**JURY MEETINGS AGENDA**

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| **Event** |  | | |
| **Venue** |  | **Date** | / / 2023 |

|  |  |  |
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| **BEFORE PRACTICE** | | |
| OK | Pending |  |
|  |  | Inspect track with clerk of the course, referee |
| Invite the following persons to attend the jury meeting: | | |
|  |  | FIM representative/ FIM Board members/FIM CCP director |
|  |  | Jury secretary |
|  |  | FMNR delegate |
|  |  | FIM referee |
|  |  | FMNR clerk of the course |
|  |  | FIM technical director (when applicable) |
|  |  | Chief technical steward |
|  |  | FIM medical officer (when applicable) |
|  |  | Chief medical officer or doctor |
|  |  | Environmental steward |
|  |  | FMN's delegates/team managers |
|  |  | Any additional guests |
| 1st jury meeting before practice | | |
|  |  | Welcome the members and guests |
|  |  | Declare the 1st meeting opened |
|  |  | Give the floor to the FIM representative/ FIM Board members/FIM CCP director |
|  |  | Any changes to the SR? Approve the SR |
|  |  | Check the files (track licence, inspection, etc…) |
| Ask the clerk of the course to report on | | |
|  |  | Condition of the track |
|  |  | Equipment to keep the track prepared (water trucks, graders, etc.) |
|  |  | Signing on list (any riders not present?) |
|  |  | Are all necessary staff present? |
|  |  | Communications (phones and walkie-talkies) |
|  |  | Sanitary facilities (for riders and public) |
|  |  | Paddock / pits |
|  |  | Fire equipment (fire extinguishers, tools, crowbar, bolt cutters, etc.) |
|  |  | Ask the FIM referee to report | |
|  |  | Ask chief medical officer to report on | |
|  |  | Written medical details report presented | |
|  |  | Hospital to be used (name, address, phone N°, distance from the track), | |
|  |  | First aid personnel | |
| Ask chief technical steward’s report | | | |
|  |  | 1st machine examination | |
|  |  | Additional comments by the technical director (when applicable) | |
| Ask environmental steward’s report | | | |
|  |  | Close the jury meeting | |
| 2nd and 3rd jury meeting after practice/before the race | | |
|  |  | Declare the 2nd and 3rd meetings opened | |
|  |  | Approve the 1st jury meeting minute | |
| Ask the clerk of the course to report on | | |
|  |  | Practice, track conditions, communication system, draw, opening ceremony, prize giving | |
|  |  | Fill in reserves if necessary | |
|  |  | Ask the FIM referee to report on | |
|  |  | Practice, starting system, start marshall | |
|  |  | Ask the technical steward/ FIM technical director to report on | |
|  |  | 2nd machine examination, equipment for engine/methanol/tyres/RPM/weight checks | |
|  |  | Ask the CMO/ FIM medical director to report on | |
|  |  | Equipment, ambulance, staff | |
| Ask environmental steward’s report | | | |
|  |  | Remind everybody to perform their duties in a calm and pro manner, wish good luck to everyone | |
|  |  | Close the jury meetings | |
| Final jury meeting – 30 minutes after the last heat | | |
|  |  | Open the final jury meeting |
|  |  | Approve the minutes of the 2nd and 3rd jury meetings |
|  |  | Any protest given |
|  |  | Review the results and confirm |
|  |  | Clerk of the course report |
|  |  | FIM referee's report |
|  |  | Chief technical steward's report |
|  |  | FIM technical director’s report (when applicable) |
|  |  | CMO’s report **TO BE SENT TO** [cmi@fim.ch](mailto:cmi@fim.ch) |
|  |  | Confirm results of the alcohol test **TO BE DESTROYED IN CASE OF NEGATIVE RESULTS, OR TO BE SENT TO** [cmi@fim.ch](mailto:cmi@fim.ch) **IN CASE OF POSITIVE RESULTS** |
|  |  | FIM medical officer’s report (when applicable) |
|  |  | Confirm the sustainability report will be fill online |
|  |  | Number of spectators |
|  |  | List of dignitaries and guests to be noted in minutes |
|  |  | Give the floor to the FIM representative/ FIM Board members/FIM CCP director | |
|  |  | Thanks all the officials | |
|  |  | Close the jury meeting | |