet been made, they may permit such awards and prizes as are not affected by the protest, to be awarded. In that case, the list of awards and prizes must be published provisionally and bare the wording “**subject to protest and appeal**”.

PART X

APPEALS AND ENQUIRIES

SPR

209. JURISDICTION

- i) NMSF, through its National Court of Appeal constitutes for its own licence holders a final court of judgement empowered to settle finally any dispute or appeal, which occurs, on its own territory. If any dispute occurs between a member, club or body bound to NMSF, and NMSF itself, which has not been resolved by a NMSF Appeal Court, this must be treated as an appeal to this court, which will render the decision final.
- ii) Similarly, it constitutes for competitors licenced by a foreign club, the court at which appeals from them must be heard. However, the decisions made there in this instance may be subject to appeal (See SPR 224). In exceptional circumstances, an appeal may be transmitted directly to the FIA, CIK or the FIM International Court of Appeal provided that the appellant and NMSF, to which this appeal would normally be directed, and the FIA, CIK or the FIM executive committee agree on such procedure.
- iii) Subject to the provisions of this SPR no dispute may be submitted to the National Court of Appeal unless such a matter has first been considered by a NMSF Court of Appeal.
- iv) A dispute may only be submitted to a NMSF Court of Appeal after a matter has been considered by a Commission of Enquiry and referred to a Court of Enquiry I, such court shall allow for the hearing where an appeal is lodged against a decision of the Stewards/Jury, and which is not heard at the time of the event.
- v) Courts of Enquiry shall act as courts of first instance in all matters however such Court of Enquiry shall refer all and disciplinary matters not heard during the event by the Stewards/Jury to the NMSF appointed Disciplinary Committee.
- vi) Appeals to be considered during the event against decisions of the Stewards on a protest are to be dealt with by tribunals, such tribunal to be indicated on the SR's of the event upon application for a permit to the NMSF.
- vii) Appeals which are not considered during the event and which are against decisions of the Stewards/Jury on a protest where such tribunals do not exist are to be dealt with by NMSF Commission of Enquiry
- viii) All hearings or appeals in terms of this Handbook are held de novo.
- ix) Notwithstanding anything to the contrary in any SPR, no appeal shall lie from a judgement or order of a NMSF Court of Appeal to the National Court of Appeal, (Subject to the provisions of SPR 212), except;
 - a) where it is alleged that a gross miscarriage of justice has occurred and/or;
 - b) where it is claimed that the penalty is wholly inappropriate for the offence;
 - c) with the express written leave of the NMSF Court of Appeal against whose judgement or order the appeal is to be made; or

210. NMSF NATIONAL COURT OF APPEAL

NMSF Executive Committee shall appoint members of the National Court of Appeal. The members of the National Court of Appeal appoint their own President. The address of the Secretary is: Namibia Motor Sport Federation, P O Box 5483, Aussspanplatz, Windhoek, Namibia, or mail: info@motorsportnamibia.org. Not less than three members of the National Appeal Court shall constitute a quorum for the purpose of hearing such an appeal. The members of this Court of Appeal may not preside on a case if they have been involved in any way with the competition or have participated in any way in any earlier decision or have any conflict of interest with the matter under consideration

211. NMSF COURT OF APPEAL

- i) NMSF may appoint a Court of Appeal, which shall hear all appeals arising from instances appeals, which are not heard during the event. A quorum for an NMSF Court of Appeal will be normally three members, but shall be not less than two members.
- ii) Any NMSF Court of Appeal may impose a penalty notwithstanding that no penalty was imposed by any other court referred to in the SPR's.
- iii) The National Court of Appeal may not consider matters relating to competitors' misconduct as such matters are dealt with under the sole jurisdiction of the NMSF Disciplinary Committee.

212. COURTS OF ENQUIRY (COE)

NMSF shall be entitled to convene a Court of Enquiry to investigate a breach of any of the SPR's, SSR's and SRs, whether or not such breach has been the subject of a protest and/or appeal.

- i) Such Court of Enquiry shall be entitled to impose any of the penalties referred to in the SPR's, SSR's and SR's.
- ii) The Court of Enquiry will be convened as an NMSF Court of Appeal, and the National Court of Appeal may consider any decision made by the Court of Appeal; therefore, it is also considered a hearing.
- iii) Any NMSF Court of Appeal sitting as a Court of Enquiry shall not be precluded from imposing a penalty withstanding that no penalty was imposed by any other court referred to in the SPR's.

213. COMMISSION OF ENQUIRY (COMM. OF INQUIRE)

NMSF may, on it's own accord or based on a written complaint/report received from clubs, competitors or officials, through the appropriate communication channels, such channels to be determined by the NMSF Executive Committee from time to time, be entitled to convene a Commission of Enquiry to investigate any and all allegations/complaint/incidents against clubs and/or members with the aim of establishing/ determining whether a case to be answered to is present based on the allegation/complaint/incident or report so received.

The NMSF may determine the compilation and workings of the Commission as it sees fit and as required *in casu*. The Commission must in all circumstances deliver a report with its preliminary findings to the NMSF. In the event of the NMSF declining to proceed with further steps, the Complainant must be informed as such without the need to supply reasons. The Commission of Enquiry is not a pre-requisite to holding a Court of Enquiry i.e. the NMSF may elect to convene a Court of Enquiry without having held a Commission of Enquiry.

- i) A commission of enquiry can be convened by the NMSF, at any time after the report of incidents/allegations to it.
- ii) All parties concerned shall be given adequate notice (generally a minimum of 7 days' notice) of the enquiry.
- iii) Enquiries are not public and are reserved for the parties and representatives of the promoter and organizers concerned. NMSF may, however, invite parties deemed relevant to the proceedings, to the enquiry, in the capacity of observers.
- iv) Where a technical matter is concerned, the commission shall consider the report of the scrutineers and recommendations of the NMSF Technical Consultant (where applicable) and may not ignore these.

214. TRIBUNALS

The Supplementary Regulations submitted to the NMSF in application for a permit shall indicate the members appointed to serve as a tribunal for said event. A Tribunal shall consider appeals against decisions of the Stewards/Jury heard during the event in question. Where an appeal against the findings of a protest cannot be heard during the event in question, that appeal shall be referred to a NMSF Court of Appeal, such Court of Appeal, shall be convened as a Court of Enquiry. Where a disciplinary hearing cannot be heard during the event, that hearing will be dealt with by the NMSF Disciplinary Committee. Legal representation is not allowed at tribunals, but a fellow competitor, or club member may represent the respondents, but such person may not be a practising attorney or advocate or be entitled to be admitted as either.

215. TIME LIMITS FOR NOTICES OF INTENTION TO APPEAL AND NOTICES OF APPEAL

A. APPEAL TO A TRIBUNAL (WHERE APPLICABLE)

- i) Where an appeal arises from a decision of Stewards of the Meeting/Jury, the formulated appeal must be given in writing to such Stewards/Jury and the appropriate appeal fee, as laid down in Appendix R to these rules, must be paid to them within **one hour of the written announcement of their decision**. Such appeal fee is not returnable if the intending appellant does not prosecute his appeal.
- ii) The appeal shall as soon as is practical, be handed to the already appointed (as provided for in the Supplementary Regulations) member of the tribunal.
- iii) The appellant may, at his sole discretion, decline to have his appeal heard by a tribunal and ask that his appeal be dealt with as "a notice of intention to appeal" and be referred to an NMSF Appeal Court/Court of Enquiry to be dealt with as detailed under SPR 215 B.
- iv) If the appellant is agreeable to having his appeal heard by a tribunal, the tribunal shall conduct the hearing as soon as possible after it is lodged.

B. APPEAL TO NMSF COURT OF APPEAL ARISING FROM A DECISION OF A TRIBUNAL

In the case of an appeal to the NMSF arising from a decision of a tribunal, a formulated appeal must be lodged within 48 hours from the date on which the decision appealed against was given, in the form prescribed by these rules (SPR 221). Such appeal may only be lodged via e-mail, **but the appeal fee as laid down in Appendix R to these rules must have been paid to the tribunal immediately after their ruling was given. Such appeal fee is not returnable if the intending appellant does not prosecute his appeal.**

C. APPEAL TO A NMSF COURT OF APPEAL ARISING FROM A DECISION OF THE STEWARDS/JURY

- i) Where an appeal arises from a decision of the Stewards of the Meeting/Jury and a tribunal is not in place or the appellant declines to have the appeal immediately heard by a tribunal, notice of intention to appeal must be given in writing to such Stewards/Jury and the appropriate appeal fee, as laid down in Appendix R to these rules, must be paid to them within **one hour of the written announcement of their decision**. Such appeal fee is not returnable if the intending appellant does not prosecute his appeal.
- ii) Such formulated appeal to the NMSF may be lodged by letter, e-mail and must comply with SPR 221, and must reach NMSF within 7 (seven) days of the notice of intention to appeal having been lodged.

D. APPEAL TO NMSF COURT OF APPEAL ARISING FROM THE RESULTS OF A MEETING, ACTIONS OF AN OFFICIAL OR NMSF COMMITTEE/MEMBER OR MATTER NOT COVERED BY A, B OR C OF SPR 215

- i) Where an appeal arises from results amended following a protest or as allowed for in SPR 158 (x), such formulated appeal to the NMSF may be lodged by letter, e-mail and must comply with SPR 221 and must be lodged **within 14 (fourteen) days of the posting of the results** by e-mail; or
- ii) Where the appeal arises from the actions of an official or NMSF committee/member or not covered by A, B, or C, such formulated appeal to the NMSF may be lodged by letter or e-mail **within 14(fourteen) days of the incident concerned**.
- iii) In regard to both D (i) and (ii) above, the appeal fee must be paid together with or before the lodging of the appeal.

E. APPEAL TO NMSF NATIONAL COURT OF APPEAL

- i) Where an appeal arises from the decision of a NMSF Court of Appeal/Court of Enquiry, and said court has refused leave to further appeal, an application for leave to appeal together with the formulated appeal and the relevant fees as laid down in Appendix R to these rules, must be lodged within 7 (seven) days of the announcement of the decision of the NMSF Court of Appeal.

- ii) Where an appeal arises from the decision of an NMSF Court of Appeal/Court of Enquiry, and said court has granted leave to further appeal, the formulated appeal and relevant fees as laid down in Appendix R to these rules, must be lodged with NMSF within 7 (seven) days of the announcement of the decision of the NMSF Court of Appeal.
- iii) The appeal fee, and leave to appeal fee (where applicable), is not returnable if the intending appellant does not prosecute application for leave/appeal.

216. RIGHT OF APPEAL

- i) Every competitor, whatever his/her nationality, shall have the right to appeal against any sentence or decision pronounced on him/her or affecting them by the Stewards of the Meeting/Jury or a tribunal (see SPR 214) except those decisions referred to in the present code as being definitive and final.
- ii) Such person shall in terms of SPR219, apply for leave to appeal from the court pronouncing the sentence and state his/her reasons for requesting leave to appeal. The appeal fee and leave to appeal fee shall be immediately payable upon filing/stating an intention to apply for leave to appeal.
- iii) Any person or body subject to a decision of NMSF has the right to appeal against such decision, subject to the provisions of SPR 209(ix).
- iv) Where the decision on appeal concerns a competitor, licenced by a foreign club, the appeal may be carried to the FIA, CIK or FIM as the case may be, but only by the ASN or FMN which issued the licence.

217. INADMISSIBLE APPEALS

Appeals, which are inadmissible, are those against:

- i) the refusal of a lower court to hear a protest not lodged in terms of the regulations, or against the decision of a judge of fact, or the refusal of the lower court to hear a collective protest (signed by more than one entrants and/or drivers of more than one entered vehicle);
- ii) refusal of a lower court to hear a protest against the refusal of any entry;
- iii) the decision of NMSF to withhold the declaration of a champion;
- iv) disputes submitted to a higher appeal body where the appeal was not submitted to the appropriate lower appeal body for consideration;
- v) an appeal submission, which fails to comply with the conditions that prescribe the form, content and lodging procedures;
- vi) an appeal contrary to the provisions of SPR 209(ix)

218. APPEAL AGAINST PRECLUSION FROM PARTICIPATION DURING EVENT

Where a competitor is precluded from taking further part in an event / race meeting and loses a protest against said preclusion, he may advise the Stewards of the Meeting in writing of his intention to follow the appeal process as stipulated in SPR 211. Any such written notification to the Stewards must be accompanied by the applicable leave to appeal fee of N\$2000-00. Such notice to the Stewards, and payment, shall suspend the penalty of preclusion, pending the outcome of the eventual appeal application. If the competitor fails to proceed with the appeal process, the fee paid will be forfeited and he/she shall be excluded from the results of the event participated in 'under appeal'.

219. NOTICE OF INTENTION TO APPEAL

Every notice of intention to appeal, application for leave to appeal shall be in writing and signed by the appellant or his representative. It shall be accompanied by the relevant fee, which shall be set by NMSF annually and published in Appendix R. This fee is not refundable if the appellant does not continue the appeal. Such fees shall be treated by NMSF in the same manner as fines (see also SPR 224).

220. SUSPENSIVE EFFECT OF APPEALS

The introduction of an appeal by a person suspended or precluded from further participation shall suspend the sentence or penalty imposed by the body concerned. However, should the appeal not subsequently be upheld, the appellant shall automatically be excluded from event/s participated in 'under appeal'. Furthermore, the events participated in 'under appeal' shall not reduce the sentence/penalty originally imposed, which shall take effect from the date on which the appeal is turned down. **In case of fines and/or cost being payable, these must be paid prior to an appeal being lodged.** In the event of a vehicle not compiling with the provisions of the regulations and specifications of the current NMSF Handbook, the driver shall not be permitted to enter or compete in any motorsport whatsoever with the vehicle concerned in its alleged "illegal" configuration while any appeal review or otherwise is still pending and until such matter has been finally decided.

NOTE: The provisions of SPR 218 are to prevent prejudice to other competitors and to ensure expeditious finalisation of disputes, which is essential to motorsport.

221. FORM OF APPEAL AND APPEAL FEES

- i) All appeals shall be in writing, specifying briefly the decision appealed against and the grounds of appeal, the relevant rule numbers, be signed by the appellant, and shall state the address to which communications shall be sent.
- ii) Payment of Appeal fees may be in the form of either cash or an EFT which must reflect on the NMSF bank account within 48 hours (Saturdays, Sundays and public holidays excluded) of same having been tendered, failing which the appeal will be considered null and void and the appellant will be subject to any disciplinary action which NMSF may deem fit.
- iii) NMSF may, at its sole discretion, waive the necessity for payment of an appeal fee, if circumstances warrant it (such waiving of the appeal fee shall normally only be considered in cases where the appeal is being lodged by an official).

222. HEARINGS

The hearing of the protester and of all parties concerned by the protest shall take place as soon as possible after the protest has been lodged.

- i) All parties concerned shall be given adequate notice (generally a minimum of 14 days' notice) of the hearing, and they shall be entitled to call witnesses.
- ii) The concerned parties shall be summoned to appear at the hearing and may be accompanied by witnesses.
- iii) Every notice summoning an individual to a hearing shall state the capacity (e.g. defendant, witness, etc.) in which he/she is being required to attend.
- iv) If judgement cannot be given immediately after the hearing of the parties concerned, they must be advised of the place and time at which the decision will be given.
- v) The hearing may proceed to judgement in default of appearance by any party or witness.
- vi) In the case of an appeal to a tribunal or a hearing by a NMSF Court, the parties concerned shall state their cases personally. Representation by a fellow competitor or club member is allowed, but such person may not be a practicing attorney or advocate or be entitled to be admitted as either.
- vii) Where the appellant is a practicing attorney or advocate, NMSF reserves the right to appoint a practicing attorney or advocate as a member of the court. Notwithstanding the foregoing legal representation is allowed in hearings conducted by the National Court of Appeal.
- viii) Notwithstanding ... above, where an appellant intends exercising his/her right to legal representation at a NMSF Court of Appeal, the Secretary General of the NMSF is to be advised of this fact at least seven days prior to the scheduled hearing, and the NMSF will consider said application and make a ruling on said representation before the commencement of the hearing.
- ix) Hearings are not public and are reserved for the parties and representatives of the promoter and organizers concerned. NMSF may, however, invite parties deemed relevant to the proceedings, to the hearing, in the capacity of observers.
- x) NMSF are entitled to call upon witnesses, specialists or experts whose evidence they deem to be useful in assisting the court. The parties involved in the hearing are also entitled to call witnesses including specialists or experts, but it is their responsibility to ensure their attendance.
- xi) Where a technical matter is concerned, the court shall consider the report of the scrutineers and recommendations of the NMSF Technical Consultant (where applicable), and may not ignore these.
- xii) The merits of, or grounds for appeal, may not be heard before the court has established that the appeal has been lodged in terms of SPR 214 and SPR 219. The court may not, however, give a finding in this regard without first giving the appellant an opportunity to state reasons why the appeal appears not to comply with the requirements of SPR 214 and/or SPR 219.
- xiii) The appellant may call witnesses in this regard. The appeal court shall then give a finding on the admissibility of hearing the appeal.
- xiv) An appellant dissatisfied with the finding may appeal to a higher court but shall confine the appeal to showing why the lower court referred in finding the original appeal to be inadmissible. If the higher court finds that in the circumstances prevailing at the time the appeal to the lower court/s was correctly lodged, the grounds of the appeal shall be referred to the lower appeal court involved for hearing.

223. JUDGEMENT

A tribunal, NMSF Court of Appeal/Court of Enquiry or the National Court of Appeal, may decide that the penalty or decision appealed against may be waived or, if it should so decide, the penalty may be mitigated or increase, but it shall not be empowered to order any competition to be re-run.

224. FINES AND COSTS - APPEALS AND ENQUIRIES

Fines, costs and any other monies shall be paid within 48 hours of it being imposed (Saturdays, Sundays and public holidays excluded). Any delay in making payment will entail suspension. (see also SPR's 182 and 198).

225. PUBLICATION OF JUDGEMENT

The FIA, the FIM, the CIK or NMSF shall have the right to publish or cause to be published a judgement, and to state the names of all the parties involved. The persons or bodies referred to in such notice shall have no right of action against the FIA, the FIM, the CIK or NMSF or against any persons printing or publishing the said notice and may be disqualified if such action is taken (See SPR 122).

226. JURISDICTION OF THE FIA, FIM AND CIK

A right of appeal to the FIA, CIK or FIM, shall only arise from International events if:

- i) the appeal is brought before the FIA/CIK/FIM by an ASN or FMN on behalf of the appellant, and
- ii) the decision appealed against is a decision relating to a licence holder, a vehicle or make of vehicle belonging to the territory of an ASN of FMN other than NMSF.

DETAILS OF APPEAL PROCEDURES ARE CONTAINED IN THE INTERNATIONAL SPORTING CODE OF THE FIA AND THE DISCIPLINARY AND ARBITRATION CODE OF THE FIM.

PART XI

REGULATIONS APPLICABLE TO NAMIBIA MOTOR SPORT FEDERATION SANCTIONED EVENTS

These regulations apply in their relevant sections to all competitions organised under NMSF permit unless covered by SSR's for specific categories of motorsport.

SPR

227. Where there is a contradiction between the SPR's and SSR's, the latter take precedence except where the category regulations provide otherwise. This does not apply to international events, which are run under the relevant International Sporting Code.

228. INTERPRETATION OF REGULATIONS AND SPECIFICATIONS

In the interpreting motor sport regulations and specifications, "what is not specifically permitted is disallowed" is the normal concept in keeping with the French regulations on which all motor sporting regulations are based.

