

## FIM SEMINAR GUIDELINES

*Definition of a FIM Seminar  
Roles and duties of Participants, Instructors and National Federations  
Learning Objectives*

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## 1 DEFINITION OF A FIM SEMINAR (REF. ART. XIV. FIM BY-LAWS)

### 1.1 Definition

An FIM Seminar is an advanced educational programme during which participants learn about the specific knowledge, actions and behaviours related to their duties as FIM Officials on the field. The Seminar may include:

- online learning activities such as e-learning Modules
- face-to-face sessions (in-class Seminars)
- online sessions (webinars etc.)

These learning activities are drafted, delivered and monitored (supervised) by a FIM Instructor. Knowledge of the participants can be tested at the end of the Seminar.

### 1.2 Objective of a FIM Seminar (ref. Art. XIV FIM BY-LAWS)

The goal of a FIM Seminar is to train experienced and skilled National Officials who are able to communicate in English and/or French, to enable them to meet the:

- Sporting
- Technical
- Medical
- Environmental/Sustainability
- Touristic

requirements to organise an FIM World Championship Event or Prize or FIM Touristic Gatherings. The learning objectives of each Seminar are determined by the relevant Commissions and by the FIM Academy.

These objectives are listed in this document and will be updated regularly.

### 1.3 Superlicence Seminars

Superlicence Seminars are second level Seminars solely organised by the FIM. Participants in a Superlicence Seminars include licenced Clerks of the Course, nominated as Clerks of the Course by their FMNs in one of the FIM World Championships or Prizes described in [article 6.4.1 et 6.3.2](#) and FIM Commission members.

A Superlicence Seminar may include:

- online learning activities such as e-learning modules
- face-to-face sessions (in-class Seminars)
- online sessions (webinars etc.)
- practical / field workshops (at a circuit or a track)

These learning activities are drafted, delivered and monitored (supervised) by a FIM Instructor.

## 2 FIM INSTRUCTORS

### 2.1 Profile of the FIM Instructor

The Instructor in charge of presenting FIM Seminars must be a licenced FIM Official nominated by the relevant Commission Director, with the approval of the FIM Administration. He should have an advanced level in English or French (spoken & written) and be computer literate.

New Instructors shall follow a dedicated formative course proposed by the FIM Academy and will obtain a certificate.

Commission Directors may use external experts to present specific topics during the FIM Seminars, with the approval of the FIM Administration.

## 2.2 Role of the FIM Instructor

The FIM Instructor shall:

- Prepare the Seminar according to the learning objectives defined by his Commission and in line with the FIM Academy objectives
- For face-to-face Seminars: ensure with the organizer that all the material and equipment are in place
- For online Seminar: test the online system, prepare the material and online resources on time
- Conduct FIM Seminars in one of the two official FIM languages (French or English), with the approval of the FMNR
- Ensure the continued presence of the participants throughout the training
- Verify that tests (assessment) are taken in a fair and individual manner
- Enter the tests results on the website provided by the FIM no later than 7 days after the end of the Seminar

## 2.3 Formative course for FIM Instructors

Instructors participating in the formative course must be appointed by the Commission Director concerned, with the approval of the FIM Administration. All new Instructors are required to participate in:

- The “Train the Trainers” programme provided and paid by the FIM
- At least 1 Seminar as an assistant Instructor
- A second Seminar as a main Instructor assisted by an experienced Instructor

## 2.4 Support to the Instructors by the FIM

The FIM Academy and the Commission Directors/Coordinators must ensure that the Instructors receive any relevant updates about the field they instruct.

The material and the topics to teach must be reviewed yearly by the Commission.

The FIM Academy must support the Instructors for logistical aspect (travel arrangements, liaising with the FMNs, online tools, coordinating with the FMNs to anticipate specific needs in translation/interpretation etc.).

The FIM Academy will be in charge of sending the instructions and the preparation documents to the participants before each Seminar.

## 2.5 CONU Instructors

Each CONU sends the list of their Instructors at CONU level to the FIM. Each CONU must give its own criteria for the selection of their Instructors. New CONU Instructors are required to follow the same formative course as the FIM Instructors.

# 3 ROLES OF FMNs

## 3.1 Conditions

Every FMN and CONU can request the organisation of a FIM Seminar. The following conditions must be fulfilled for the organisation of a Seminar:

- Seminar requests must be sent at least 2 months before the date of the Seminar
- A minimum number of 6 participants must be registered
- A maximum number of 30 participants must not be exceeded.

### 3.2 Mandatory material provided by the FMNR

The organising Federation (FMNR) must provide:

- A meeting room adapted to the number of participants
- A good quality internet connection for all participants (WIFI or Ethernet connection)
- Connection to a video projector (resolution VGA 800x600, 256 colours minimum)
- Connection to loudspeakers
- A white screen or TV screen 16/9
- A contact person on site responsible for the equipment (in case of technical problem)

For Technical Seminars, a list for specific material to prepare will be sent to the organising Federation after requesting the Seminar.