The following regulations apply to the approval and organisation of championships:

- i) With the exception of any championship open to members of the organising club and identified solely by the names of the clubs, the status or title of "championship" may not be used in respect of any competition or series unless NMSF shall first have approved the use of the title and regulations governing the proposed championship.
- ii) Applications for proposals that NMSF institute a championship, challenge, series, cup, trophy, etc. must be fully motivated and be accompanied by full particulars of the prize money, awards and trophies to be offered, together with the proposed championship regulations in draft form, and particulars of any proposed sponsorship/s, to be submitted to The relevant Commission Vice-President, Namibia Motor Sport Federation, P O Box 5483, Ausspannplatz, Windhoek, NAMIBIA or email: info@motorsportnamibia.org.
- iii) A championship is defined as a series of events for which the final awards are dependent upon the results of more than one competition or meeting save that a single meeting consisting of heats and final's for the championship competitions may be approved by NMSF as a championship. A series of events constituting a championship may also, with NMSF permission, be referred to by another title, e.g. "Challenge", "Trophy", "Series", "Title", etc.
- iv) Permits will be issued in respect of championships approved by NMSF subject to payment of the prescribed permit fees (Art. 3, appendix "R") and subject to the following conditions:
 - a) That the championship shall at all times be referred to only by its correct and approved title;
That the NMSF permit number is quoted in all published regulations for the championship and for the qualifying events;
 - b) That the championship regulations shall not be amended except with the prior approval of NMSF.

229. ELIGIBILITY OF COMPETITORS

Championships will be open to competitors/drivers who are holders of the appropriate license issued by NMSF. **(Refer SPR 130(viii)).**

230. PARTICIPATION OF FOREIGN COMPETITORS

Foreign competitors/drivers are eligible to participate in championship events but ineligible to score points and will not, except for the purpose of awards, feature in the championship results. Competitors/drivers eligible to score points will be scored on overall classification and in classes as though foreign competitors had not participated at all. **(Refer SPR130(viii)).**

231. TIES IN CHAMPIONSHIPS, CUPS, TROPHIES OR SERIES

Unless the regulations provide otherwise, the classification in a championship or series which has resulted in a tie, will be determined by taking into account firstly the number of first placings obtained by each competitor in the tie, and progressing down the finishing positions in all the events counting for the championship or series until the tie is broken.

If an equal result is still obtained, the competitors will be declared to have dead heat and be equal.

232. MINIMUM NUMBER OF STARTERS

The minimum number of starters for a Namibian Championship event or race, is set out in the SSRs for each individual championship category.

To be classified as a starter, a competitor must participate in at least one of the official practice sessions listed in the supplementary regulations for the event, and/or participate in the race/event itself (refer SPR 266)

233. AMENDMENTS TO CALENDAR

NMSF shall be entitled, in its sole discretion, from time to time to alter or amend the calendar of championship events, as published.

234. APPROVED POINT SCALES

The only points scale to be used in a series or in championships is the following, unless the regulations for particular championships or series provide otherwise:

1 st place :	9 points	4 th place :	3 points
2 nd place:	6 points	5 th place :	2 points
3 rd place :	4 points	6 th place :	1 point

At a meeting, each race shall be scored separately.

- 234.1 In order to score towards a Namibian national championship, a valid NMSF National licence must be obtained however, competitors in possession of a valid day licence can fill a class which would allow a national licence holder to score towards the national championship.
- 234.2 Whilst competitors holding day licences are used to fill a class, points will only be awarded to National licence holders in the order they finished with the day licence holders removed from the final results.

235. MAXIMUM NUMBER OF EVENTS RETAINED FOR THE FINAL CLASSIFICATIONS

Unless the SSR's state otherwise, the following number of events will be retained:

For 7 events actually held:	the total less 1
For 8 events actually held:	the total less 2
For 10 events actually held:	the total less 4
For more than 12 events actually held:	a minimum of 6 events to count

An event is deemed to have been held if results are issued.

Events and/or heats and/or races which are cancelled, will automatically count as dropped scores for championship purposes. Applicable to National Licence Holders.

236.1 SCORING AFTER EXCLUSION FROM RESULTS

Where a championship series allows one or more events/heats to be dropped from a series for the purpose of scoring competitors/drivers, an event in which a competitor is excluded from the results because of non-compliance with the sporting and/or technical regulations, may not be dropped by that competitor/driver when assessing the results of the championship. Exclusions can only be considered for final classification of the championship points if the minimum required number of rounds count.

236.2 NUMBER OF EVENTS TO CONSTITUTE A CHAMPIONSHIP

Unless the SSR's for a code state otherwise, for a championship/series to be concluded and a champion declared, a minimum of **six (6)** events must have taken place and been scored.

The NMSF reserves the right to amend the minimum number of rounds to count in the event of exceptional circumstances.

236.3 CHAMPIONSHIP SCORING

NMSF shall undertake the official scoring for all the regional and national championships it sanctions. Updated championship scoring shall be published on the NMSF website or circulated to clubs as soon as possible after the latest event. Championship scoring shall be subject to protest as provided for in SPR 201 (ix). In addition, NMSF shall have the right to correct obvious errors in the published championship scoring and re-publish the corrected scoring on the NMSF website.

236.4. DECLARATION OF CHAMPIONS

NMSF at its sole discretion is responsible for declaring the winner of a championship. It shall be entitled to withhold such declaration.

If the Championship scoring is not specified in the SSR's for the specific codes, the scoring system as stipulated in SPR 234 will take effect.

For a competitor to be declared a National Champion, he/she must have obtained at least 50% of the maximum points obtainable for the minimum number of events listed on the Namibia National Sporting Calendar for the category he/she has competed in. (For example, if 7 events are listed as National Championship events and the points scoring scale as per SPR 235 applies, he/she must score at least 31.5 points (50% of 7 x 9) to be declared national champion.)

237. TELEVISION AND NAMING RIGHTS – ALL MEETINGS

Refer to SPR 88.

NMSF, at its sole discretion, may require a promoter/organiser to alter the format of a meeting or length of a race programme to accommodate the requirements of television, if the required alterations concerned assure television coverage of the competition.

238. CHANGE OF DRIVER AND CHANGE OF VEHICLE

- i) A change of driver, except for a record attempt, may be authorised by the Stewards subsequent to publication of the programme, provided to SR's allow for the change.
- ii) Change of vehicle – see SPR 259

239. SAFETY APPAREL AND EQUIPEMENT

INDIVIDUAL COMPETITORS ARE RESPONSIBLE FOR ENSURING THEIR OWN SAFETY

DURING COMPETITION. The following guidelines are provided to assist competitors in this regard:

Crash Helmets

- i) Helmets must fit properly, be secured and be suitable for the purpose intended.
- ii) Helmets are deliberately constructed so as to absorb the energy of an impact. It therefore stands to reason that if, following such impact, the helmet is damaged (even if such damage is not readily apparent) it must be replaced.
- iii) Painting or use of solvents on helmets can damage them and is therefore potentially dangerous. Helmets should be cleaned with a weak solution of soap and water only.
- iv) Helmets should be as closely fitting as possible, consistent with comfort. No sideways movement should be possible, nor should the helmet be able to be pulled off the head in a forward direction, with the strap secured.
- v) Helmets should be stored, preferably in a helmet bag, in a cool, dry place away from sunlight, when not in use.
- vi) Visors must provide clear vision.

Where there is doubt about a helmet's fitness for its intended purpose, the chief scrutineer shall be empowered to impound it for the duration of the event. Once the event has finished, the helmet shall be returned at the competitor's request. Helmets not claimed within seven days of the event in question, will be destroyed.

Neck Braces

Refer to the code's Standing Supplementary Regulations for the neck brace requirements.

Clothing

- i) Where fire-resistant clothing (overall, gloves, shoes, socks, balaclava and underwear) is specified as mandatory in an individual category regulation (SSRs), the wearing of such clothing is required for four-wheeled competitions with a minimum of a racing overall – no shorts.
- ii) Such fire-resistant clothing must be in good condition and should ideally be FIA-approved or locally produced by a recognised manufacturer from flame-retardant material. The clothing item must be clearly labelled to indicate whether it is FIA-approved or MSA for locally produced from flame retardant material.
- iii) The mandatory clothing requirements of other categories of the sport (e.g. karting, motocross, etc.) are detailed under the individual category regulations.

Roll Cages

- i) The purpose of a roll cage is to prevent, as far as possible, deformation of the cockpit area of vehicle in an accident, particularly where the vehicle rolls. It stands to reason therefore, that any roll cage used should be capable of fulfilling this function.
- ii) It is highly recommended that roll cages comply with the regulations and specifications laid down in the FIA's Appendix J, copies are available on the FIA website.

Safety Belts

- i) Subject to the requirements contained in individual category regulations, the use of a minimum of FIA approved 4-point harnesses is highly recommended for all forms of four-wheeled competitions (excluding karting).
- ii) The FIA, in its Appendix J, specifies the manner in which safety harnesses should be installed so as not to compromise their effectiveness. Copies of these specifications are available from the NMSF on request.
- iii) Any safety harness which is damaged in any way, or which no longer functions perfectly, must be replaced.
- iv) Where it is not possible for race officials to determine the expiry date of a safety harness (such as in instances where the relevant label has been removed), said safety harness will be deemed to have expired and shall not be allowed to be used anymore.

IT MUST BE BORNE IN MIND, THAT THE ABOVEMENTIONED GUIDELINES MUST AT ALL TIMES BE READ IN CONJUNCTION WITH THE REGULATIONS AND SPECIFICATIONS APPLICABLE TO THE INDIVIDUAL CATEGORIES OF MOTORSPORT.

240. FUEL

Unless specifically stated to the contrary in the regulations for a particular category of motorsport, only fuel available to all competitors from legal fuel outlets duly registered with the Ministry of Mines and Energy of Namibia will be permitted.

241. REPLENISHMENT OF LUBRICANT

Not permitted during a race or heat run on closed circuits, except in Endurance races.

242. INDEMNITIES

All entrants, drivers, navigators, and passengers must furnish evidence that they have signed an indemnity form and have a permanent indemnity number registered with NMSF. Production of a valid competition licence will be deemed to constitute sufficient evidence in this regard.

In the case of minors, a parent, or guardian must complete and counter sign the indemnity form on behalf of the minor.

243. PUBLIC ROADS

Notwithstanding anything contained within any regulation or rule, no racing on public roads is allowed or permitted irrespective of the status of the event. No organising club, promoter, official or competitor may orchestrate, organise or participate in any event where public roads will be travelled upon, traversed or crossed without having sought and obtained the appropriate written permissions as required in the Road Traffic Act of Namibia.

Furthermore, if and when competition vehicles are required to travel on, traverse or cross any public road, such public road must be decontrolled, and all relevant provisions of the national Road Traffic Act must be complied with fully. Organisers and promoters will ensure that sufficient officials are in attendance to both monitor and control the conduct of competitors on public roads.

The penalty applicable to any promoter, organiser, club, official or competitor who fails to comply with either to provisions of the National Road Traffic Act insofar as the requisite permissions required are concerned or for a breach of the National Road Traffic Act, will be the imposition of a fine in the amount of N\$ 3000-00 and/or any other sanction deemed necessary by NMSF

244. POSTPONEMENT, ABANDONMENT OR CANCELLATION OF COMPETITION

A meeting or competition forming part of a meeting shall not be postponed, or cancelled unless:

- i) provision for doing so is made in the SR's; or
- ii) the Stewards of the Meeting have taken action in accordance with SPR 154, or
- iii) NMSF has agreed to postponement, abandonment or cancellation.

In the event of a cancellation or postponement for more than 24 hours, entry fees shall be returned.

245. SILENCING OF VEHICLES

It is the responsibility of each organiser/owner/user of the venue involved in a circuit racing event to stipulate noise level control requirements for their venue that will not contravene legislation requirements as adopted by their local authorities.

The organisers of off road and rally events must clearly state vehicle noise level control for their events, which are commensurate with safety and environmental requirements prevailing for the event in question.

Each individual organiser must publish their requirements in supplementary regulations as a condition of entry for the meeting.

Vehicles tested must comply with the requirements stipulated or face exclusion – A fine is not an acceptable penalty.

Silencing: The reason for silencing (sound control) is to reduce environmental impact and keep motor sport running. All competing vehicles are subject to MANDATORY SILENCING, unless a specific waiver for the class or formula is granted. Where specified as mandatory, a silencer must be used, irrespective of the exhaust sound generated without it. Silencing will be subject to environmental requirements as stated.

246. ADVERTISING

Advertising is permitted on vehicles except as in SPR's 247, 248 and 250 below. However, no advertising other than that approved by NMSF is allowed on the windows. Such advertising shall not obstruct the driver's vision.

Where applicable, sponsor's advertising details are contained in the regulations of each category of motor sport.

Any advertising or other information (which includes, inter alia, the names of sponsors) may be displayed upon an automobile or motorcycle competing in a competition or official practice, always provided that:

- i) the whole of the display shall be in good taste; and
- ii) the display, or any portion thereof, shall not interfere with or impair the legibility of the competition numbers or of any other official identification mark/s which may be required under the regulations for the event;
- iii) Where NMSF enters into an agreement with a sponsor, body, company, club, association and/or individual for the sponsorship of a series, a single event and/or events, the sponsor, body, company, club, association and/or individual shall supply advertising material to be displayed on competing vehicles and/or machines. It shall be a condition on entry that such advertising shall be displayed on the competing vehicle and/or machine. The competition numbers allocated to vehicles and/or machines may be legibly incorporated in the advertising material, which shall be affixed to the vehicles as directed. Alternatively, such material may be displayed separate, as agreed between the sponsor, body, company, club, association and/or individual and NMSF.

In the case of advertising incorporated with the competition numbers, such advertising is deemed to form part of the number and must be displayed as such and may not be defaced or removed. The numbers are to be affixed to both front doors in the case of saloon cars or the number panels or plates in the case of single seaters, sports cars and motorcycles. The front door number panels and number plates must remain completely free of signwriting and advertising other than that of the sponsors, unless NMSF has agreed to modify the foregoing requirements.

In the case of advertising to be displayed separate from the competition numbers, NMSF will issue directive as to how this advertising will be displayed, bearing in mind possible space restraints.

In the case of an event forming part of a championship series which is not sponsored, or in the case of sponsored events not counting towards a national championship, the organiser may supply competition numbers incorporating advertising material which is deemed to form part of the numbers, and which must be displayed as such and not defaced or removed

The numbers shall comply with the dimensions laid down by NMSF for the various categories of motor sport competitions and shall be black on white background unless specifically stated otherwise.

Competitors who do not comply with the above provisions will not be permitted to compete by the organisers. Any organiser allowing a competitor to compete, who does not comply with the above provisions, may be fined an amount of up to N\$ 1000.00 and the competitor concerned may not be scored in the results.

247. ADVERTISING CONFLICTS

- i) Where NMSF requires that a sponsor's decals to be displayed on competing vehicles (see SPR 246 (iii) above), no competitor may display conflicting advertising, except with the permission of NMSF. Such permission shall only be granted in justifiable instances and NMSF furthermore reserves the right to impose a limit on the size of conflicting advertising decals.
- ii) Where an organiser-imposed advertising requirements on an entrant, as approved by NMSF, such advertising must be stipulated in the supplementary regulations and therefore becomes a condition of entry. It may be stated that the advertising may be omitted by the payment of a monetary penalty and, if so, this penalty shall be no more than twice the entry fee. Where the entrant feels that the advertising imposed is in conflict with other legal contractual commitments, he/she may, at the time of lodging his entry, appeal to NMSF whose decision will be final.

248. ADVERTISING OF RESULTS – MISLEADING ADVERTISING

- i) Any entrant, competitor or firm advertising the results of a competition or record attempt shall state the exact conditions of the performance referred to, the nature of the competition or record, the category, class, etc., of the vehicle and the position or the result obtained. Any such advertisement is subject to prior approval by NMSF.
- ii) The advertising must include a statement saying, "Subject to official confirmation by NMSF". Failure to comply with the foregoing or any omission or addition calculated to mislead or to raise doubts in the minds of the public shall render the person or body whose authority or on whose behalf the advertisement is published or issued, liable to penalties provided by these rules, and may entail the infliction of a penalty on the person responsible for drawing up the advertisement, by the matter being referred to the Advertising Standards Authority.

249. COMPETITION NUMBERS

All competition numbers shall be black on a white background unless otherwise stated in the SSR's for specific categories of motor sport.

- i) The digits shall be of the classic type as shown below:
1 2 3 4 5 6 7 8 9 0
- ii) The minimum size of the digits shall be as stated in the SSR's or the regulations for each category.
- iii) Numbers must be displayed on the nose of the vehicle, except in rallies, legible from the front, and on both sides of the vehicle.
- iv) In international and certain events where required in the regulations, the name(s) of the driver(s) and the national flag(s) of their country must be displayed on both front wings or rear side windows of cars other than single-seater cars. The minimum height of letters and flags must be 4cm, unless the SR's or regulations for a particular championship stipulate a larger size.

250. TRADE RESTRICTIVE CLAUSES

Except with the written authority of NMSF, which will only be granted in respect of competitions of a specialised nature, no **supplementary regulation** shall be valid if it restricts competitors to the use of any specified equipment, fuel, oil tyres, etc. Promoters may offer bonuses or special awards to competitors who use stipulated products or equipment, but they may not place any restrictions upon the use by a competitor of any equipment, fuel, oil, tyres, etc., of his own choice.

251. SERVICE PERSONNEL AND PIT CREW MEMBERS

All persons who have been granted access to the pits and/or paddock area and, in rallies, all service personnel, must at all times obey the instructions of an authorised official of the meeting taking any dispute with such official to the Clerk of the Course.

252. PARC FERMÉ

This is the place where the competitor is obliged to bring his vehicle(s) as foreseen in the regulations.

- i) Drivers and riders on entering this impound area shall park as directed and immediately leave their vehicles. Neither drivers nor riders or any person other than on instruction from a scrutineer or authorised official controlling the parc fermé, shall be permitted to move, touch or examine a vehicle impound in this area until the vehicle has been released on instructions by the Clerk of the Course. The right of admission to the area shall be reserved, and no consumption of alcohol will be allowed therein.
- ii) Unless permission is granted otherwise by the Technical Consultant, Chief Scrutineer or other authorised official, no more than 2 persons per vehicle will be allowed in the parc fermé area, or other designated area, during the post-race examination of cars and motorcycles. Failure to comply with the above requirements may result in exclusion by the Clerk of the Course.
- iii) The parc fermé is compulsory in those competitions in which scrutineering that place after the event.
- iv) **The parc fermé shall be of adequate dimensions and properly closed off, to ensure that no unauthorised persons may**

gain access while vehicles are in the enclosure.

- v) The regulations of the competition shall specify the place where parc(s) fermé will be set up. It must be in close proximity to the start-finish line. The area between the finish line and the parc fermé entrance shall be placed under the parc fermé regulations.
- vi) All measurements taken are to be listed and signed for by the entrant/competitor and the responsible technical official/s. Should it be necessary to remove any vehicles from the parc fermé for examination at another time and place, all components/assemblies that are to be examined must be adequately sealed by the responsible technical official/s in the presence of the entrant/competitor.
- vii) Before the examination takes place, the component/assemblies are to be unsealed in the presence of the entrant/competitor, or his/her properly appointed representative. The requirements of any such alternative venue regarding security, surface access by individuals and control thereof, shall be identical to those applying to a parc fermé.

253. PRE-EVENT SCRUTINY

In all competitions, all vehicles must be scrutineered prior to taking part in any timed practice (qualifying session) or event. Such scrutineering will, at the minimum, examine all vehicles for safety. It will be mandatory to present all competing vehicles to such examinations. In addition, the safety equipment of the competitors must be available for examination. Pre-event scrutineering checks will generally be of a visual nature only.

254. SCRUTINY AND ELIGIBILITY

All competing and reserve vehicles must be visually examined in the paddock or prescribed scrutineering area prior to the event for safety and general compliance with the group, category or class entered, detailed internal examinations may only be carried out after the event unless the nature of the event or the regulations for the event allow otherwise. Such may occur as a result of a protest or be scheduled in the regulations. In any event, the Clerk of the Course, the Stewards of the Meeting and/or NMSF, have the power to order the examination of any vehicle at their discretion.

Vehicles awaiting scrutiny after the end of the competition should be kept in "parc fermé" conditions until such examinations are completed.

The time and venue of the scrutineering will be mentioned in the regulations. Any request for an extension of this time must be made in writing to the Clerk of the Course who shall convey same to the Stewards of the Meeting for a decision. Their decision, in this case, is final.

If during a post-event strip or scrutiny it is found that a component or measurement, etc., is not in accordance with the regulations or specifications governing the category of sport concerned, notwithstanding that the components or measurements are not the subject of the original protest or appeal, or the reason for the scrutiny, the incidental findings during examination shall be reported and acted upon as though they gave rise to the reason for the scrutiny in the first instance.

- i) Vehicles shall satisfy the NMSF regulations covering the competition and there shall be no additional eligibility requirements unless such requirements are stated in the SR's. The action of an entrant in presenting a vehicle for official scrutiny shall be deemed a declaration of its compliance with the regulations and an acceptance of the consequences of such declaration not being valid.
- ii) Any component found not to comply with the technical regulations and specifications must be impounded by the relevant officials and will not be returned to the competitor concerned until any protest and subsequent appeals have been decided.
- iii) It is a condition of entering a vehicle for a competition that the entrant/driver/rider shall indemnify the scrutineers or other technical officials against any claim for damage to, or loss of, a vehicle or component thereof providing that reasonable care is exercised by the scrutineers whilst the vehicle/component is in their possession. In the event of components being supplied on loan to the scrutineers by manufacturers, distributors or agents for comparison and checking purposes, the same conditions of indemnity shall apply.

255. DANGEROUS CONSTRUCTION AND CONDITION

The Clerk of the Course may exclude any vehicle, the construction of which he or the scrutineers deem to be dangerous, or which has suffered damage during a competition making further participation dangerous.

256. CONSTRUCTION AND EQUIPMENT

Vehicles taking part in a competition shall comply (as to construction, roadworthiness and equipment) with any SR's in regard to such matters and, in the absence of such SR's, with NMSF vehicle regulations. In the case of minor non-compliance, with the regulations as to construction or equipment, the Clerk of the Course may, as an alternative to exclusion, impose such other penalty as he may think fit (SPR 178) and permit the vehicle to compete.

257. PROTECTION AGAINST FIRE

In all automobiles taking part in competitions, there must be some form of protection between the engine and driver's compartment, and the driver's compartment and the fuel tank, suitable and sufficient in the case of fire for preventing the passage of flame. Any vehicle competing in a competition shall be fitted with a fire extinguisher in a place accessible to the driver, when strapped in, and officials. The fire extinguisher shall be in good working order, and, if a gauge is not fitted, evidence must be furnished to prove that the extinguisher was purchased new or serviced within six months prior.

The aforementioned servicing requirement does not apply to Fire Stryker extinguishers, which are also acceptable. Extinguishers containing carbon tetrachloride are prohibited. The size of the fire extinguisher required shall be specified in the relevant category regulations.

258. RE-CLASSIFICATION OF A VEHICLE

During initial scrutineering, should a vehicle prove not to be in conformity with the technical regulations governing the event or class in which it is entered, the scrutineers may suggest to the Clerk of the Course that it be re-classified. However, such a change may only be made if:

- i) the irregularity did not occur as a result of an attempt to gain an advantage;
- ii) the proposed change will give no advantage to the entrant or driver;
- iii) That the proposed change is into a higher capacity class or group and does not prevent a regularly entered competitor from starting.

Any such change proposed by the Clerk of the Course shall be posted on the Official Notice Board within 30 minutes of the end of scrutineering and is subject to protest.

259. CHANGE OF VEHICLE

A change of vehicle after the closing date of entries may be authorised by the Stewards of the Meeting (see also SPR 238).

260. PRACTICE/QUALIFYING

An official recognised practice or qualifying session is part of the competition and subject to all the regulations relating to that competition.

261. START

The start is the moment that the starting signal is given. When the event is timed, this must commence either when the signal to start is given (standing start) or when the first car crosses the start line (rolling start). In certain speed events the timing may be automatically started.

Any driver who has received the starting signal or has triggered the timing device is considered as having started and as no right to restart, except in the case of "force majeure" to be decided by the Stewards of the Meeting.

262. STARTING SIGNAL

Events may be started by either lights or flags (Namibian flag or NMSF flag). Any other method must be approved by NMSF. The starting flag may be replaced by red lights visible from any point on the starting grid. Illumination of the red lights corresponds in meaning to the raising of a start flag, extinguishing of the red lights corresponds to the dropping of the flag and the start of the event. In any international speed event with a line-up start, the starter shall be the Clerk of the Course.

263. TYPES OF STARTS

There are two types of starts:

- i) standing starts, or
- ii) rolling starts.

264. STANDING STARTS

See Relevant SSR's

265. ROLLING STARTS

See Relevant SSR's

266. HEATS/RACES

A competition may be started in heats, the composition of which must be determined by the promoter and published in the SR's or laid down in the SSR's. The composition of heat may be modified, or heats consolidated, but only by the Stewards of the Meeting. **Where the composition of heats or races calls for a specified minimum number of starters, this number may apply to any one heat or race in order for the race/s to score championship points.**

267. STARTER'S ORDERS

Except as otherwise prescribed in the SSR's, competitors and vehicles ready for the start are under the orders of the starter from the moment when the two-minute board is shown until the starting signal is given.

268. NON-STARTER

Any driver not coming under the starter's orders shall be deemed to be a non-starter of the race, unless starting from the pits

as permitted in the SSR's.

269. FALSE START

See the Relevant SSR's

270. STARTING JUDGES

One or several judges may be appointed by the organising committee of a race to supervise the start. Starting judges shall immediately point out to the Clerk of the Course any false/jumped starts, which may have occurred.

271. STARTING FROM THE PITS

- i) In all races on closed circuits, the pit exit shall be closed when the 2-minute starting signal is given. The pit exit may only be re-opened when the starting signal has been given and the field has passed the pit exit, except as permitted in the relevant SSR's.
- ii) Where the pits exit is controlled by red/green lights these should be supplemented after the start by flashing yellow lights during the race. It shall be an offence to ignore a red light.

272. DETERMINATION OF THE FINISH OF AN EVENT

- i) The finish signal will determine the conclusion of a competition. If, in circuit races, the signal is shown early, the classification will be calculated from the moment the signal is given. If the finishing signal is shown after the prescribed number of laps or the maximum time or distance of the event, the classification will be calculated from the moment the event should have finished.
- ii) Once the signal for the conclusion of the event has been given, all competitors must cease competition and obey the instruction of the officials who will direct then as to the next action to be taken.
- iii) If any vehicle takes more than twice the time of the winner's fastest lap to complete its last lap, then this last lap will not be taken into consideration when calculating the distance covered or the number of laps completed.
- iv) The finish line must be marked on the track. Unless the regulations provided otherwise, it will not extend beyond the actual track edges and thus will not include the pit lane.
- v) The timing of a vehicle crossing the finish line shall be taken at the moment when the centre of the front wheel(s) pass (es) over that line, or where an automatic timing apparatus is in use, at the moment when it is operated.

273. STOPPING OR DELETING PART OF EVENT/RACE MEETING

- i) If the Clerk of the Course decides to stop a rally or speed event, the classification will occur from the last part of the event in which all current competitors had an equal chance to compete unless the regulations provide otherwise. This will also apply to any part of an event that is deleted from the classification.
- ii) **If any part of race meeting has to be deleted due to reasons of force majeure, the decision as to how the scoring of the event will take place will rest with the following bodies;**
Club events – Stewards of the Meeting
National Championship events – NMSF sporting Commission

274. CLASSIFICATION

- i) The vehicles shall be classified with one place first which has covered the required distance in the shortest time or completed the longest distance in the allowed time, with all penalties taken into account.
- ii) Unless the regulations provide otherwise, the sole method used for the absolute overall classification will be as follows:
To be classified as a finisher, a motor vehicle/motorcycle must have completed not less than two-thirds of the distance of the race under its own power. For lap events, the two-thirds shall be calculated by rounding off to the nearest lap.
- iii) When a race is run in more than one part, the winner is the driver and/or vehicle who/which:
 - a) completes to total prescribed distance in the least total time, or
 - b) completes the greatest total distance in the prescribed total time. In the case of a tie, the classification achieved in the various facets will be considered to determine the overall classification.

275. DEAD HEATS

For any overall or class classification, dead heats will result in points gained or awards to be shared equally. This if third and fourth places cannot be separated, their points or awards are added together and divided by two, and these competitors declared equal third. The next competitor in the classification is declared fifth.

276. RESULTS

The results of a championship shall be "provisional" until every competitor has had an opportunity of protesting in accordance with the SPR's and any protest or subsequent appeal has been decided upon. **Once provisional results have been announced, they may only be amended flowing a protest or as allowed for in SPR 154 (xxi).** No further protests against the amended results will be allowed. The amended results shall, however, be subject to appeal, but the appeal court or tribunal as the case may be, in hearing the appeal, will only deal with grounds of appeal relating to why the Stewards erred in the first instance by amending the results. The appeal court or tribunal shall not deal with any grounds of an appeal that could and should have been the subject of a protest when the results were first announced.

277. PUBLICATION OR RESULTS

See SPR 143 (ix) a) and b).

278. ALTERNATION OF PROVISIONAL RESULTS

Any alterations to provisional results shall be notified to all competitors in writing, by way of registered mail, fax or e-mail. Where a competitor is excluded from the results of an event, all other competitors who finished the event behind him/her move up in the results, as though the excluded competitor had never taken part in the event

279. PROTEST AGAINST PROVISIONAL RESULTS (Refer SPR 200)

If no valid protest is received after the publication of the provisional results and after any amendments thereto, the results shall become final subject to the power held by NMSF in terms of SPR 154 xv).

When results are republished by registered posts, the time limit for protest will be 14 days from date of posting the results.

280. PAYMENT OF STARTING AND PRIZE MONEY AND PRESENTATION OF AWARDS

- i) The promoters shall distribute all starting and prize money within 21 days after the results, and after any competition have been finalised, or within such further period as NMSF may allow. Any awards shall be presented within a like period unless SR's specify a particular date or occasion for presentation.
- ii) Where the SR's include prize giving in the programme of an event and circumstances arise which would cause unreasonable delay in announcing the results after the event, the Stewards may postpone such announcement to a later date having advised all competitors present accordingly.
- iii) Where prizes/awards are presented at the close of an event, competitors who do not attend to receive their prizes/awards may forfeit them unless they have received prior permission for the Clerk of the Course to be absent from the function. Non-attendance by competitors at prize giving may be reported to NMSF, which reserves the right to impose fines on competitors for non-attendance.

281. AWARDS

- i) All awards shall be given to the first nominated driver unless the entrant has specifically stated otherwise.
- ii) No competitor shall be a member of more than one team competing for the same award unless the SR's specify otherwise.
- iii) No competitor shall compete for an award, which is dependent upon club membership, as a member of more, than one club. Where eligibility depends upon club membership, it shall be determined by means of the club membership claimed on the entry form.
- iv) Only competitors classified as finishers shall be eligible for an award or for classification in the results of a competition, unless the SR's specify otherwise.
- v) The distribution of prizes shall not commence until at least half an hour has elapsed after the publication of the results of a competition.
- vi) Where a protest is lodged, the distribution of a prize must, if the entitlement to the prize may be affected by the decision of the Stewards, be withheld until the protest has been ruled upon and either the result of any possible appeal arising out of such ruling is known, or the time has expired for giving notice of an appeal. The list of awards insofar as it related to such prize must be declared to be provisional.
- vii) If, after the distribution of prizes, a decision is made pursuant to these rules, which affect the results of a competition, any competitor to whom a prize has been awarded but who is adjudged to be ineligible therefore, shall return such prize to the promoters on demand.
- viii) However, when such a protest may affect only part of the list of awards, such part as is not affected by the protest may be published finally and the corresponding prizes distributed.

APPENDIX “D”

COURSES, ROADS, TRACKS AND RECORDS

ART

1. INTERNATIONAL TRACKS

- i) Any application for a licence for either a permanent or temporary international track or autodrome must be made by NMSF to the FIA/FIM/CIK.
- ii) The FIA/FIM/CIK will issue a track licence if the track is deemed to comply with the criteria in force at that time.
 - This licence will have validity for a given period, which will be stated on it.
 - It may restrict the track to certain classes or types of vehicles.
 - It will state the number of vehicles able to compete at any one time.
 - It will give the length of the track.
 - It will deal, on an addendum, the safety equipment required to be in place for international race meetings.
- iii) Any track licence issued by the FIA/FIM/CIK may, after consultation with NMSF, be withdrawn at any time or renewal refused.
- iv) Any track licence issued by the FIA/FIM/CIK must be displayed in a prominent position at the track where it is accessible to competitors.
- v) International events may only be conducted on tracks licenced by the FIA/FIM/CIK. This applies also to attempts on world and international records.

2. INTERNATIONAL COURSES – CONSENT AND CONTROL

When the course of a competition transverses the territory of several countries, the promoters must first obtain through NMSF the consent of every ASN/FMN having authority in each such country. Each ASN/FMN whose territory is traversed will exercise control of such a competition whilst it is taking place within that territory except that the final approval and the announcement of the results of the competition will be made by NMSF, to whom the promoters are answerable.

3. ROAD COURSES

Application shall be made to NMSF for approval of any course selected for a competition. The application shall include, in the case of a rally or reliability trail, particulars of the proposed route, the time of day at which the course will be covered by competitors, and the total distance to be covered, together with any other information, which may be required by NMSF. An inspection fee in accordance with the scale laid down in Appendix “R” to these rules shall be payable to NMSF.

4. INTERNATIONAL TRACK LICENCES

Application must be made by NMSF to the FIA/FIM or CIK for an international track licence for a permanent or temporary track. The FIA/FIM or CIK may licence a track for a meeting or for a series of meetings. The FIA/FIM or CIK may, after consultation with NMSF, refuse to grant or may withdraw an international track licence in respect of a track within the territory of NMSF as it may deem fit and without giving any reason for so doing.

5. NATIONAL TRACK LICENCE

NMSF may grant a national track licence to a track for a meeting or series of meetings or, if the track is a permanent one, until 31st December next ensuing. NMSF may refuse to grant or may withdraw a track licence as it may think fit and without giving any reason. A track in respect of which only a national track licence is current may not be used for attempts at international class or world records.

6. INFORMATION TO BE GIVEN ON TRACK LICENCES

- i) A track licence will state the length of the track and whether it is approved for attempts at international records, world records, or for attempts at national records. The track will also contain the special track rules, which all concerned are expected to know and are required to obey.
- ii) NMSF shall, at its sole discretion, grade and licence tracks stating the categories of racing they may accommodate and are licenced for. This information will be given on the track licence.

7. DISPLAY OF A TRACK LICENCE

For as long as it is valid, a track licence shall be required to be displayed in a prominent position on the track.

8. TRACK LICENCE FEE

The scale of fees payable on the grant of a track licence is laid down in Appendix “R” to these rules

9. CONDITIONS TO BE FULFILLED FOR MEASURING PERMANENT AND TEMPORARY TRACKS

Permanent and temporary tracks shall comply with the conditions and requirements in regard to measuring as lay down by the FIA, FIM or CIK.

10. MEASUREMENT OF DISTANCES ON THE ROAD

- i) Distances up to 5km – by survey line along centre line of road.
- ii) Distances over 5km – by official road markers of from a map of scale up to 1: 100 000.

iii) Distances over 100km – from a map of a scale of up to 1: 250 000.

11. RECORD ATTEMPTS - RESERVED

APPENDIX “H” FLAG SIGNALS

To ensure adequate supervision of a racing circuit, the Clerk of the Course and/or Assistant, and the observation posts, rely largely on the use of signals to:

- a) contribute to the safety of competitors
- b) enforce the regulations

Signals are given in daytime by different coloured flags, possibly aided by lights. At night-time or in condition of poor visibility the flags should preferably be replaced by lights and reflective panels, but all drivers must be made aware of this beforehand. Yellow lights at each post are obligatory for events run at night.

For events other than circuit racing e.g. motocross, supercross, off-road racing, enduro events and rallying, some or all of the following flags and flag signals may be used, or additional flags introduced:

ART

1. FLAGS

The minimum size of signal flags is 60cm by 80cm.

Flags will be used during both practice and the race itself and will have the same meaning. **They shall be respected by the competitors at all times.** Any competitor failing to acknowledge or act upon a signal conveyed to him/her personally, or to a group of competitors of which he/she forms part, engaged in a practice or race, by an authorised official using any of the flag or light signals listed herein, shall be guilty of an offence which may be dealt with by the Clerk of the Course in terms of SPR156.

2. START FLAG

Shall be given by the NMSF flag, organising Club flag or Green Flag or red lights. In the latter case, the red lights shall normally remain lit for between 4 and 7 seconds before being extinguished. In the case of a start by flag, the signal to start will be the lowering of the flag, which, for standing starts, should not be raised until all vehicles are stationary, and in no case for more than 10 seconds.

3. FINISH

A black and white chequered flag usually waved.

4. RED FLAG

Shown waved under the direction of the Clerk of the Course, at all marshal points around the circuit, indicates that the practice or race has been terminated and all competitors should stop their practice or race immediately and proceed to the pits, or place stipulated by the SR's for the event, exercising extreme caution and being prepared to stop at any time if necessary. It is not permitted for any competitor to pass another once the practice or race has been terminated by the display of the waved red flag. The red flag will be shown motionless under the direction of the Clerk of the Course to close the circuit.

5. BLACK FLAG

Shown by the Clerk of the Course together with a number board indicates to **the competitor whose numbers is shown that he/she must stop at the pits at the end of the lap.**

6. BLACK AND WHITE FLAG DIVIDED DIAGONALLY INTO BLACK AND WHITE HALVES

Shown by the Clerk of the Course together with a number board, indicates that the driver whose number is shown that he/she is **warned for unsportsmanlike behaviour and must report to the Clerk of the Course after that heat.**

7. BLACK FLAG WITH AN ORANGE CIRCLE

Shown together with a number board indicates that vehicle concerned has a **potentially dangerous defect and must stop at the pits at the end of that lap.**

8. YELLOW FLAG

Indicates danger, either temporary or permanent, whatever its nature. A waved yellow flag denotes a dangerous situation in the sector following the marshal post concerned. Drivers will be warned of any new danger occurring in the same sector by waiving the yellow flag for 2 laps and then displaying it stationary for 2 laps, after which it will be withdrawn, even if the cause of the danger has not been removed.

Drivers are to be instructed, either by hand or flag, to use the unobstructed portion of the track, and if the obstruction is very serious, the same post may wave 2 yellow flags.

In the case of a total obstruction, two yellow flags may be used prior to the Clerk of the Course stopping the race.

When an obstruction occurs in a sector and a yellow flag is being waved, the preceding post will display a stationary yellow flag to warn drivers in good time of the danger. If 2 yellow flags are being waved, the preceding post will show 2 stationary yellow flags.

Should a danger such as debris extend beyond the accident or obstruction into another sector, the post in this sector will also display a yellow flag. Otherwise, if this sector is clear, a green flag will be displayed.

Competitors passing any yellow flag **must slow down, maintaining their position relative to other competitors and being prepared to stop if so instructed by a competent Official.**

DRIVERS MUST, AS SOON AS THEY HAVE PASSED A YELLOW FLAG (BE IT WAIVED OR MOTIONLESS) SLOW DOWN, BEING PREPARED TO STOP IF NECESSARY AND KEEP THEIR RESPECTIVE POSITIONS AND MAY NOT OVERTAKE UNTIL THEY HAVE PASSED THE GREEN FLAG.

9. GREEN FLAG

Shown motionless denotes:

when shown on first lap of practice or out lap of a race that the sector being entered is clear; or that the sector controlled by yellow flags following a dangerous situation is being exited and racing may continue once the competitor has passed the green flag; or

used to start a warmup or parade lap or practice session under direction of the Clerk of the Course.

Shown waved at the start/finish line denotes that a Safety Car intervention has ended, and racing may continue once the competitor passes the Green Flag at the start/finish line.

10. YELLOW FLAG WITH RED STRIPES

Indicates a deterioration of surface adhesion due to oil, water, etc. This flag can also be used to inform drivers of either a pool of water large enough to create aquaplaning, or that due to a local shower, drivers/riders are about to pass from a dry to a slippery surface: this being the case, the flag will be displayed accompanied by a hand pointed to the sky. Shall be displayed for 4 laps, or until the surface returns to normal.

11. WHITE FLAG

Denotes a service vehicle, (ambulance, etc.) or a competing car mowing slowly. It should be waved while the vehicle is in a sector and then held stationary while the vehicle reaches the end of the next sector, after which it should be withdrawn. Should the vehicle stop on the track, yellow flags must replace the white flag immediately.