Interpretation/translation in a language other than English or French will be materially and financially arranged by the organising Federation. In case of consecutive interpretation, the duration of the Seminar may need to be extended.

### 3.3 Management of participants by the Federations

**FMN:** Each participant to a FIM Seminar must be registered online by his National Federation on the website provided by the FIM. The FMN must provide and verify the participant's exact name, email address and date of birth and properly enter this information on the website.

The FMN registering the participant guarantees that he:

- Is able to communicate in English or French
- Is already officiating in competitions or touring events at national level
- Has sufficient experience and/or is licensed at national level.

For Medical Seminars, the doctors should:

- be experienced at motor sport events and have attended at least 2 national, continental or international events as a doctor.
- be familiar with the circuit at which they will be CMO
- be experienced in the provision of emergency medical care
- be a fully registered and appropriately qualified medical practitioner

For Technical Seminars, the participants presented for the Senior Technical Steward licence should be trained by their National Federation prior to the Seminar on the following topics (tested during the practical test):

- Motorcycle safety check
- Engine inspection, measurement and calculation

**FMNR:** The organising Federation (FMNR) has the right to accept or refuse the registration of participants via the website provided by the FIM. In case of refusal, the FMNR must inform the participant's Federation of the reason for such refusal. The FMNR may ask participants to pay registration fees (e.g. logistics and related costs). The FMNR must promote the Seminar among its officials and neighbouring Federations.

### 3.4 Categories of participants

The FMN can register officials as “participants” or as “observers”.

Officials registered as “participant” have the right to pass the seminar test, and, if successful, will automatically receive the licence.

Official registered as “observer” are allowed to attend the seminar but not pass the test, and therefore will not receive any licence.



## 4 FUNDING OF THE SEMINARS

### 4.1 FIM Financial Regulations (Ref. Art. 7.6 Financial Regulations)

Every FMN and CONU can request the organisation of a FIM Seminar.

FMNs regularly organising an event counting towards a FIM World Championship, FIM Prize and FIM Touristic Gathering are entitled to organise 1 Seminar per Commission every 3 years, free of charge, if a minimum of 6 licences are issued. If less than 6 licences are issued following a Seminar, the FMNR will be invoiced an additional 25 U.V.

In all other cases, the FMNR will be invoiced 20 U.V. and if less than 6 licences are issued following the Seminar, the FMNR will be invoiced an additional 25 U.V.

In addition, CONUs are entitled to organise 1 Seminar per year per Commission, free of charge, provided that a minimum number of 6 participants are preregistered.

### 4.2 Online Seminars

FMN can request an online Seminar and online test/assessment, with the approval of the relevant Commission and the FIM Administration.

FMNs regularly organising an event counting towards a FIM World Championship, FIM Prize and FIM Touristic Gathering are entitled to organise 1 online Seminar per Commission every 3 years, free of charge, if a minimum of 6 licences are issued.

In all other cases, the online Seminar will be invoiced 5 U.V.

If less than 6 licences are issued following the Seminar the FMNR will be invoiced an additional 25 U.V.

### 4.3 Cancellation policy

In case of cancellation of the Seminar by the FMNR, without valid reasons, up to 7 days before the Seminar, the FMNR will be invoiced 10 U.V.

In case of cancellation of the Seminar by the FMNR, without valid reasons, 6 days or less before the Seminar, the FMNR will be invoiced 25 U.V.

### 4.4 Compliance with FIM Seminars' requirements

Instructors at the end of each Seminar will evaluate how the Seminar went and to confirm that minimum requirements have been complied with.

As stated in Art. 7.6.4 of the FIM Financial Regulations, in case the FMNR does not comply with these requirements and the organisation conditions, the FMNR will be invoiced 5 U.V. This evaluation will focus on the following topics:

#### **Participants:**

- Number
- Presence
- Level (basic / specific knowledge)
- Language capabilities
- Material (laptop, tablet etc.)

#### **Test**

- Respect of the format (incl. time)
- Test taken in a fair and individual manner

#### **Material provided by the FMNR**

- Facilities in general
- Meeting room
- Access to relevant equipment (laptop, screen, speaker etc.)
- Quality of the equipment

## 5 Participants to a FIM Seminar

Participants in an FIM Seminar should meet the criteria described in article 3.3 of this document. Prior to the Seminar, participants should follow the instruction sent via email by the FIM Academy on behalf of the Commission and prepare the requested e-learning modules.

Participants must complete all the requested modules in order to participate in the Seminar and to be eligible for a FIM official licence.

Each participant attending a FIM Seminar should be equipped with the following material:

- A laptop (preferably) or 2 tablets, iPads or similar device;
- The relevant Regulations downloaded (to be found on the FIM Website)

Registered participants must complete the e-learning Modules, attend the entire Seminar and successfully pass the test, if required by the Seminar, to be granted the FIM official licence.

The individual registered by his FMN as a participant who has passed the test will automatically receive the licence. The licence will be directly sent and invoiced to the FMN of the participant after the Seminar.