12. BLUE FLAG.

To be shown:

- a) in cases of obvious obstruction by a competitor;
- b) when the slower vehicles are being overtaken by the leader;
- c) when a faster vehicle making up time is working its way through the field.

It is not necessary to show the blue flag:

- a) during the first lap of a race when vehicles are still grouped together;
- b) when two or more drivers are racing wheel to wheel over several laps;
- c) when, by his actions, a driver is aware he is about to be overtaken.

The blue flag should always be used with discretion, bearing in mind that in the wet during bad visibility it is often the best means of warning a competitor he is about to be overtaken.

13. NOTE:

- i) For international events, when a decision has been taken to stop a competitor, his pit should be informed so that a stop signal can also be displayed there
- ii) Any flag indicating the stopping of a practice or race, or of a particular competitor, may be shown at a place other than at the start/finish line should visibility, length of circuit or the speed of vehicles make it advisable to do so.
- iii) Numbers for display to competitors shall be white on a black background and not less than 200mm high by 170mm wide with a stroke width of 30mm.
- iv) A portable fire extinguisher may be shown to a competitor to indicate that the vehicle appears to be on fire.
- v) All marshal post must be in radio or telephone communication with the preceding posts in order to operate efficiently the 'no passing' zone procedure and to give warning of danger.

14. LIGHT SIGNALS AS START

When that start signal is given by lights, a red light or lights must be used, visible from any position on the starting grind.

15. LIGHT SIGNALS DURING RACING

When light signals are used to supplement flag signals during the hours of darkness, they must comply with the following specifications:

- a) lights may replace the yellow, green and red flags;
- b) each installation must consist of a group of three lights, 2 yellow and one green – so arranged that the 2 yellow lights are easily recognisable. A red light must be mounted separately, and shall be operated solely by, or on order of, the Clerk of the Course;
- c) the electric power supply must be backed up by an independent emergency system;
- d) preferably, the lights should be flashing, but they may be continuously lit. A combination of both methods are not permitted;

- e) the lights will have the same meaning as flags of the equivalent colour. If the two yellow lights are used together, either in phase or flashing alternately, this indicates a degree of danger greater than on light alone or one flag;
- f) one yellow light at each marshal post must be shown accompanied by a yellow and red striped flag to warn of a serious deterioration in surface adhesion after dark.

16. HAZARD BOARD (Optional – usage to be specified in the SR's of the event.)

When an incident has been cleared to the satisfaction of the marshals, but they are unable to remove the offending vehicle completely to a position behind the safety barriers and it is deemed reasonably safe to continue racing, the yellow flags will be withdrawn and replaced by the Hazard Board. The board allows the competitor to continue racing at his/her own risk in the sector concerned.

APPENDIX “L”

MEDICAL AND RESCUE CODE

GENERAL INTRODUCTION

The Medical Code contains the **minimum** Medical standards that will be enforced at motorsport events.

The Protocols documented in this Code are aimed at Medical Personnel who are involved in providing medical services at motorsport events. Any queries regarding requirements at events must be referred to the Medical Panel. *All reference to days, includes weekends.*

OBJECTIVES OF THE MEDICAL COMMITTEE

- 1 The Medical Committee is a specialist panel which has the objective of ensuring the safety from a medical perspective and assisting motorsport competitors, event organizers and promoters and officials, particularly Clerks of Course, in accessing and providing the most professional emergency medical services for every competitor, official or spectator at every motorsport venue and event held under a Namibian Motorsport federation (NMSF) permit. This will be achieved by constant review of International and motorsport Emergency Medical Protocols and strict enforcement of the Protocols published in this code.
- 2 The Medical Committee condemns all unlicensed and illegal categories of motorsport totally and without exception.
- 3 If the Medical requirements are unattainable and unaffordable by the organizers of events, the NMSF Executive Committee in conjunction with the Chairperson of the Medical Committee reserves the right to waive certain stated conditions if, in the President’s opinion, such a waiver is in the interest of fostering and developing motorsport without endangering the safety of competitors and officials. If there is a reason to reduce requirements it must be motivated in writing to the NMSF Executive Committee. Each application will be assessed on its’ own merits.
- 4 The Medical Committee doctor(s) are responsible for assessing license applications from competitors with known medical conditions, and applying the protocols contained in this code in passing a decision on medical fitness to compete. In the event that a condition has not been specifically detailed, specialist medical opinion may be requested and obtained, and international standards will be applied.

NMSF CATEGORIES

The various categories of motorsport all have different medical requirements which must be catered for. The following sporting categories are:

- i. Rally
- ii. Motocross
- iii. Enduro/Baja
- iv. 4x4 Vasbyt
- v. Oval Tar
- vi. Karting
- vii. Oval Dirt
- viii. Circuit Racing
- ix. Drag Racing
- x. Spinning
- xi. Extreme Enduro
- xii. Off Road
- xiii. Drifting
- xiv. Gymkhana

4. THE MEDICAL CODE

- 4.1 All motorsport events held under the auspices and permit of NMSF, as defined by the GRC’S, SSR’S and regulations of the NMSF, are required to provide the minimum medical standards, as defined for that category and discipline, that is international, national, club or similar fun events and the type of event, that is circuit, motocross, trials etc. The medical standards proposed are considered to be the minimum medical and paramedical services required to provide competitors and team members, officials and spectators with prompt emergency medical response and treatment as authorized for Namibian conditions, which may be easily expanded for the requirements of continental and international events
- 4.2 It remains the responsibility of the organizer of each event held under permit issued by NMSF, through the appointed Clerk of the Course (COC), the Chief Marshal and the Chief Medical Officer (CMO) or Chief Medical Co-Ordinator (CMC) to ensure that basic safety, medical rescue and Emergency Medical Services (E.M.S.) services and facilities, as required by the regulations and codes of the NMSF Commissions, are complied with fully.

- 4.3 Failure of an organizer to comply with the minimum medical standards required for an event, immaterial of ignorance of the regulations or willful disregard, will result in the CMO or CMC taking immediate corrective action or declaring the venue unfit for competition, should corrective action be impossible or corrective action not be taken timeously.
- 4.4 All changes to the Medical Code resulting from changes in International Medical Protocols changes in the Medical Codes of the FIA and FIM or the changes in local legal requirements will be incorporated in Appendix L annually. Should Protocols need to change more urgently, these changes will be published via an official NMSF By-Law or by way of a Bulletin.
- 4.6 In the interest of maintaining the highest level of safety for all competitors, officials and spectators, the Chief Medical Officer or Chief Medical Co-Ordinator, as appointed by NMSF for each venue and circuit shall have the right to prohibit a competitor or official from participating in or doing duty at any event for the following reasons:
- a) If, in the opinion of the CMO/CMC, the actions or behavior or professional conduct of a member of the operational medical personnel is considered to be damaging to the image of NMSF or the medical or paramedic profession or potentially dangerous to injured persons.
 - b) If a competitor or official is known or suspected of suffering currently or having suffered from a medical condition which could result in the lives of other competitors, officials or spectators being endangered. Of particular importance is any condition, which could result in an altered level of consciousness or sudden episodes of vertigo (dizziness).
 - c) A competitor who either does not undergo a medical examination after an injury requiring medical attention or who is not passed as being completely recovered by his medical attendant for an injury or an illness.
 - d) For the use of alcohol by competitors and/or team members and technical crew and/or officials or marshals either immediately before or during a motorsport event refer SPR 122 and SPR 152.
 - e) For documented use of prohibited substances or recreational drugs or both either immediately before or during an event. This includes the use of intravenous fluids refer WADA and SAIDS.
 - f) If a competitor or official is deemed to either physically or psychologically endanger the welfare or ability to compete of other competitors or the safety of officials and spectators.
 - g) If, in the opinion of the CMO/CMC, a competitor or official is in breach or found to be guilty or suspected of performing one of the above transgressions, the CMO/CMC will notify the COC, in writing, of the decision taken to exclude the competitor or official on medical grounds. The competitor or official so affected by the decision of the CMO/CMC has recourse to a right of appeal to the Commission for a review of the decision. Similarly, the Commission reserves the right to request an NMSF enquiry.
 - h) Non-compliance with the minimum medical standards, either through ignorance or willful disregard of the standards as set out in this medical code, could render the organizers liable, under extreme circumstances and at the discretion of NMSF, to the cancellation of the event or to the imposition of penalties or fines, again at the discretion of NMSF.
 - i) Medical personnel contracted to provide medical services at motorsport events who provide an inadequate, unprofessional or negligent service, or who provide a service different from or inferior to the contracted service or who downgrade either the Medical Panel enquiry and will be referred to statutory professional bodies where applicable.
 - j) **The decisions taken by the CMO/CMC appointed for a motorsport event with regard any medical matter, including fitness to compete, is final and may not be debated, altered by any competitor, official or medical practitioner. In the event that the decision of the CMO/CMC is challenged, a protest may be lodged with the Medical Panel.**

5. NMSF ANTI-DOPING

Using drugs to enhance performance is against the rules laid down by the governing bodies of most recognized sports. It damages the image and value of the sport and contravenes the fundamental principles of sportsmanship and fair competition.

It is the responsibility of all competitors and officials to ensure at all times that they are aware of what they put into their bodies. No exceptions to the rules will be tolerated.

- i) The NMSF will not condone the use of any substance identified on the **World Anti-Doping Agency (WADA)** and/or any other prohibited list, unless a **Therapeutic Use Exemption (TUE)** has been issued by **South African Institute for Drug Free Sport (SAIDS)** and/or the relevant International Controlling body.
- ii) Full details of doping regulations are contained in the WADA Anti-Doping Code which can be found on **www.wada.com**
- iii) Sporting commissions are requested to consult with the Medical Panel (through the Medical Committee Chairperson) with a view to regular anti-doping testing and initiating doping prevention programs in their individual categories.
- iv) Suspicion of competitors using prohibited substances should be communicated to the NMSF Executive Committee - **info@motorsportnamibia.org**
- v) Any competitor found guilty of a doping offence will face penalties in line with WADA and/or SAIDS.
- vi) A link to the WADA and SAIDS websites is available via the NMSF Website.
- vii) It is important to note that SAIDS can only conduct Anti-doping tests with the consent of the NMSF.
- viii) Should a competitor not be sure of a substance they are taking it is their responsibility to contact the NMSF and/or the relevant authorities to confirm whether the substance is acceptable or not.

Ignorance of the rules is not an excuse; all competitors are responsible for what goes into their bodies.

6. RESPONSIBILITIES OF THE NMSF MEDICAL COMMITTEE

- i) The NMSF Constitution allows for the appointment of specialist panels by which the Medical Committee is constituted.
- ii) The Medical Committee is responsible for:
 - a) The annual review and updating of the Medical Code.

- b) The institution of minimum medical standards for all categories of motorsport and the enforcing of these standards. This will be achieved by:
 - i) Scrutiny of Medical Compliance Forms;
 - ii) Scrutiny of Accident Statistics Forms and associated documents;
 - iii) The weekly production of the injury registry;
 - iv) Inspection of circuits - both initial inspections and annual reviews.
- c) Attendance at enquiries where Medical/Safety issues are involved.
- d) Research projects.
- e) The compilation of Official Medical documents – Medical Compliance Form, Accident Statistics Form, Special Medical Examination Form, Patient Report Forms and Competitor Self Discharge Form.
- f) Medical Homologation of Circuits and Venues in conjunction with the relevant Sporting Categories.
The Medical Committee meets when necessary

7. DUTIES OF THE NMSF MEDICAL COMMITTEE

- i) The duties and responsibilities of the committee are:
 - a) Periodic review of the annual publishing of the WADA list of prohibited substances;
 - b) Review and introduction of all new policies originating from the Medical Panel of the FIA and FIM. Liaison with FIM Africa and other ASNs and FMNs.
 - c) Selection of events for Drug and Alcohol Testing in conjunction with the Medical Panel President, Operations Manager and Medical Coordinator
 - d) Compilation of the weekly injury registry which is distributed by the Medical coordinator.
 - e) Approval of Medical Compliance Forms.
 - f) Approval of all Medical Compliance Forms where the service provider is a member of the Medical Panel.
 - g) Stimulation of interested disabled persons to be involved in motorsport as both administrators and competitors in certain motorsport categories.
 - h) The convening of Medical Seminars for specific regions.
 - j) The convening of investigations into the passage of events and circumstances of Fatal Accidents.
 - k) Involvement in all motorsport events with potential or actual international involvement from the pre-event planning stages until the conclusion of the post-event debriefing processes.
- ii) Their responsibilities further include:
 - a) Ensuring that Medical Safety issues are complied with at all events.
 - b) The checking and approval or rejection of all Medical Compliance Forms submitted for Regional and Club events (ensuring that the Medical coordinator is copied on all medical compliances approved or rejected).
Note: Where the service provider is a member of the Medical Panel the Medical Compliance forms are to be submitted to the Medical coordinator for approval or rejection.
 - c) Ensuring that correctly completed documentation reaches the NMSF Office timeously.
 - d) Inspection of all medical service providers involved in NMSF sanctioned events, both initially and on an ongoing basis.

8. MANDATORY NMSF MEDICAL DOCUMENTATION

i) General

- a) All documentation will reflect the year for which it is to be used in the title of the document, with the date of revision, which will be done annually, identified at the top right-hand corner of the Form.
- b) Outdated, illegible or incomplete forms will be returned for resubmission. As all documents are available electronically, it is recommended that these are completed by typing in the relevant information.
- c) All NMSF Medical Documentation can either be obtained from the NMSF Office or downloaded from the NMSF website on www.motorsportnamibia.org
- d) The CMO/CMC should hand all completed documentation to the race secretary at the end of each event for onward submission to the NMSF – to be received by close of business on the first working day following the event.

- e) Illegible, incomplete or late submission of documentation mentioned below may result in a fine being imposed against the club, as it is ultimately the club's responsibility to submit all documentation to the NMSF.

- ii) **The Medical Compliance Form**

- a) The Official current NMSF Medical Compliance Form is a **Medicolegal** document vital to the legitimate running of a motorsport event. An event that is commenced without an approved Medical Compliance Form occurs outside the regulations of the NMSF and therefore NMSF provisions such as Public Liability and Third-Party insurance will no longer apply.
- b) Medical services may not be downgraded for Official Practices, National, Club or Social events. These events produce more serious injuries, probably related to inexperience.
- c) It is the responsibility of the CMO/CMC appointed for a Motorsport event, utilizing their personal knowledge of the circuit and venue, the medical services guidelines in the Medical Code and the Medical Homologation document as these become available, to complete the Medical Compliance Form for the event.

Although Assistant Medical Coordinators may be tasked to arrange the required vehicles and Medical Personnel, it remains the sole responsibility of the CMO/CMC to **personally** complete and sign the form.

- d) The Medical Compliance Form is to be completed by the appointed CMO/CMC and submitted to the event organizer at least 2 weeks before the event. The organizer of the event is responsible for submitting the form to NMSF Offices. The absolute final time and date for submission of Medical Compliance Forms is 16h00 on the Tuesday two weeks before the event. Fines ranging from N\$200 to N\$1000 may be imposed on organizers who submit late medical compliance forms.
- e) Alterations in the number or qualifications of medical personnel and vehicles compared to the original crews and Ambulances/Response vehicles identified on the submitted Medical Compliance Forms must be submitted to the NMSF and the C of C immediately. Failure to comply with this requirement may result in the C of C delaying the start of the event until the correct services are in place with suspension of the responsible CMO/CMC.
- f) Medical Compliance Forms that are incomplete or illegible will be returned to the organizer for correction before approval. A second sheet of paper must be submitted for large numbers of personnel.
- g) A copy of the Medical Compliance Form must be submitted and signed off by the C of C on the day of the event and the signed copy must be submitted to the NMSF with the Accident Report Form and supporting documentation.
- h) Each events requirement will be assessed on their own merits. If there is a reason to reduce requirements it must be motivated in writing and submitted together with the compliance form to the NMSF Executive Committee and who will in turn liaise with the Medical Committee.
- i) Medical Compliance Forms will not be approved by the NMSF if the service provider is not BHF Registered and cannot produce a BHF Number. The requirements from BHF do apply and Medical Service Providers may not use a BHF Practice number of another company to provide services if such registered company are not present during the event.

j)

- iii) **Accident Report Form**

- a) Accurate, suspected clinical diagnosis must be entered, which must include the type of injury and the Anatomical Region of body affected.
- b) If the competitor does not complain of any symptoms and does not exhibit signs of injury, full details must be entered on the Accident Report Form with a diagnosis of "no injury detected."
- c) The column on whether the competitor is FIT or UNFIT must be completed.
- d) This form can be completed by CMO/CMC/Senior AMCs, but it must personally be signed by the CMO/CMC for the event.
- e) **The Accident report form must be returned to the NMSF regardless of whether there are incidents listed or not.**

- iv) **Other Documentation**

- a) Special Medical Examination Forms, Patient Report Forms, Competitor Self Discharge Forms, and the Attendance register, must also be submitted to the event secretary together with the Accident Statistics Form for submission to the NMSF. Service Providers cannot change staff members with different qualifications e.g. an ALS must be replaced with ALS etc.

b) It is the responsibility of the Club/Organizer to ensure all documents are submitted to the NMSF within the time frame mentioned above. It is not the NMSF's responsibility to follow up with the Service Provider.

9 MEDICAL EXAMINATIONS AND CERTIFICATES Annual Medical Examinations

- i) Every competitor in motorsport must be psychologically and physically healthy and mature enough to control a motor vehicle, kart, motorcycle or quad without endangering the lives of fellow competitors, officials or spectators, whilst preserving their own lives. To assess this state of health, every motorsport competitor must complete the Annual Medical Form and submit the form to the NMSF, with their annual license application either in person or via the online license system.
- ii) The Medical Form is valid from 1st January to the 31st December of that calendar year.
- iii) Non-disclosure of a serious chronic illness, serious or disabling injury or the consumption of certain chronic medications, if discovered, will result in the immediate cancellation of the competitor's or official's license.

MEDICAL CERTIFICATES

Competitors are no longer required to produce a Medical Certificate should they not suffer from any medical conditions. However, competitors will be required to fully complete and sign the Medical Form personally, confirming that they do not suffer from epilepsy, chronic diabetes, heart problems, etc. and are fit to participate in motorsport. Non-disclosure of a serious or chronic illness, serious or disabling injury or the consumption of certain chronic medications, will result in the immediate cancellation of the competitor's license, and any further action the NMSF may take. Should the form contain incorrect and/or false information, any claims lodged against the competitor will be for his/her direct account and no claims lodged against the Competitor/Official Public Liability and Third-Party Insurance Policy will be considered in the event of an accident and/or injury and/or fatality.

10 EXCLUDING ILLNESS AND DISABILITIES

- i) Certain disabilities and illnesses declared in the competitor's history will, on discovery, automatically exclude the granting of a Medical certificate and motorsport license pending further investigation. Non-declaration by a competitor of an excluding medical condition or disability, could on discovery, exclude that person from all future participation in motorsport in any capacity whatsoever.
 - a) **Limbs**
 - aa) A competitor must have sufficient function and control of their Limbs to permit full control of their vehicle at all times. The vehicle may be adapted to allow control of the vehicle by a competitor provided that the adaptation does not create mechanical advantage.
 - bb) Traumatic amputation of one or both lower Limbs and or one upper Limb at any level will not definitely exclude an applicant from passing the Annual Medical Examination. The applicant may be requested to perform a practical test to demonstrate his/her proficiency in controlling the vehicle and, in the case of motor cars, to exit the car rapidly in the event of an accident.
 - cc) Surgical amputation of a Limb resulting from vascular damage by a Chronic Medical condition such as Diabetes Mellitus, excludes a competitor from motorsport competition.
 - dd) Hemiparesis or Hemiplegia – partial or total paralysis of one side of the body resulting from brain injury or illness – will exclude the applicant from obtaining a competitor's license.
 - ee) Paraplegia results from total or partial permanent damage to the spinal cord below the neck. The permanent paralysis resulting will not exclude the applicant from certain categories of motorsport and a practical test may be requested.
 - ff) An applicant for a license who believes that either through the use of a prosthesis or through physical therapy, that they have adequate control of their vehicle, may apply for a practical evaluation.
 - gg) **Once the competitor has been evaluated and the Medical Panel approves the application, a license can be issued.**
 - b) **Vision**
 - aa) Minimum visual acuity, if necessary corrected by plastic shatterproof lenses or soft contact lenses, must be 6/6 or 10/10 with both eyes open at the time of testing.

- bb) The minimum binocular field should measure at least 120 degrees along the horizontal meridian with no defects within the central 20 degrees.
- cc) Normal color vision must be present (not necessary for Trials). If any doubt exists, a simple practical test under conditions similar to those of a race should be conducted.
- dd) Double vision or nystagmus will exclude an applicant from obtaining a competitor's license.
- ee) Progressive loss of vision and total loss of vision in both eyes will exclude an applicant from obtaining a competitor's license.
- ff) Acute loss of vision in one eye will exclude the applicant from obtaining a competitor's license for any category of motorsport in the first year of loss of vision.
- gg) In the second and third year after sudden loss of vision in one eye, the applicant may be granted a license for Trials, provided that the vision in the unaffected eye is 6/6 (10/10), distance judgment (stereoscopic vision) is intact and point bb) is met.
 - hh) A competitor's license may be issued after acute loss of vision in one eye after the third year for all competitors to compete in all categories if the provisions mentioned in gg) are met.
- ii) For points gg) and hh) above:
 - i) A report from an optometrist and ophthalmologist will be required prior to assessment of such an application.
 - ii) Double protection (visor and goggles) must be worn at all times while competing.

c) **Deafness**

- aa) A license may be issued to an applicant suffering from all grades of deafness, provided there is no associated disturbance of balance.
- bb) A competitor with impaired hearing must be accompanied to the rider or drivers briefing by a person with normal hearing who can communicate information given at the briefing.
- cc) It is recommended that a deaf competitor should wear a clearly, visible tag that identifies the competitor as being "hearing impaired" for identification in the event of accident or injury.

d) **Diabetes Mellitus**

- dd) It is not considered either desirable or advisable for insulin dependent (Type I) diabetics to compete in all categories of motorsport.
- ee) However, a long-standing, well controlled insulin dependent diabetic, who is not subject to episodes of either hypo or hyper – glycaemia and who manifests no clinical evidence of vascular, ophthalmological, renal or neurological damage secondary to the diabetes, may be granted a competitor's license.
- ff) The eligibility of such a competitor to continue participating will depend on the competitor's ability to maintain the health status documented in bb).

Therefore, such a competitor will be required to present annually a report from an endocrinologist or, specialist physician and an ophthalmologist outlining their state of health and the absence of complications of the disease.

This must include biochemical evidence of longstanding, well controlled blood sugar levels (either an HbA1C or Fructosamine blood test, values within normal reference range for the relevant laboratory conducting the test).

- dd) Should a diabetic competitor suffer an episode of altered or loss of consciousness caused by an abnormally low or high level of blood sugar during competition, the competitor's license will be rescinded immediately.
- ee) Non-insulin dependent diabetics (Type II) will be assessed in an identical manner.

e) **Cardiovascular Disease**

- aa) A history of heart failure, heart valve disease, Ischaemic Heart Disease or other vascular disease, symptomatic angina, Myocardial Infarction or Paroxysmal Arrhythmia will exclude a competitor from obtaining a license. However, should definitive treatment, including surgery, correct the defect, the competitor may be issued a license, with the full agreement of the treating Cardiologist and/or Cardiothoracic Surgeon. A license will not be granted for speed events.

- bb) Chronic Arrhythmias, such as atrial fibrillation, which are treated with anti-arrhythmic agents and anticoagulants, will exclude a competitor from both speed and Off-Road events.
- cc) Controlled Hypertension, with no clinical evidence of ophthalmological, vascular, cardiac or renal disease, will not exclude a competitor from being issued with a license. A competitor on treatment for Hypertension will be required, annually, to submit a report from a physician detailing that the hypertension is controlled and uncomplicated. If they are prescribed certain drugs that are on the Anti-Doping Code Prohibited list, such as Beta-Blockers and Diuretics, a Therapeutic Use Exemption (TUE) form is to be submitted to the NMSF for consideration by the relevant authorities.
- dd) Current or new competitors who have undergone coronary artery angioplasty or coronary artery bypass grafting, are required to submit a comprehensive report from the treating cardiologist and/or cardiothoracic surgeon which must state that the competitor has recovered completely and is physically fit enough to participate in non-speed categories of motorsport.
- ee) Anticoagulants (e.g. Warfarin, Coumadin) that are prescribed to a competitor in Off Road and Enduro events over long distances, will result in a temporary suspension of the competitor's license until the competitor has been taken off the medication.
- ff) Participation whilst on antiplatelet agents (Aspirin, Plavix) that decrease clotting is not recommended in Off Road and Enduro events over long distances, due to the increased likelihood of fatal bleeding and prolonged time to definitive medical care if injured in an accident. It is recommended that the competitor only returns to competitive motorsport once taken off the medication.
- gg) Competitors over the age of 50 years are required to submit some effort ECG every 3 years.

f) **Neurological and Psychiatric Disorders**

- aa) Applicants who suffer from chronic, degenerative diseases like, Parkinson's disease, Alzheimer's disease, Multiple sclerosis and Muscular dystrophies, amongst others, will not be granted a competitor's license.
- bb) Applicants with chronic psychiatric illnesses needing permanent medication will not be granted a competitor's license.
- cc) Applicants with previous brain tumors, cysts or abscesses which have been treated – refer 28 ix) d) below.
- dd) Non-declaration of such illnesses, when discovered, will result in the competitor being immediately excluded from all participation in motorsport, in any capacity for life and may be applied retrospectively to the beginning of the current motorsport season.

g) **Convulsion and Unexpected Loss of Consciousness**

- aa) A license will not be granted to a current or new applicant for a license who:
 - aaa) Is diagnosed as suffering from any of the multiple seizure complexes, including epilepsy, although apparently well controlled by chronic medication;
 - bbb) Has suffered a single epileptic seizure and who is taking no medication;
 - ccc) Has suffered any episode of unexplained loss of consciousness;
 - ddd) Has been prescribed anticonvulsant medication after neurosurgery.
 - eee) The fact that a competitor, suffering from any form of epilepsy or any of the other seizure complexes, has a normal EEG and brain scan (CT or MRI) does not allow for the exclusion to be reversed.
 - fff) This regulation does not apply to a competitor who suffered febrile convulsions in childhood.

h) **Alcohol and Drug Dependence**

Applicants with a current or previous history of alcohol or substance abuse requiring rehabilitation may not be granted a license.

i) **Miscellaneous Conditions**

- aa) Current or new applicants who have undergone the following procedures in the previous 5 years will not be granted a license:

- aaa) Organ transplantation including cornea, heart, lungs, liver, kidneys or bone marrow;
 - bbb) Neurosurgery for certain conditions requiring the opening of the meninges including tumours, brain cysts, or extracerebral haemorrhage, increased intracranial pressure;
 - ccc) Cervical and Lumbar spinal fusion;
 - ddd) Applicants who have undergone the procedures outlined above longer than 5 years before the application will be considered on an individual basis.
- bb) Repeated episodes of grade 3 concussion, on more than 2 occasions in one calendar year.
 - cc) Applicants who have undergone chemotherapy or radiotherapy will not be granted a competitor license for six months after completing treatment. Receipt of a letter from the treating physician indicating recovery will allow for granting of a competition license.

Asthma

Asthma is not an excluding disease. Patients receiving inhaler therapy must submit a standard Therapeutic Use Exemption (TUE) Application, depending on the type of asthma medication they are taking. It is the responsibility of the Competitor to check on the SAIDS Website as some Asthma medication is banned.

11 PROCEDURE IN A CASE OF DOUBT OF MEDICAL FITNESS

- i) The NMSF General Secretary who receives license applications and may have any doubt on reviewing the Medical Form, is requested not to issue a license until the Examination Form has been reviewed by the Medical Panel.

12 SPECIAL MEDICAL EXAMINATIONS

a. Special Medical Examinations

- i. If, at any time before or during practice or racing, the appointed Stewards, the Clerk of the Course or the CMO/CMC has any doubt as to the Physical or Psychological fitness of either a competitor to compete or an official to officiate as expected, they may request a Special Medical Examination be conducted on the concerned official or competitor.
- b) The Special Medical Examination may be conducted by the CMO, a second medical practitioner with Motorsport Medical Experience present at the event, or by the CMC appointed for the event. The CMC conducting the examination is required to notify the President of the Medical Panel telephonically immediately.
- c) Should the CMO/CMC deem a competitor unfit to compete, they must complete the relevant form and advise the C of C of same. The CMO/CMC will have the final/overriding decision on the practice/race day. This may however be appealed subsequent to the event, with a view to removing them from the register of unfit competitors.
- d) The Special Medical Examination Form which can be obtained from the NMSF Office or downloaded from the NMSF website on www.motorsportnamibia.org must be completed and submitted to the C of C.
- e) A competitor or official who refuses to undergo a requested Special Medical Examination will be excluded from any further participation in the event and declared an unfit competitor on the event Accident Report Form.

b) Unfit Competitors

A competitor who is injured during an event and who is declared unfit to compete by the appointed CMO/CMC, will be declared an unfit competitor on the event Accident Report Form and may not participate in any event until declared fit to compete by a Medical Doctor and is removed from the injury register.

c) NMSF Injury Registry

The NMSF Injury Registry is compiled weekly from submitted event Accident Report Forms.

A competitor whose name appears on the Injury Registry and who is identified as “Unfit Certificate required”, must submit a Medical Certificate from the **treating Medical Practitioner** stating that the competitor has completely recovered and is fit to compete in Motorsport.

Failure to produce the required Medical Certificate timeously will result in the competitor being excluded from the event and losing all points scored on the day until the letter is produced.

The general principles for the return of an ill or injured competitor to competitive motorsport are to be found in the Medical Code.

It is the responsibility of the competitor to ensure that they submit a medical certificate indicating that they are fit to compete in motorsport 5 (five) working days before the start of the event, sending it to the NMSF Office for review and processing. It is the responsibility of the competitor to check the Injury register and ensure that the NMSF receives their letter timeously.

e) The NMSF sends the injury register to all competitors on the injury register and to all clubs via email.

d) Refusal to Undergo A Medical Examination and Accept Medical Advice.

A competitor who is injured during practice or a race and who either refuses medical attention at the point where injury occurred or at the venue Medical Centre is required to complete the Competitor Self Discharge form which can be obtained from the NMSF.

- b) Should the competitor refuse to sign the form, the competitor must be informed that refusal revokes any possible future action against any official, service provider, organizer, promoter or the NMSF and their insurers.
- c) A copy of the said refusal form must be submitted to the C of C.
- d) The competitor will be excluded from the event resulting in any scores attained during the event being removed and will not be covered by the NMSF Insurance.

13. IDENTIFICATION OF COMPETITORS

It is important that all competitors and officials have, at all times, appropriate identification on their persons. This is of particular importance with regard to dope testing and cross border events, as well as for admittance to hospital in the case of injuries.

14. MEDICAL SERVICE AT EVENTS

- a. The treatment of acute illnesses and injuries sustained by competitors or officials either during or immediately after practice or racing is free of charge to the competitor or official.
- b. Competitors or officials who request treatment for pre-existing conditions may, at the discretion of the treating medical personnel, be charged for Medical Services.
- c. The cost of transport of an ill or injured competitor or official from the venue to an appropriate hospital is the responsibility of the individual concerned.
- d. Injured or ill spectators at Motorsport events may, at the discretion of the Medical Services, be charged for medical services at the event. The cost of transport from the venue to an appropriate hospital by ambulance is the responsibility of the spectator or the spectator's family.
- e. The method of transport of injured competitors, officials or spectators will be determined by the treating medical personnel and will depend on the type and severity of the injuries. This may require the use of a helicopter at very high cost.
- f. The same medical requirements for Official Practice and the Official Race day must be provided for all NMSF Events. Official Practice has the same dangers and in cases than Race Day. Failure to adhere to this requirement could result in the Public Liability and Competitor Insurance not paying out in the event of a claim.
- g. The Medical Services contracted, in writing, for a motorsport event must:
 - i. Guarantee medical assistance to every competitor, official, employee or spectator injured or taken ill during or immediately after the event.
 - ii. Guarantee that they will not alter the medical services identified on the Medical Compliance Form approved for the event unless the changes have been notified to and approved by the NMSF.
 - iii. Guarantee that they will not reduce the number or qualification of operational medical personnel contracted for the event before or during the event.
 - iv. Guarantee that they will not downgrade the status of Ambulances or other medical vehicles contracted for the event
 - v. Action will be taken against services perpetrating such defaults.

- h. **The CMO/CMC and every individual member of the medical services operational at any motorsport event are not, under any circumstances, authorized to divulge any information or make any statements to any Third Party, with the exception of the ill or injured competitor's immediate relatives or service crew. All members of all branches of the Media must be referred to the C of C for comment.**
- i. Medical services designated as appropriate for an event must be available continuously and unaltered during the course of the event.
 - i. Medical services are required to be at their designated areas of operation one hour before the commencement of the event and will remain in place for a minimum of 30 minutes after completion of the final event of the day. Any proposed changes to this protocol must be discussed and agreed upon by the C of C and the CMO/CMC.
 - ii. For Circuit racing, when there is a gap during practice or racing, operational medical personnel may leave their points of deployment but must return at least 15 minutes before the resumption of practice or racing.
 - iii. For Non-Circuit events, particularly Off-Road Car and Motorcycle events, medical personnel who have completed their duties on a specific stage of the event may stand down until required to perform duties on a subsequent stage.
- j. The organizers of motorsport events are required to sign a contract with a medical service provider to provide the medical personnel and vehicles as designated by the CMO/CMC as appropriate for that particular motorsport event.
 - i. Such contract should be in writing, and it recommended that a copy be submitted to the C of C of the event, signed by both organizer and medical provider. Unrealistic or exorbitant quotations must be submitted to the Medical Panel.
 - ii. Altered or Reduced Medical Services either in the number of personnel or vehicles or in the qualification of personnel supplied for an event will result in a breach of the written contract and the Medical Compliance Form which could result in the eligibility of the organizer to either reduce or not to pay the medical service provider's bill for the event.

e) Definition of an Ambulance

Listed below is a quick definition of an Ambulance. For further details, please contact the Medical Coordinator of the NMSF

The vehicle must be modified, adapted and configured to resemble an ambulance, enabling the accommodation of at least one stretcher patient.

The vehicle must be registered as an "Ambulance" with the relevant authorities according to existing Acts, ordinances and regulations.

The vehicle must be clearly marked as an Ambulance on the front and rear with a sign which shall be a minimum of 600mm x 150mm.

Red warning lights and sirens must be attached to the registered ambulance.

The vehicle must be fitted with radio or telephonic communication so as to provide continuous communication with the ambulance control room.

The vehicle must be fitted with an in-date fire extinguisher.

The vehicle must be equipped and stocked to the appropriate level of care as per BHF guidelines /Emergency Medical Services regulations. All equipment must be fully functional, and all stock and medications must be within their expiry dates. (As per Appendix 4)

The driver of an ambulance, medical response unit and medical rescue unit shall hold an appropriate valid driver's license and, in the case of a patient carrying vehicle such driver shall also be in possession of a valid professional driving permit.

the interior of the patient compartment, excluding the driver's cab section, shall be a minimum of

- (i) height 1222mm
- (ii) width 1333mm
- (iii) length 1900mm

f) Definition of an Emergency Medical Response Vehicle

The vehicle must be registered as an “Emergency Medical Response” with the relevant authorities according to existing Acts, ordinances and regulations.

- a) The vehicle must be operated by a medical qualified professional;
 - b) The type of vehicle selected, and the configuration of such Emergency Medical Response will be determined by the expected function and the type of terrain over which the vehicle is expected to operate, thus, it may be response only or response and transport.
 - d) The number of medical response vehicles required will be determined by the nature of the event and the Length of the circuit, Special Stages and Off-Road loops.
 - e) The medical response vehicle requires a roof mounted red light. A sign stating “medical car” in red on a white background must be exhibited on both sides of the vehicle. The medical occupant in the vehicle e.g. CMO, CMC should be identified on the front of the vehicle.
- f) The crew of any response vehicle should comprise of:
- aa) A driver experienced in driving on circuits or off road, with some medical knowledge and training as a rescue or radio marshal.
 - bb) A medical practitioner or ALS paramedic with appropriate experience.
 - cc) If available, an ILS or BLS practitioner capable of assisting the medical practitioner or ALS paramedic.
- g) See Appendix 3 for equipment requirements.

xiii) Definition of a Rescue Vehicle

- a) The vehicle must be registered as a “Rescue Vehicle” with the relevant authorities according to existing Acts ordinances and regulations
 - b) The vehicle must be operated by a rescue qualified professional;
 - c) The type of vehicle selected, and the configuration of such Rescue Vehicle will be determined by the expected be determined by the expected function and the type of terrain over which the vehicle is expected to operate,
 - d) The number of rescue vehicles required will be determined by the nature of the event and the length of the Special Stages and Off-Road loops.
 - e) The rescue vehicle requires a roof mounted red light. A sign stating “rescue vehicle” in red on a white background must be exhibited on both sides of the vehicle.
- f) The crew of any rescue vehicle should comprise of:
- aa) A driver experienced in driving on circuits or off road, with a medical qualification and training as a rescue practitioner.
 - bb) A medical practitioner or ALS paramedic with appropriate experience.
 - cc) If available, an ILS or BLS practitioner capable of assisting the medical practitioner or ALS paramedic.
- g) See Appendix 5 for equipment requirements.

xiv) Definition of an Aeromedical Service

- a) The Aeromedical Service must be registered with the relevant authorities according to existing Acts, ordinances and regulations.
- b) The aircraft must be staffed by qualified and registered medical professionals.

15. MOTORSPORT MEDICAL QUALIFICATIONS

The following Medical qualifications are required at motorsport events.

NOTE: A CMO/CMC must be on site during the entire race meeting, including pre and post-race briefings.

- ii. **The Chief Medical Officer (CMO)**
 - a. The CMO is a medical practitioner currently registered with the HPCNA (Health Professions Council of Namibia).
 - b. Eligible to officiate at Club and National events.
 - c. Experienced CMO's who hold the relevant international medical accreditation will be appointed by the NMSF for International events.
 - d. Must officiate as a CMO at a minimum of 3 events per year.
 - e. Must be current with the CMO/CMC seminar.

- iii. **The Chief Medical Co-Ordinator (CMC)**
 - a. The CMC is an Advanced Life Support (ALS) paramedic currently registered with the HPCNA.
 - b. Eligible to officiate as controller of medical services at Club and National events.
 - i. Experienced CMC's may be qualified to officiate at Club and National events
 - j) Must officiate as a CMC at a minimum of 3 events per year.
 - k) Must be current with the CMO/CMC seminar
- c) **Assistant Medical Co-Ordinator's (AMC)**
 - aa) The AMC is either an Emergency Care Technician (ECT) or Ambulance Emergency Assistant (ILS) emergency care practitioner who is currently registered with the HPCNA; or a professional nurse (RN) registered with the HPCNA.
 - bb) May be utilized as administrative assistants to a CMO/CMC and, in the case of the ECT or ILS emergency care practitioner, as a member of the operational medical services.

Professional nurses may be used as the managers of medical centers or as medical coordinators in race control.
 - cc) Must officiate at a minimum of 3 events per year.
 - dd) Must be current with the CMO/CMC seminar
- d) **Motorsport Medical Technicians (MMT)**
 - aa) The MMT is a Basic Ambulance Assistant (BLS) emergency care practitioner currently registered with the HPCNA.
 - bb) Can only be used as Operational Medical personnel and not as Administrative Assistants.
 - cc) Must officiate at a minimum of 3 events per year.
 - dd) Recommend being current with CMO/CMC seminar

16. DUTIES OF THE CHIEF MEDICAL OFFICER (CMO) AND CHIEF MEDICAL CO-ORDINATOR (CMC)

- a) The CMO/CMC will take full responsibility for all Medical Services at the event, including spectators. The Medical Compliance Form and all event documentation (refer 6f) may be completed by an AMC but must be signed personally by the CMO/CMC.
 - ii) The CMO/CMC appointed for an event must be named as CMO or CMC in all event information, including the Official event program.
 - iii) Shall provide proof of current valid malpractice insurance and personal injury insurance covering all medical staff at an event.
 - iv) Shall be experienced in pre-hospital emergency medicine.
 - v) The CMO/CMC must familiarize themselves with the circuit or venue prior to the start of the event.

- vi) The CMO/CMC will identify ideal sites of deployment around the circuit or venue for operational medical personnel and vehicles including ground posts.
- vii) The CMO/CMC shall, before the commencement of practice or racing, establish that all Medical Services are in position. This may require a circuit inspection.
- viii) The CMO/CMC shall, before the commencement of practice or racing, brief all personnel before the start and at the completion of practice and racing on all days of the event.
- ix) The CMO/CMC must ensure that all operational medical services receive adequate food and fluid rations and have immediate access to toilet facilities.
- x) The CMO/CMC shall, in conjunction with the C of C appointed for the events, identify on a circuit or venue, the positions of all operational Medical Personnel and vehicles.
- xi) The CMO/CMC or the operational manager of the circuit or venue medical Centre must provide the C of C with written reports on the condition and disposal of all injured competitors (refer 4 v), 4 vi) and 13).
- xiii) The CMO/CMC shall supervise the completion of all relevant documentation and personally sign the Form.

The CMO/CMC should hand all completed documentation to the race secretary at the end of each event for onward submission to the NMSF – to be received by close of business on the first working day following the event.

- xiv) The CMO/CMC, if possible, shall examine all injured competitors, determine the severity of their injuries and their fitness to compete. If the CMO/CMC is unable to perform this function, due to their expected presence in race control, an appropriately qualified and experienced deputy (Chief Operational Paramedic or Doctor) must be appointed.
- xv) The CMO/CMC appointed for an event never has the right to stop an event. The CMO/CMC does however have the right to recommend to the C of C that a practice or race should be stopped for one of the following reasons:
 - a) If, in the opinion of the CMO/CMC competitors are allowed to continue circulating, there may be a threat to life or probable further injury to an already injured competitor or officials attending the event;
 - b) If weather conditions are so extreme that there is the risk of physical injury to competitors or that competitors will be unable to control their Motorcycles or Vehicles in the adverse weather conditions.
 - c) If medical and rescue personnel are unable to reach and or treat a competitor or official, for any reason whatsoever.
- xvi) The CMO/CMC should, whenever possible, be stationed in race control whenever there are cars or motorcycles on a permanent circuit. For non-circuit events, the CMO/CMC must be in permanent radio contact with the C of C.
 - a) The CMO/CMC shall identify a regional hospital capable of rendering emergency treatment and the nearest level one hospital for definitive treatment.
 - b) The CMO/CMC will, in writing, notify the hospitals of the dates of the event and request the hospital to make its facilities available to injured competitors;
 - c) **The hospital agreement must be obtained in writing, including contact telephone numbers for the hospital and a mobile number for a contact person to assist in the event of any problems encountered on the day;**
 - d) If possible, the CMO/CMC should inspect the appropriate hospitals;
 - a) Level 1 hospitals, which are usually only available in large urban areas, should have the following services available:
 - Trauma Resuscitation Capability;
 - Trauma Surgeon;
 - Neurosurgeon;
 - General Surgeon;
 - Vascular Surgeon;
 - Orthopedic Surgeon;
 - Cardiothoracic Surgeon;
 - Burns unit and Plastic Surgeon;
 - Medical Specialists;
 - Intensive Care;
 - CT + MRI Scanning Capacity.

- xvii) The CMO/CMC shall, should the nature of the event require the presence of an Aero-Medical helicopter, arrange for such a helicopter and confirm the time and dates of arrival and departure and required registration. Should the nature of the event not require the physical presence of a helicopter but the possible use of the helicopter for transport of certain categories of injury, the CMO/CMC is required to notify the Aero-Medical Service of the date of the event and the possible need to utilize their services.
- xviii) The CMO/CMC shall confirm services capable of transporting ill or injured competitors, officials or spectators to hospital from the circuit or venue. Only in the event of an acute life-threatening injury may an Ambulance operational at the event be withdrawn to perform this function.
- xix) The CMO/CMC must ensure privacy and care for the immediate relatives and team members of injured or fatally injured competitors.
- xx) The CMO/CMC must ensure reliable radio communications between all medical personnel, vehicles and race control.

17. CHIEF OPERATIONAL PARAMEDIC (COP)

- i) At certain events where the CMO/CMC may be required to be permanently in race control or at very large events such as International events, provision is made for the appointment of the Chief Operational Paramedic (COP).
- ii) The responsibilities of the COP include, but are not limited to:
 - a) Ensuring that all operational medical staff are able to provide the medical service required;
 - b) Inspecting all operational medical personnel;
 - c) Ensuring all emergency vehicles are clean, appropriately equipped and appropriately crewed.
 - d) Ensuring that conduct is at all times professional and taking remedial action if breaches of conduct do occur.
 - e) Assisting the CMO/CMC with briefing and debriefing all Operational Medical Personnel before, during and after the event.

18. MEDICAL CENTRE MANAGER

- b. If it is beyond the financial capabilities and medical knowledge of most circuit owners to equip a Medical Centre on a permanent basis. It is therefore the responsibility of the Medical Service contracted for the event to determine what equipment is permanently available at the circuit and what equipment must be brought in for the event. This responsibility shall be designated to a doctor, paramedic or professional nurse who will be designated as the Medical Centre Manager.
- c. The Medical Centre manager need to ensure that the Centre be equipped as per Appendix 2 as a minimum.

19. PROFESSIONAL NURSES IN MOTORSPORT

- d. The Medical Committee of the NMSF welcomes the participation of professional nurses at motorsport events, particularly professional nurses with trauma and/or Intensive Care experience.
- e. Registration with the HPCNA is a **Medicolegal** requirement.
- f. Professional nurses who attend a Medical Panel Seminar and complete the examination successfully will be registered as an AMC.
- g. While the scope of practice of medical practitioners and emergency care practitioners of all grades (ALS, ILS, BLS) is clearly defined by the various divisions of the HPCNA, with which body all medical practitioners and emergency care practitioners must

register annually, there is currently no scope of practice for professional nurses for Pre-Hospital Emergency Medicine legislated. As there are **Medicolegal** responsibilities and potential repercussions involved in all disciplines of medicine, professional nurses will not be eligible for appointment as CMCs until their scope of practice has been legislated.

20. CIRCUIT AND VENUE MEDICAL REQUIREMENTS

i) Every circuit, Venue and event is unique and will require unique medical services, which will depend on:

- a) The geographical location of the event;
- b) The duration of the event;
- c) The length and terrain of the track, loops in Off-Road events, Special Stages in Rallies and whether night stages are planned for the event;
- d) Road Access to the event and around the track;
- e) Availability of appropriate hospitals in the immediate vicinity of the track.

ii) A combination of the following types of Medical facilities may be required taking the statutory regulations into account, either wholly or severally, for motorsport events. The medical facility must be of such nature as to provide patient privacy during treatment or examination.

The use of gazebos which are not screened off are not to be used.

Please refer to point 20.1 below for specific circuit medical requirements per motorsport category.

a) Fixed Facilities at Permanent Venues.

- aa) A permanent circuit medical center as specified by HPCNA
- bb) A defined, demarcated helicopter landing zone.

b) Temporary Facilities

A temporary medical center, which may be:

- aa) A suitably designed caravan;
- bb) A tented structure which must have a ground sheet and screened around;
- cc) A solid structure such as a suitably converted container with adequate ventilation and lighting.

c) Mobile Facilities

- aa) A Medical Car or Cars or Vehicles suited to the local terrain;
- bb) A minimum of one Ambulance dedicated to the circuit or venue for the transport of injured or ill competitors or officials to the Medical Centre;
- cc) A minimum of one transport vehicle dedicated for the transport of ill or injured spectators to the Medical Centre (if medically necessary);
- dd) Ambulances available in the immediate vicinity of the venue for the transport of ill or injured competitors, officials or spectators to the nearest appropriate hospital to cater for the clinical condition of the patient;
- ee) Ground posts;
- ff) An Aero-medical helicopter on site or on standby.
- gg) An Aero-medical fixed wing aircraft on standby for Off Road events distant from appropriate hospitals.

iii) Temporary Medical Centre

- a) **Caravan:** A caravan that has been suitably converted may be used as a temporary medical center. Conventional caravans may be used as a medical post for minor injuries.
- b) **Tents:** A tent or tents may be used as a temporary medical center
- c) **Solid Structures Such as a Converted Container:** A large container, suitably converted and having electrical power and water supply, may be used as both a permanent and temporary medical center.

iv) Medical Requirements

a) It must be clearly understood that, under certain circumstances, air transport of injured competitors is not an optional but an essential requirement for optimal treatment of the competitor. Certain types of injuries are not amenable to road transport from the venue to hospital, particularly over long distances or very uneven terrain. This is particularly true for spinal injuries.

b) Dedicated Aero – Medical Helicopter

aa) The helicopter that is provided for the event should be a dedicated aero–medical helicopter with G7 licensing and Part 138 registration. However, due to the very high cost of such helicopters, a civilian helicopter may be utilized to deploy medical resources to a remote accident scene over difficult terrain. They may however not transport a patient.

bb) The requirements for a helicopter must be clearly defined.

- A helicopter on standby, but not at the venue, which can be called in to transport an injured competitor from the venue to an appropriate hospital

- A helicopter on site at the venue which can be used for immediate response, particularly to areas that are inaccessible by road.

cc) Helicopter landing zones must be clearly identified immediately adjacent to the medical center for the event.

dd) Should a helicopter be required on site at an event, the helicopter must be on site for the full duration of the event. The helicopter may be inspected before the commencement of the event.

ee) If a helicopter deployed at an Off-Road event leaves the venue to transport an injured competitor to hospital, the race will continue in the absence of the helicopter.

ff) The minimal crew on a helicopter is the pilot and one medical officer or one ALS Paramedic experienced in Aero-medical transport.

c) Dedicated Fixed Wing Aircraft Medical Services.

aa) The maximum range of helicopters is approximately 200-250kms. Events that are scheduled for remote areas may require the services of a dedicated fixed wing aero medical transport service to transfer a priority one patient to an appropriate trauma center in an urban area. The aircraft must be G7 licensed and Part 138 registered.

bb) If the need for a fixed wing service has been identified, an appropriate landing field with GPS coordinates must be identified and submitted to the operating service.

cc) It is beyond the financial capabilities of an event organizer to have a fixed wing aircraft on site, therefore, it is sufficient that the appointed CMO/CMC who has identified the possible need for a fixed wing service contacts the services operators and notifies them of the event and the possible need for an aircraft.

20.1 CIRCUIT AND VENUE MEDICAL FACILITY REQUIREMENTS PER CATEGORY. NOTE:

All NMSF sanctioned events require a minimum of at least One Advanced Life Support Paramedic (ALS) or Doctor suitably experienced in pre-hospital emergency care

i) Medical Response Vehicle

a) The type of vehicle selected, and the configuration of such Medical vehicle will be determined by the expected function and the type of terrain over which the vehicle is expected to operate, thus it may be response only or response and transport.

b) The number of medical response vehicles required will be determined by the nature of the event and the length of the circuit, Special Stages and Off-Road loop

c) The medical response vehicle requires a roof mounted red light. A sign stating

“medical car” in red on a white background must be exhibited on both sides of the vehicle. The medical occupant in the vehicle e.g. CMO, CMC should be identified on the front of the vehicle.

- d) The crew of any response vehicle should comprise of:
 - aa) A driver experienced in driving on circuits or off road, with a medical qualification and qualified as a rescue practitioner
 - bb) A medical practitioner or ALS paramedic with appropriate experience.
 - cc) If available, an ILS or BLS practitioner capable of assisting the medical practitioner or ALS paramedic.
- e) See Appendix 3 for equipment requirements.

ii) The decision to mobilize the Medical Response Vehicle during practice/racing is taken in race control by the C of C in consultation with the CMO/CMC depending on radio communication

- a) **Gymkhana, Drifting, Spinning, Karting** – medical response vehicle not required.
- b) **Drag racing** – one appropriate medical response car at the track (see point i) below for vehicle requirements).
- c) **Circuit racing** – one medical vehicle per 2,5kms of the circuit. A vehicle selected as the medical car for circuit racing must be sufficiently powerful to complete one lap of the circuit behind the racing vehicles in a time equivalent to the time expected for the back markers of the field to complete the first lap of the circuit. It must have 4 doors and be space for all rescue and medical equipment required. It is recommended that the vehicle must be equipped with a roll cage and front and rear seatbelts. Must have two-way radio communication with all emergency vehicles, ground posts, the medical center and race control. Staff allocated to the vehicle shall wear appropriate helmets while on the circuit.
- d) **Motocross, Extreme Enduro, Vasbyt** – 1 medical response vehicle at the track. The medical response vehicle should ideally be a Quad with a dedicated driver, able to accommodate an ALS paramedic and capable of transporting an injured competitor on a stretcher.
- e) **Special Stage Rally:** As a result of the individual starts and the dust gap between starts, a number of stages in Special Stage Rallies may be raced simultaneously. A medical response vehicle or ambulance must be deployed at the start of the stage or to the requirements of the Clerk of the Course/Organizers and must be capable of reaching a competitor injured in the stage within 20 minutes. In a long stage that is expected to take longer than 20 minutes to complete, a second or possibly a third medical car/Ambulance should be deployed within the stage. The vehicle selected should be capable of reaching an injured competitor on the stage.
- f) Long-distance Off-Road events require the organizer to submit a plan of the proposed route to the Regional Medical Representative two weeks in advance of the event. It is recommended that the Medical Response Vehicle for the event be capable to navigate the route. Only on receipt of this plan can the medical requirements be determined.

The general principle is the deployment of one Medical Response vehicle at the start and one Medical Response vehicle to cover every 50kms run on a single loop. The medical response vehicle with transport capability cannot be counted as an Ambulance. The concept of vehicle leapfrogging must be employed.

iii) Dedicated Circuit Ambulances for Competitors and Officials

The decision to mobilize a Circuit Ambulance during practice and racing is taken in race control by the C of C in consultation with the CMO/CMC depending on radio communication from the incident site.

- a) An Ambulance deployed at a specific point on the track or loop may leave that point to transport an injured competitor or official to the medical center or to an awaiting transport Ambulance.
- b) On completion of the transport the Ambulance must immediately return to its initial point of deployment unless an alternate Ambulance has already replaced it.
- c) Only under exceptional circumstances – immediate threat to life or limb – may an Ambulance deployed at the track leave the deployed point to transport a patient to hospital, leaving that point vacant.
- d) **Gymkhana, Drifting, Spinning** - one ALS Ambulance, appropriately crewed, must be deployed at the track.
- e) **Circuit and Drag racing** – one ALS or one ILS Ambulance, appropriately crewed, must be deployed per 2.5kms of the track.
- f) **Motocross, Vasbyt** – one Ambulance (ALS/ILS), appropriately crewed, must be deployed at the track.

- g) **Karting, Oval** – one ALS or ILS Ambulance, appropriately crewed, must be deployed at the track.
- h) **Special Stage Rally** – one ALS or ILS Ambulance, appropriately crewed, must be deployed at the start of each stage. The Ambulance deployed must be capable to navigate the stages. The concept of vehicle leapfrogging must be employed.
- i) **Long distance Off Road** – as for Medical Response Vehicle (one vehicle to perform a dual response-transport function). The general principle is the deployment of one Ambulance at the start and one Ambulance to cover every 50kms run on a single loop.
Vehicle rotation including “leapfrogging” is critical to achieving cost effectiveness in Rally and Off-Road events.
- j) **Rally and Special Stage incident procedure:** In the event that an accident with injuries occurs in a stage, the response Ambulance will be dispatched into the stage.
The drivers of cars entering the stage will be informed at the start that there is a slow-moving vehicle in the stage. In a long stage, where there are one or more response Ambulances deployed in the stage and the response Ambulance is directed to enter the stage, a board indicating a slow-moving vehicle has entered the stage should be displayed at the point of entry.
- k) **Historic, Classic and Touring Rallies, Regularity and Economy Runs** which are issued a NMSF permit:
There are no requirements for dedicated medical services. The organizer is requested to notify the EMS and hospitals of the regions through which the event will proceed of the date of the event. Proof of notification and acknowledgement by the relevant EMS and hospitals must be sent to the NMSF Office by 16h00 on the Tuesday two weeks before the event.

iv) Transport Ambulances

- a) In the event that an injured competitor, official or spectator is required to be transported from the event to hospital, an Ambulance not deployed at the event must be dispatched to transport the patient.
- b) In the event that the medical condition is immediately life or limb threatening, an Ambulance deployed at the event may have to be dispatched to provide the necessary transport without jeopardizing the welfare of the patient. The Ambulance dispatched must be replaced immediately, either permanently or temporarily, until the Ambulance returns from the hospital.
- c) A dedicated transport ambulance **must be physically present** at the event for the following scenarios:
 - aa) Distance to initial Regional hospital identified as suitable for stabilization of more than 50km; or
 - bb) No local EMS provider within 50km.

v) Ground Posts

- a) Ground posts may be required at Motocross, Karting, Circuit and Short circuit events.
- b) Injured motorsport competitors must receive medical attention as soon as possible after injury. A Ground Post is a point adjacent to the track which the CMO/CMC and C of C have identified as areas where accidents and falls may occur. This point is identified as a Ground Post which can provide immediate medical response. The post should be in close proximity to a marshals’ point and should be crewed by an ILS Practitioner but recommended by an ALS paramedic (if available) and BLS practitioner, who will respond on foot to the fallen or injured competitor.
- c) One or more ALS paramedics mounted on medically equipped Quads may replace ALS paramedics at Ground Posts.
- d) Multiple Ground Posts may be required.
- e) The Ground Post selected must:
 - aa) Afford operational crews with adequate physical protection from injury;
 - bb) Afford operational crews with protection from the elements and immediate access to toilets;
 - cc) Have functional radio communication with race control, the CMO/CMC and the medical center;
 - dd) Have Ambulance back up immediately available.

21. SPECTATOR MEDICAL REQUIREMENTS

- i) It is the responsibility of the event CMO/CMC to ensure sufficient medical services, **in addition to the circuit and venue medical facility requirements mentioned above**, are dedicated to providing medical care to spectators.
- ii) The requirements for the provisions of Medical services and Ambulances will be determined by the size of the crowd, the distribution of spectators at the event, the physical characteristics of the event locale and the duration of the event.
- iii) Members of registered first aid organizations may be deployed to provide first aid for spectators.
- iv) **Up to 3,000 spectators:** Medical caregivers to be 1 ILS and 2 BLS.

One dedicated transportation vehicle for transportation of ill or injured spectators to the medical center should this be medically necessary. The type of transport vehicle will depend on the local terrain, access to spectator areas and other medical resources present at the event.
- v) **Up to of 5,000 spectators:** An Ambulance (including full medical staffing) is required for the first 5,000 spectators with additional resources (Consisting of 1 ILS and 4 BLS)
- vi) **In excess of 50,000 spectators:** A separate medical facility is required in addition to 2 Ambulance, 1 Manager (Can be the CMO/CMC), 1 Doctor, 2 Paramedics (ALS), 2 ILS, and 16 BLS
- vii) It is important to note that the above guidelines are minimum requirements and organizers, and CMO/CMCs should adhere to statutory regulations at all times.
- viii) CMO/CMC need to determine the amount of personnel required as per SANS 10366 Risk Categorization.

22. COMPETITOR WITHDRAWALS

- i. In an attempt to distinguish between an accident and competitor withdrawals, particularly in Off Road events, any competitor who withdraws must submit their timecard or notify the nearest race official as soon as possible after withdrawing.
- ii. The withdrawing competitor is required to hand a report containing the reason for their withdrawal. This must include the competitors name, ID number and NMSF license number. The competitor must receive a receipt signed by a race official.
- iii. Failure to comply with this regulation may result in an N\$1000.00 fine and suspension of the competitor's license pending an enquiry.
- iv. A competitor who withdraws after an accident must be seen by the CMO/CMC and have their name entered on the official event Accident Report Form.

23. INCIDENT MANAGEMENT

- b. Immediate and professional incident management is vital for the welfare of every competitor and the safety of fellow competitors, officials and medical personnel.
- c. Incident command requires the most senior person at the incident scene to take immediate command of the incident who are experienced in the management of incidents. This may be a marshal, a post chief or medical personnel at an adjacent Ground Post.
- d. The person taking immediate incident command may be replaced on the arrival of a more senior or professionally qualified person.
- e. The initial single incident command may be broken up into various sector commands which may include medical, fire and rescue sector commands. This is vital in the management of multiple casualty incidents such as structural fire, stand collapse, etc.
- f. The incident commander has the following immediate responsibilities:
 1. Notifying race control of his attendance at the incident;
 2. Providing a preliminary report for race control identifying:
- g. The exact site of the incident;
 - a. Whether the vehicles are on or off the racing area;
 - b. Whether the race can continue or not;
 - c. The presence of hazards such as fire, fuel leak etc.
 - d. Driver entrapment or not.

- i) As early as possible, the medical person on scene must provide a concise medical status report:
 - Priority 1 – e.g. Polytrauma;
 - Priority 2 – e.g. Fractured ankle;
 - Priority 3 – e.g. Abrasions Arm;
 - Priority 4 – not resuscitatable.
 The times of all communications must be documented by race control.

- ii) Determine the most appropriate means of moving the competitor off the circuit – Ambulance on access road, Ambulance on circuit, competitor walking etc.

The information obtained from the procedures outlined in v) and vi) is vital for deciding whether racing may continue or must be stopped.

- iii) In the event of multiple casualties occurring, the race must be stopped to allow additional emergency vehicles to enter the circuit. Under no circumstances may the aero-medical helicopter land on the circuit.

- iv) Extrication of entrapped drivers must be accomplished by using the accepted equipment and principles of medical rescue.

- v) The Incident Commander must notify the medical center via Race Control of the imminent arrival of the competitor at the center.

- vi) Racing that has been stopped to allow access to injured competitors may not recommence until all injured competitors, officials and medical and rescue personnel have cleared the track completely and available to resume duties at the track.

- vii) On completion of the evaluation of all injured competitors and officials, the incident commander will supervise the clearing and cleaning of the incident scene. Once this has been satisfactorily completed, the incident commander will initiate the orderly withdrawal of all personnel vehicles not deployed at that point. On completion, he will notify race control that the incident command has been closed down.

24. DEBRIEFING

Although medical personnel are frequently exposed to grotesque injury and death, it must be remembered that marshals, some of whom are very young, are not exposed to such scenes. It is the responsibility of the CMO or CMC to assess the state of mind of exposed officials and medical personnel and, if necessary, to debrief them during or after the event and to identify the need for further professional counselling.

25. MAINTENANCE OF MEDICAL SERVICES AT EVENTS

If, at any time, the number of medical officers, emergency care practitioners or professional nurses and EMS vehicles committed to the event, in accordance with the medical compliance form, are not present at the event, the event must be stopped until the full service is available.

26. NATIONAL TARIFF FOR MEDICAL SERVICES

No national tariff for medical services is recommended. Organizers are requested to negotiate with EMS providers individually. As a guideline the published UPFS tariffs of Public Sector can be used.

27. GENERAL PRINCIPLES FOR THE RETURN OF AN ILL OR INJURED COMPETITOR TO COMPETITIVE MOTORSPORT

- i) This protocol embodies accepted guidelines for the clinical assessment of ill or injured competitors and their eligibility to safely return to competitive motorsport.

- ii) It must be clearly understood by all CMO/CMCs that a decision taken regarding a competitor's fitness to compete or not may be required under pressure from various parties, which may include parents, team members, sponsors, manufactures, etc. The introduction of professionalism in all disciplines of sport subject's sportsmen and women to contractual obligations which may be dehumanizing.

- iii) **The final decision as to fitness to compete in an event is to be made by the CMO/CMC appointed for the event and the decision taken may not be reversed on the day of the event by any official or medical practitioner. It is understood that seemingly unfavorable decisions may at times need to be made, but it is vital that the preservation of the physical and moral integrity of every competitor is always placed ahead of sporting interests.**

iv) **The development of new surgical techniques that are increasingly less invasive and, therefore, less physically damaging to the patient have resulted in dramatically reduced hospitalization days. The technological progress does not, in any way, alter the well-documented pathology and time involved in bone healing and scar tissue formation. Healing will take the same time it has always taken.**

v) The following criteria must be evaluated to determine fitness to compete:

To ensure the immediate safety of the competitor for himself, other competitors, officials and spectators;

To ensure that the injury has healed completely;

vi) To ensure that a return to competition will not predispose the competitor to develop prematurely chronic and degenerative conditions such as epilepsy, degenerative arthritis requiring joint replacement surgery, etc.

i) Lacerations

The healing of skin incisions required for surgical procedures requires time proven by surgical principles. Sutures in both surgical and traumatic wounds must be removed, and complete wound healing must have been documented prior to returning to competition.

General guidelines for skin healing and suture removal: Face – 5 – 7 days

Scalp – 5 – 7 days Torso – 7 – 10 days Limbs – 7 – 14 days

Wound over joints – 14 – 20 days

ii) Injuries to limbs

a) The presence of temporary internal fixation devices and percutaneous wires for the reduction and immobilization of fractures and fractures dislocations is an absolute contraindication to returning to competition prior to removal of such devices and documentation of complete healing. Competitors with a permanent internal fixation device like a hip prosthesis, plated clavicle, nails in tibia, femur or humerus can return to the sport 6 months after complete healing has taken place. Competitors are reminded that should they sustain a second injury to the affected limb they may be denied claims against the NMSF Insurance. The competitor needs to submit a **detailed** report from the treating orthopedic surgeon in this respect before a decision would be taken to allow him back.

b) Rigid external fixation devices used to immobilize an injury such as external fixators, plaster casts of any type, rigid external prostheses such as splints and moon boots are an absolute contra-indication to returning to motorsport. These devices can, on their own, become damaging agents in an accident due to their elasticity differing from that of human tissues and bones.

c) The following set of simple tests may be utilized by the CMO/CMC for assessing recovery of function:

aa) Upper Limb Injuries

- a. Active and passive joint mobility and range of movement equal to or greater than 50% of the expected normal range of movement of the joints of the shoulder, elbow, wrist and thumb;
- b. Perform 5 – 10 press – ups with open hands;
- c. Perform 5 – 10 press – ups with closed fists against a wall with the feet placed 50cms from the wall

bb) Lower Limb Injuries

- a. Active and passive joint mobility and range of movement equal to or greater than 50% of the expected normal range of movement of the joints of the hip, knee and ankle.
- b. Alternate weight bearing on the left and right foot for at least 15 seconds.
- c. Run, without assistance, a distance of 20 meters in a maximum time of 15 seconds.
- d. Go up and down 10 stairs in a maximum time of 20 seconds.
- e. Jump on and off a 30cm step bearing weight on the affected Limb 10 times.

iv) Head Injuries and Concussion

The CMO/CMC is to confiscate the helmet of every competitor involved in an accident where there is either any visible or suspected structural damage. A joint decision will be made by the CMO/CMC and C of C as to whether the helmet is to be destroyed.

v) Concussion

Minor head injuries, with or without loss of consciousness, may be problematic for CMO/CMCs, particularly repeated episodes.

The following protocol has been adapted from the directives of the American Academy of neurologists for concussion in sport:

Grade 1 Concussion No loss of consciousness;

A period of confusion lasting less than 15 minutes; Symptom free within 15 minutes;

No localizing neurological signs; Normal vital signs;

The competitor may only return to racing once a brain scan has been performed and no acute findings reported, and if cleared to do so (in writing) by the attending medical practitioner at the referral hospital.

Grade 2 Concussion

No loss of consciousness;

A period of confusion lasting longer than 15 minutes;

Symptoms lasting longer than 15 minutes;

No localizing neurological signs;

Normal vital signs;

The competitor requires full neurological/neurosurgical assessment and brain scanning and may only return to sport once cleared to do so by the attending neurologist/neurosurgeon.

Grade 3 Concussion

Loss of consciousness lasting seconds or longer;

Period of confusion and variable amnesia for the incident; Amnesia may be anterograde as well as retrograde;

Prolonged symptoms;

No localizing neurological signs;

Normal vital signs;

The competitor requires full neurological/neurosurgical assessment and brain scanning and may only return to sport once cleared to do so by the attending neurologist/neurosurgeon.

ix) Major Head Injuries

- a) Serious head injuries, with a prolonged period of coma and abnormal brain scans will only be eligible to restart competitive motorsport after complete normalization of both clinical and brain scan examinations, if at all.
- b) Extradural haemorrhage requiring emergency craniotomy and drainage without opening of the meninges will require complete normalization of clinical and brain scanning examinations before returning to competitive motorsport. Minimum period of six months.
- c) Subdural haemorrhage, with or without emergency craniotomy and drainage, will require complete normalization of clinical and brain scanning and termination of anticonvulsant therapy before returning to competitive sport, if at all.
- d) A head injury, with or without surgical intervention that results in a permanent neurological deficit such as hemiparesis, epilepsy, cognitive loss, will result in the permanent suspension of the competitor's license. Similar procedures will be followed in competitors treated for brain tumours, cysts or abscesses.
- e) A competitor who suffers two or more episodes of grade 3 concussion in one calendar year must provide documentary evidence of normal neuropsychological, neurological and brain scan examinations before being declared fit to race.

x) Abdominal Surgery

For all types of abdominal surgery, whether the peritoneum is opened or not, the competitor may not return to competitive motorsport for a minimum period of one month, depending on a document identifying full recovery.

xi) Heart and Lung Disease (Including Surgery)

Competitors with lung or heart conditions or who have undergone lung or heart surgery must present a certificate from the treating specialist (pulmonologist, cardiologist or cardiothoracic surgeon) stating that the competitor has recovered completely and is fit to compete in motorsport.

Anticoagulants (e.g. Warfarin, Coumadin) that are prescribed to a competitor in Off Road and Enduro events over long distances, will result in a temporary suspension of

the competitors license until the competitor has been taken off the medication. Participation whilst on antiplatelet agents (Aspirin, Plavex) that decrease clotting is not recommended in Off Road and Enduro events over long distances, due to the increased likelihood of a fatal haemorrhage and prolonged time to definitive medical care if injured in an accident. It is recommended that the competitor only returns to competitive motorsport once taken off the medication.

See Appendix 1, 2 & 3 Below

APPENDIX 1

CMO/CMC CHECK LIST FOR MOTORSPORT EVENTS

1. PRE-EVENT CHECKLIST

- 1.1 Identify the dates, times and the venue for the event.
- 1.2 Identify the medical facilities and equipment/stock available at the venue.
- 1.3 Identify the minimum medical services required for professionally serving the event, both for the circuit/track and the spectators.
- 1.4 Identify special requirements to be present at the venue such as personnel, x-ray equipment, etc.
- 1.5 Identify the need for aero-medical services, either on site or on standby.
- 1.6 Identify hospitals appropriate for emergency and definitive treatment, contact the hospitals and notify them of the date of the event. Identify contact telephone numbers for the hospital and a mobile number for a contact person to assist in the event of any problems encountered on the day. Request the hospital to confirm its availability.
- 1.7 Identify average transport times from the venue to the hospital both by road and by air.
- 1.8 Identify possible public health and infectious disease hazards and plan accordingly e.g. malaria.
- 1.9 Ensure that all competitors and their teams, organizers, officials and medical personnel are informed of potential health hazards and immunizations required for the region.
- 1.10 Ascertain the expected weather conditions and plan accordingly.
- 1.11 Ensure that a disaster plan is available for the venue.
- 1.12 Ensure what type of uniform is required for the event and ensure its delivery one week before the event.
- 1.13 Ensure that food and beverages will be regularly available for all personnel.
- 1.14 Hold briefings with medical personnel.

2. EVENT CHECKLIST

- 2.1 Reconfirm the availability of the designated hospitals and if necessary, visit the hospitals.
- 2.2 Reconfirm transport times to hospitals.
- 2.3 Confirm the provisions for anti-doping testing.
- 2.4 Ensure your presence at the venue 2 hours before practice and racing commences and, if possible, perform a circuit inspection 30 minutes before practice or racing.

2.5 Conduct CMO/CMC inspection of:

- The Medical Centre;
- All medical vehicles and personnel;
- All Ground posts;
- The helicopter if onsite.
- Radio communications with all above persons and race control.

2.6 Conduct daily pre- and post-event briefings and debriefings.

2.7 Confirm with the C of C that all medical personnel and vehicles are in attendance and deployed. Request the C of C to sign the Medical Compliance Form. If medical services do not comply, notify the C of C and take remedial action.

2.8 Perform requested Special Medical Examinations.

3. IN THE EVENT OF AN ACCIDENT

3.1 In consultation with the C of C determine whether the race can continue or not.

3.2 Ensure that appropriate medical attention reaches injured competitors as soon as possible.

3.3 Request early information on the medical status of injured competitors.

3.4 Supervise the medical treatment of injured competitors.

3.5 Determine the disposal of injured competitors, whether discharged or transferred to Hospital, determining the appropriate method of transport.

4. POST EVENT CHECKLIST

5.1 Ensure that every ill or injured competitor has been adequately assessed, treated and transferred.

5.2 Ensure that Patient Report Forms are fully completed.

5.3 Complete fully and clearly the Accident Report Form, sign and ensure that all documentation reaches the NMSF Office timeously i.e. by no later than close of business on the first working day following the event. The Accident report form must be sent even if there are no incidents to report.

5.4 Debrief all operational personnel.

5.5 Stand down all operational personnel.

APPENDIX 2

MEDICAL CENTRE EQUIPMENT

The following equipment is required in the medical center for official practice and race days:

1. Equipment and facilities to be supplied by the venue (in addition to point 21.iii above):

1.1. Examination Couch(es)

1.2. Procedure Trolley

1.3. Drip stand

1.4. Medical waste and sharps containers

1.5. Water

1.6. Electricity

1.7. Toilet (permanent medical centers)

2. Consumables and equipment to be supplied by the medical service provider:

2.1. Stethoscopes; pupil torches; thermometers; diagnostic sets containing auroscopes and ophthalmoscopes;

2.2. Manual and electronic blood pressure recording and monitoring equipment.

- 2.3. Immobilization devices including spine boards, scoop stretchers, spider harness, head blocks and rigid cervical collars;
- 2.4. A continuous oxygen supply with sufficient back-ups;
- 2.5. Oxygen delivery devices (60% partial rebreathers, venture masks, nebulisation masks);
- 2.6. Suction apparatus (battery operated and manual) and catheters;
- 2.7. Bag–Valve–Mask–Reservoir; Mechanical ventilation;
- 2.8. Laryngoscopes with full range of adult and paediatric blades, spare batteries and bulbs;
- 2.9. Full range of endotracheal tubes, oropharyngeal airways, introducers, Magill’s forceps, tracheostomy tape;
- 2.10. Surgical cricothyroidotomy set;
- 2.11. Full range of IV cannulas, intravenous fluids and administration sets;
- 2.12. Monitor – defibrillator and pulse oximeter;
- 2.13. Traction and immobilization splints;
- 2.14. Burn dressings
- 2.15. Warming equipment – eg. forced air warmer (bear hugger) and fluid warming equipment, when required.
- 2.16. Full range of resuscitation, sedation, analgesic and paralyzing drugs (within scope of practice), including lock-up facilities as required;
- 2.17. Full range of consumable
- 2.18. A range of medication for minor ailments,
- 2.19. All the NMSF medical documentation and supplemental documents as required.
- 2.20. In the event that a trauma experienced medical practitioner is present in the medical center:
 - 2.20.1. Central venous line kits (high capacity);
 - 2.20.2. Intercostal drain kits;
 - 2.20.3. Alternative airway devices;
 - 2.20.4. Suturing materials and instruments.
- 2.21. The following equipment is either recommended or compulsory for international events:
 - 2.21.1. Diagnostic ultrasound apparatus;
 - 2.21.2. X-ray or C-arm radiological apparatus.

APPENDIX 3

MEDICAL RESPONSE VEHICLE EQUIPMENT

The medical response vehicle must have radio communication with Race Control and the CMO/CMC and carry the following medical equipment:

1. Sphygmomanometer, Stethoscope and pupil torch;
2. Full range of rigid cervical collars;
3. Extrication devices (KED) and belt cutters for car events, rescue scissors;
4. Portable oxygen and oxygen delivery devices (60% partial rebreather, nebulization masks)

5. Suction apparatus and catheters
6. Bag–Valve–Mask–Reservoir
7. Full range of airway management equipment including:
 - Laryngoscope with full range of blades; spare batteries and a light bulb
 - Range of oral airways
 - Endotracheal tubes sizes 2-9; Endotracheal tube introducers; Magills Forceps
 - Tracheostomy tape
 - Surgical cricothyroidotomy kit.
8. Full range of circulatory management equipment including:
 - Range of IV cannulas
 - Range of administration sets and IV fluids
9. Monitor - defibrillator and pulse oximeter;
10. Burn dressings;
11. Full range of consumables;
12. Full range of resuscitation, sedation and analgesic drugs.
13. Immobilization devices – splints (including traction splint for femur fractures), scoop stretcher/spine board, head blocks and spider harness.
14. It is recommended that a device to accommodate for the aerodynamic hump on motorcycle leathers when immobilizing a patient in the supine position is also present. These are available commercially (Very expensive) but can be improvised rather inexpensively.

28. COVID-19 MOTORSPORT EVENT SAFETY PROTOCOLS FOR OFFICIALS, COMPETITORS, SPECTATORS AND ANY OTHER PERSONEL.

Whilst acknowledging the delivery of these safety provisions must not be compromised, it is the responsibility of Clubs, Organizers and Promoters to ensure to the greatest extent possible that those who are responsible for performing these roles are not exposed to undue risk of Covid-19 transmission.

For an NMSF event permit to be issued, Clubs, Organizers and Promoters are to ensure that the following guidelines are strictly adhered to:

A. RESPONSIBILITIES OF EVENT ORGANISERS:

1. Covid-19 Event Officer:

- 1.1 A dedicated officer is to be appointed for each motorsport event.
- 1.2 The officer shall ensure that all protocols are adhered to
- 1.3 The officer shall be the liaison person for all Covid-19 related matters.

2. Medical Authorities:

- 2.1 Organizers are to familiarize themselves with the symptoms of Covid-19 and how it is transmitted
- 2.2 Prior to an event, organizers are to establish a line of communication with the relevant Covid-19 centers in Namibia. Namibia Covid-19 Centre Hotline number 0800 100 100. Namibia Police Covid-19 Centre contact number +264 61 2093111.
- 2.3 Should a person record a high temperature or show signs of being ill at an event, the Organizer must contact the center immediately.

3. Covid-19 Event Officer:

- 3.1 A dedicated officer is to be appointed for each motorsport event.
- 3.2 The Covid-19 officer shall ensure that all protocols are adhered to
- 3.3 The Covid-19 officer shall be the liaison person for all Covid-19 related matters.

4. Isolation Facility:

- 4.1 An isolation room or facility shall be made available in the event a person records a temperature higher than normal and the said person must be moved to the isolation facility as soon as possible.
- 4.2 Personnel manning the isolation center are to be properly equipped with personal protection equipment such as face masks/shields and rubber gloves.

5. Venue Sanitizing:

- 5.1 Organizers are to ensure that all areas frequented by people are to be sanitized before and during the event at regular intervals.
- 5.2 Personnel carrying out the sanitizing of the venue must be correctly equipped with personal protection such as face masks/shields and rubber gloves.

6. Temperature Testing:

- 6.1 Each person entering the event venue shall have his/her temperature checked at the entrance to the

venue.

- 6.2 Organizers are to have sufficient electronic thermometers to carry out testing.
- 6.3 Where people have to queue, the physical distance is to be demarcated with clear signs to ensure adherence.
- 6.4 Personnel carrying out the temperature testing are to ensure they have the necessary protection to carry out the job such as face masks/shield and rubber gloves.

7. Hand Sanitizing:

- 7.1 Organizers shall carry out hand sanitizing on everyone entering or leaving the venue.
- 7.2 Once the patrons have entered the venue it is their responsibility to ensure they continue sanitizing by either using hand sanitizer or hand soap.
- 7.3 Signs are to be erected to remind everyone to continue good hygiene practices. Examples of signage can be downloaded from the WHO website.
- 7.4 Hands are to be sanitized on leaving an event.
- 7.5 Personnel carrying out the sanitizing of hands at the entrance to the event must be correctly equipped with personal protection such as face masks/shields and rubber gloves.

8. Tracking and Tracing:

- 8.1 The name and cell phone number of every person working at or attending the event are to be entered into a register for the purpose of tracking and tracing.
- 8.2 Should a person test positive; it shall be the responsibility of the event organizer to assist with the tracking of people who had contact with the affected person.
- 8.3 Standardized register to be supplied to organizers by the NMSF.

9. Face Masks/Face Shields:

- 9.1 Face masks or shields are to be worn at all times should the regulations require it.
- 9.2 The mask/shield is worn to prevent the wearer from touching his/her nose and mouth as well as to contain any transmission of droplets or spray when sneezing or coughing.
- 9.3 The practice of sneezing or coughing in the fold of one's elbow away from the surrounding People should still be practiced.

10. Social/Physical distancing:

- 10.1 Officials, Competitors and Spectators are to strictly observe the Social/Physical distance of 1.5 to 2 meters. Be conscious of the people around you at all times.
- 10.2 Where people have to queue, the physical distance is to be demarcated with clear signs to ensure Adherence.
- 10.3 Should the level of Lockdown be of such a nature that the sale and consumption of Alcohol is drastically restricted, event advertising to reflect that no Alcohol is to be consumed at the event and that Hooka pipes are not to be used in order to minimize the spread of the virus.**

B. SPECIFIC PROTOCOLS FOR ORGANIZERS, OFFICIALS AND COMPETITORS

11. Event Officials

- 11.1 Organizers are to observe all of the above for officials specifically the sanitizing of hands.
- 11.2 This will apply at the sign on for Officials, Equipment collection, Briefings and Stewards meetings.
- 11.3 When officials are placed to perform their duties, organizers have to keep physical distancing of between 1.5 to 2 meters in mind at all times.
- 11.4 Masks or Face shields should be worn if the regulations require so.
- 11.5 Organizers are to ensure that the marshals are able to safely assist a competitor in the event of an incident without the risk of transmission.

12. Documentation

- 12.1 Organizers are to ensure that the area used for documentation has sufficient space to allow proper physical distancing of between 1.5 to 2 meters. Point 5 above to be observed.
- 12.2 Access to this area, which is for competitors only, shall be strictly controlled.
- 12.3 Where people have to queue, the physical distance is to be demarcated with clear signs to ensure adherence.
- 12.4 The documentation area should not have more than 10 competitors inside at any one time.
- 12.5 Masks or Face shields should be worn if the regulations require so.

13. Competitors Briefing

- 13.1 Only competitors and the relevant officials will be allowed to attend briefings. No service crews or family members will be allowed to attend. Point 5 above to be observed.
- 13.2 An area large enough should be used so that physical distancing of between 1.5 and 2 meters can be maintained.
- 13.3 Masks or Face shields should be worn if the regulations require so.

14. Start Holding Areas, Service/Pit Areas and Parc Ferme

- 14.1 Access to these areas are to be strictly controlled with only competitors and the relevant officials and personnel allowed into these areas.

14.2 Pit areas are to be set up in demarcated boxes with not less than 2 meters between each box. Physical distancing is to be observed inside these boxes.

14.3 Family members and supporters will only be allowed into the service/pit area to assist a competitor. If their purpose at the event is only for support, then they need to observe proper physical distancing to allow the service crew sufficient space to carry out their duties while they also observe physical distancing of between 1.5 to 2 meters. Point 5 above is to be observed.

14.4 Masks or Face shields should be worn if the regulations require so.

15. Prize Giving's

15.1 A venue large enough which allows for physical distancing of between 1.5 and 2 meters should be used.

15.2 Tables and seating are to be arranged not less than 2 meters apart in either direction.

15.3 Chairs at the tables are to be reduced. A gap the width of a chair must be left open between the chairs.

15.4 Sanitizing to be practiced at all times with signage erected to remind patrons to practice safe hygiene.

15.5 Refreshment and Bar facilities, should they be considered must be set up and run in a manner which allows for physical distancing of between 1.5 and 2 meters to be maintained.

15.6 Where people have to queue, the physical distance is to be demarcated with clear signs to ensure adherence.

15.7 Masks or Face shields should be worn if the regulations require so.

16. Event Debrief

After an event, a debriefing must be held to identify any problems, issues or risks with the view of making future events safer and more robust. Lessons learnt from the event should be passed on to future event organizers

17. Risk Assessment

A comprehensive risk assessment must be done during the planning phase of the event ensuring that all the mitigating factors are taken into account and covered.

18. Protocol Training:

The NMSF may provide assistance in the form of Covid-19 precautionary measures training for all organizers and Officials before the resumption of any motorsport events. Attendance at these training sessions shall be mandatory.

**APPENDIX “R”
FEES FOR 2023/2024**

1.1 FEES

<u>Event Organising Fees</u>	<u>Fee</u>	<u>Comments</u>
Touring Event Permit	N\$ 6 500.00	Namibian, Non-Namibian Entities/Promoters
Touring Event Permit	€ 1 500.00	Non-African Countries
International Event – Namibian Championship	N\$ 4 000.00	Plus additional fee as determined by the FIA/FIM
International Event – Non Namibian Championship	€ 1 500.00	
International Event – Non-Championship	N\$ 3 000.00	Plus additional fee as determined by the FIA/FIM
National Event Permit	N\$ 2 000.00	
Club Event Permit	N\$ 1 200.00	
Promoter Event Permit	N\$ 2 000.00	
<u>Calendar Inscription Fees</u>	<u>Fee</u>	<u>Comments</u>
Application for dates	Free	If submitted before annual cut-off date.
Late application fees	N\$ 500.00	Per date if submitted after cut-off date(Pre Calendar finalization)
<u>Circuit Approval Fees</u>	<u>Fee</u>	<u>Comments</u>
Venue/Track Approval	N\$ 500.00	Fixed Tracks once-off per year, Any amendments to track or temporary Venues attract New Fee
Venue/Track Inspection	N\$ 500.00	Fixed Tracks once-off per year, Any amendments to track or temporary Venues attract New Fee
Temporary Track Inspection & Approval	N\$ 1 000.00	Payable with first application for a the Specific venue (Drags, Spinning, Drifting, etc.) per year
<u>Medical Insurance</u>	<u>Fee</u>	<u>Comments</u>
Marshall's & Officials	NMSF	Per each Event for Club, National & International Events
Competitors – Moto Cross	Own	Compulsory for National & International Events
Competitors – All Other	Own	Compulsory for National & International Events
<u>Affiliation Fee</u>	<u>Fee</u>	<u>Comments</u>
Full Member Clubs	N\$ 4 500.00	Full Organising rights including International Level
Associate / Touring Clubs	N\$ 2 500.00	Organising rights limited to Non-Championship (Club) single events with no championship status. Limited to 3 events per year per club/organisation/entity
Promoters and Companies, Associate Member Clubs	N\$7 500.00	Promoters are limited to hosting 3 events under their own promoter's banner and such events need to be applied for and inscribed on the NMSF Calendar
<u>License Fees</u>	<u>Fee</u>	<u>Comments</u>
International	N\$ 1 800.00	All Categories – including public liability
National	N\$ 1 200.00	All Categories – including public liability
Junior National License	N\$ 1 000.00	All Categories (Maximum age = 13 years on 1 January)
Additional Codes	N\$ 150.00 / Code	Per each additional national code applied for
Half Year National License	N\$ 1 000.00	All Other Categories - Valid 1 Jul – 31 Dec
Half Year Junior National License	N\$ 600.00	All Other Categories - Valid 1 Jul – 31 Dec
Digital Motorsport License/E Motorsport	N\$ 500.00	Only for the code of Digital Motorsport
Entrant License	N\$ 700.00	All Categories
Half Year Entrant License	N\$ 500.00	All Categories
Day License/One Event License	N\$ 250.00	All Categories – and all codes irrespective of event status i.e. National, Club
Day License Entrant	N\$ 400.00	All Codes
Club MX/Enduro/Vasbyt/Off-Road	N\$ 1 000.00	Only Available for <u>Club events</u> , as soon as these codes become Nationals, The National Licence fee will be applicable.

1.2 FINES

For a breach of any SPR/SSR or appendix thereto, or for a breach of SRs of official instruction, NMSF Constitution and By-Laws the following are the **MAXIMUM** fines, which may be imposed by:

- | | |
|---|---|
| i) The Clerk of the Course other than for events inscribed by the FIA/FIM - | N\$ 5 000.00 |
| ii) Steward / Jury of the meeting | - N\$ 5 000.00 |
| iii) NMSF Court of Appeal | - N\$ 10 000.00 |
| iv) NMSF National Court of Appeal | - N\$ 10 000.00 |
| v) Fine in terms of SPR 176 | - N\$ 5 000.00 |
| vi) Fine in terms of SPR174 | - At Discretion of NMSF Executive Committee |

1.3 PROTEST FEES

The following fees will apply in all instances:

- | | |
|---|----------------|
| i) An international event | - N\$ 5 000.00 |
| ii) National Championship events and all other events | - N\$ 5 000.00 |

1.4 APPEAL FEES

The following fees will apply in all instances:

- | | |
|---|------------------|
| i) An appeal to a tribunal at an event (where applicable) – refer SPR 212 | - N\$ 2 000.00 |
| ii) An appeal to a NMSF Appeal Court against the decision of a tribunal | - N\$ 4 000.00 |
| iii) An appeal directly to a NMSF Court of Appeal | - N\$ 4 000.00 |
| iv) An appeal to the NMSF National Court of Appeal | - N\$ 6 000.00 |
| v) An appeal to the International Court of Appeal | - As per FIA/FIM |

1.5 PERMIT FEES

- i) **Failure to obtain an organizing permit or hosting an unsanctioned event - N\$10 000.00**

2. ORGANISING PERMIT FEES/PENALTIES

i) Organising Permit Fees

- a) Organising permit fees, as set forth above, are subject to change by NMSF without prior notice. **They do not include inscription or other fees payable in connection with the relevant competition(s) to NMSF, the FIA, CIK or the FIM, as the case may be.**
- b) Where combined track events are staged on the same venue, only one organising permit fee is payable.
- c) Failure to pay an organising permit fee on demand and/or when submitting draft regulations, shall be deemed to be a breach of the SPR's and may result in the withdrawal of the organising permit in addition to any other penalty/penalties which may be imposed by NMSF (See Art 2ii(a) to (g) below) without the necessity of holding a Court of Enquiry.
- d) Failure to pay the fine indicated in 1.5i) above shall result in the club not being allowed to host future events until the said imposed fine has been settled in full.
- e) Should a club be fined more than once for the offence indicated in 1.5i) above, such club's affiliation shall be immediately suspended.

ii) Penalties:

a) **Late Submission of Regulations/Cancellation of Event**

In the case of any competition for which the application was received after the closing date for applications, the organising permit fee **will be doubled**. A promoter, failing to make use of a date granted upon NMSF calendar, shall nevertheless be liable for the organising permit fee(s) which would have been payable had the competition taken place. In addition, he shall forfeit any priority claim the event may have hitherto enjoyed for inscription on the relevant NMSF sporting calendar, unless NMSF is satisfied that the failure to use the date was due to "force majeure"

b) **Date Change or Venue Change**

A promoter, changing a date or venue already granted upon the NMSF sporting calendar shall, in addition to the prescribed organising fee(s), pay a penalty fee, such fee to be determined by the NMSF Executive Committee unless the reason for such change are in the interest of the sport and are accepted by the NMSF Executive committee on recommendation by the relevant commission.

- c) **Late Submission of Results**
A promoter failing to advise NMSF of the provisional results relating to a national championship event by close of business on the second working day following the competition as required by SPR 141(x) shall pay a **penalty ranging from N\$150 to N\$500.**
- d) **Late Submission of Clerk of the Course and other Reports**
For late submissions of Clerk of the Course, Accident Reports Forms and other Reports, a **penalty ranging from N\$150 to N\$500 shall be imposed on the promoters,** unless the organisers can satisfy NMSF that the delay was caused by “force majeure”
- e) **Failing to display FIA, CIK, FIM or NMSF logos**
For failing to insert the above logos as set out in SPR 85, a **penalty of up to N\$1000** shall be imposed on the promoters.
- f) **Allowing an entrant / competitor to compete without a licence or incorrect licence.**
Promoters allowing an entrant or competitor to compete without a licence or with the incorrect licence shall pay a **penalty N\$500 per competitor / entrant.**
- g) **Failure to contact the appointed steward(s) for an event.**
Event organisers failing to ensure that the necessary arrangements are made with the appointed steward(s) resulting in the steward(s) failing to attend the event in question shall pay a **penalty of N\$1000.**

3. NAMING RIGHTS

- i) The naming rights of any Namibian and/or NMSF Championship, Challenge, Trophy, Cup, Series or event, is the property of NMSF and may only be sold by NMSF.
- ii) A fee determined by NMSF in respect of such naming right shall be payable to NMSF by the Organiser of any event with a naming sponsor.
- iii) The naming right fees applicable to any category shall be decided upon by the Executive Committee of the NMSF on an annual basis or from time to time as and when required.

4. RECOGNITION OF ASSOCIATIONS

Reserved

5. RECOGNITION OF COMPANIES, BODIES CORPORATE, STATUTORY BODIES, PARTNERSHIPS OR ASSOCIATIONS OF PERSONS.

- i) Companies, Bodies Corporate, Partnerships or Associations of Persons, as the case may be, properly constituted, whose declared aims and objectives are the promotion and/or organisation of all or any of the accepted of competitive motoring or motorcycling, may apply to NMSF for registration.
- ii) Applications shall be accompanied by a copy of the Applicant’s Constitution or Articles of Association, a list of office bearers and addresses, a full list of paid-up members where applicable, and details of the category or categories of motorsport/motorcycling to be catered for.
- iii) The annual levy for such bodies shall be determined by the NMSF Executive Committee when such application may be received but shall not be less than double the amount payable for club affiliation and shall be payable not later than 31 March each year.
- iv) NMSF will have the right to terminate recognition of such bodies should it be decided that it/they is/are not serving the interests of its/their members of motorsport/motorcycling in general.

NMSF GUIDELINES AND REQUIREMENTS WHEN ORGANISING AN EVENT

The NMSF has compiled this guide for Clubs, Organisers and Promoters to be used before and after an event. Please take note of the following very important guidelines

1. REQUIREMENTS BEFORE AN EVENT:

When a Club, Organiser or Promotor prepares to organise an event no matter the status, the following guidelines shall be taken into consideration. These guidelines cover requirements by the NMSF regarding the organising of an event in conjunction with the relevant NMSF's Regulations, Codes, Appendices, Bulletins, and Notices. Below is information to assist with the necessary paperwork.

2. PERMISSIONS:

When the organisation of an event commences, it is important to ensure that the permissions of the various local authorities and landowners are obtained. (SPR 74)

The Namibia Sports Commission application to host events during Covid-19 restrictions must be submitted timeously to the NMSF Office. Permission for events will be subject NSC approval.

3. SUPPLEMENTARY REGULATIONS:

These regulations (**for content refer SPR 92**) lay down the details of a competition, are drawn up by a competition organising committee, and are submitted to the NMSF for approval prior to being issued to competitors. (SPR 80, SPR83 and SPR 143). **Your attention is specifically drawn to the NOTE in SPR 83.** Supplementary Regulations must be sent to the NMSF Secretary General **4 Weeks** prior to the event or earlier for approval. info@motorsportnamibia.org

Kindly Note, the requirements and contents of **SRs** for **ALL EVENTS** despite the status of the event, can be found from **SPR 89 to SPR 94**. Any event inscribed on the NMSF Sporting Calendar requires a set of SRs to be submitted to the NMSF in order to obtain a permit for the event.

4. PERMIT APPLICATION:

Please ensure that when SR's are submitted as part of the permit application, payment needs to be made on invoice and proof thereof must be sent to the NMSF Secretary General before a permit is issued. No events to be held without a permit as these events will be deemed unauthorized. info@motorsportnamibia.org

5. START PERMISSION LETTERS AND RELEASE/NON-OBJECTION LETTERS IF REQUIRED

5.1 START PERMISSIONS:

Should a Club, Organisers or Promotor wish to invite competitors from other ASN's, a list with invited competitor's details and an invite must be sent to the to the NMSF Secretary General who in turn will forward the documents including the approved SR's and permit number to their ASN.

Kindly note that all Cross Border **Start Permission and Release/Non Objection Letter** Requests must be submitted to the NMSF Secretary General at least **4 weeks** prior to the event.

5.2 PERMISSION FOR NAMIBIAN COMPETITORS TO COMPETE OUTSIDE NAMIBIA

Requests for Namibian Competitors to compete outside Namibia must be accompanied by an invitation letter from the organizing club as well as the SRs for the event bearing the relevant permit number.

The Secretary General will then contact the ASN concerned and process the Start permission/Release letters.

5.3 A Start Permission Letter is issued to a competitor who is the holder of a Relevant Competition License in the Competitors home country and wishes to compete in a neighboring ASN's event.

5.4 A Release Letter is issued when the Competitor is not the holder of the relevant license as required by the ASN under which the competition is taking place. The Competitor thus relinquishes his/her license to the Parent ASN and on receiving the letter, applies for the Relevant License at the ASN of the Organizing Club. On returning home, the Competitor has to return his/her license to the Organizing Clubs ASN and **obtain a Release Letter from that ASN before the Competitors Original License is returned to the Competitor by the Parent ASN.**

Kindly note, the above permissions can only be obtained via the NMSF Office and should you require any assistance with requiring these permissions please contact the Secretary General.

6. DURING AN EVENT

Kindly ensure that a detailed Bulletin Board is provided at the event and should be clearly visible for everyone attending the specific event;

The Secretary of the event must keep the Official Bulletin Board updated from the opening of Documentation until Final results are published.

7. POST EVENT

After and event, the following documents are to be submitted to the NMSF Office no later than the close of business on the 2nd working day after the event.

- a) A copy of event results for the purpose of scoring the National championships
- b) A list of Day Licenses sold so that the club can be invoiced
- c) Accidents and injuries on events must be recorded on the accident report form and must be submitted to the NMSF Office. This is to track the recovery of injured competitors for their return to future events.
- d) The Covid-19 attendance register. The NMSF must submit this register to the Namibia Sports Commission.
- e) The Covid-19 protocol report. The NMSF must submit this register to the Namibia Sports Commission.

8. CLERK OF THE COURSE REPORT:

The Clerk of the Course report must be submitted 7 (seven) days after the event. **Refer SPR 158 xx**

9. STEWARDS REPORT:

The Stewards report must be submitted 14 (fourteen) days after the event. **Refer SPR 154 xviii**

10. EVENT/RACE FILES:

Event File(s) consisting of the following documents, must be submitted to the NMSF Office within **14 (fourteen) days** after an event:

- i) Supplementary Regulations (SRs)
- ii) Safety Plan
- iii) Copy of Permit (Issued and obtained online)
- iv) Clerk of the Course Report
- v) NMSF Stewards Report
- vi) Second Stewards (Club Steward) Report
- vii) Entry List
- viii) Complete and Signed entry forms, together with the Pre-Race Medical Declaration and Indemnity forms.
- ix) Signed Final Results
- x) Bulletins (if any were issued)

- xi) Minutes of the Stewards Meeting
- xii) Completed Day License forms – Day license fees to be paid into NMSF account asap.
- xiii) **For Rally`s (only)** - Roadbook of the Rally
 - Rally Itinerary
 - Timecards of the Rally
 - Pace Notes of the Rally

Kindly note, a Race/Event Folder is kept on record by the NMSF in the event any disputes or public liability claim arise regarding any competitor or rules regarding a specific race, then it would be easier for the NMSF to look up the data in the race folder.

Further note, if any Files and Fee`s (Day Licences, Permits and Affiliation) are outstanding, your next permit will not be approved and or issued. Previous event file(s) will determine the handling/consideration of new applications for staging any future event.

The above should be adhered to meticulously in order for NMSF management to create a user-friendly environment for motor sport country wide.

Thank you for your time and we look forward to your co-operation.