## 6 OFFICIALS' LICENCES AND SUPERLICENCES

### 6.1 List of existing FIM Officials' Licences

#### a. Sporting Licences

##### **Circuit Racing (CCR)**

- Sporting Steward
- Clerk of the Course / Sporting Steward
- Circuit Racing Superlicence - MotoGP and WorldSBK
- Circuit Racing Superlicence - Endurance

##### **Motocross (CMS)**

- Sporting Steward
- Clerk of the Course / Sporting Steward
- Motocross Superlicence

##### **Trial (CTR)**

- Sporting Steward
- Clerk of the Course / Sporting Steward
- Trial Superlicence

##### **Enduro (CEN)**

- **All Enduro Disciplines** Sporting Steward
- **SuperEnduro Sporting Steward**
- **HardEnduro Sporting Steward**
- **All Enduro Disciplines** Clerk of the Course / Sporting Steward
- **SuperEnduro Clerk of the Course / Sporting Steward**
- **HardEnduro Clerk of the Course / Sporting Steward**
- Enduro Superlicence

##### **Cross Country (CTT)**

- **Rally/Baja Sporting Steward**
- **Sand Race Sporting Steward**
- **Rally/Baja** Clerk of the Course / Sporting Steward
- **Sand Race Clerk of the Course / Sporting Steward**
- **All Cross-Country Disciplines** Clerk of the Course / Sporting Steward

##### **Track Racing (CCP)**

- Clerk of the Course / Sporting Steward

- Referee
- Track Racing Superlicence

#### **E-Bike (CEB)**

- Clerk of the Course / Sporting Steward

#### **b. Cross-Cutting licences**

#### **Medical (CMI)**

- Chief Medical Officer
- Chief Medical Officer Superlicence

#### **Technical (CTI)**

- **Technical Steward - All Disciplines**
- **Technical Steward - Circuit Racing**
- **Technical Steward – Off-Road**
- **Technical Steward – Track Racing**
- **Senior Technical Steward - All Disciplines**
- **Senior Technical Steward - Circuit Racing**
- **Senior Technical Steward – Off-Road**
- **Senior Technical Steward – Track Racing**

#### **c. Beyond Sport licences**

#### **Sustainability (CID)**

- **Sustainability Steward**

#### **Touring & Leisure (CTL)**

- Touring Steward

## **6.2 Official licences (ref. Art. 7.2.1 Financial Regulations)**

The FIM Officials' Licence (Superlicence excluded) is valid for the year during which the Seminar takes place and the two following years. The licence is valid until 31 December with a 3-month extension until 31 March following the year of termination of the licence. If the Seminar takes place between 15 October and 31 December, the licence will immediately be valid for the time between the Seminar and 31 December and then for the four years following the Seminar.

The licence will be invoiced by the FIM Administration to the FMN concerned, in accordance with the rates in force decided by the General Assembly.

## **6.3 Chief Medical Officer Licence and Chief Medical Officer Superlicence**

The FIM delivers two types of Medical Licences: The Chief Medical Officer Licence and the Chief Medical Superlicence.

To obtain a Chief Medical Officer licence, the doctors must participate in a CMO Seminar

To obtain a Chief Medical Officer Superlicence, all new CMOs must follow a CMO Seminar and successfully complete the following learning path:

- 1) The new CMO is sent to an event to shadow a mentor (Experienced CMO)
- 2) The new CMO is shadowed by the mentor (Championship Medical Director in most cases) during his first event nomination on a World Championship
- 3) The CMO obtains the Chief Medical Officer Superlicence and can officiate in the World Championships listed in art 6.3.2

The CMI Commission reserves the right to withhold a CMO Superlicence until they deem necessary.

The CMO Licence and Superlicence are valid for 3 years.

The CMO Licence and Superlicence are valid for the year the seminar took place and two following years.

The CMO Licence and Superlicence are valid until 31 December with a three months' extension until 31 March following the year of termination of the licence.

### **6.3.1 FIM Medical Summit**

MotoGP and Superbike Chief Medical Officer must participate every 3 years in the FIM Medical Summit in order to renew their Chief Medical Officer Superlicence.

All other CMOs can renew their licence or superlicence either by participating in a CMO seminar or by participating in the FIM Medical Summit.

### **6.3.2 FIM World Championships & Prizes requiring a CMO Licence:**

A CMO licence is mandatory for the following World Championships & Prize events:

- FIM Sidecar World Championship
- FIM SidecarCross World Championship
- FIM SidecarCross and Quadcross of Nations
- FIM SuperMoto S1GP World Championship
- FIM SuperMoto of Nations
- FIM Enduro World Championship
- FIM International Six Days' Enduro
- FIM Rally-Raid World Championship
- FIM Dragbike World Cup
- FIM Speedway of Nations
- FIM Speedway World Cup

### **6.3.3 FIM World Championships and Prizes for which the Chief Medical Officer is required to hold a CMO Superlicence**

CMOs must hold a Chief Medical Officer Superlicence in order to officiate in the following World Championships and Prizes:

- Grand Prix World Championship
- Superbike World Championship
- Endurance World Championship
- Moto3 Junior World Championship
- MXoN and Motocross World Championship
- Junior Motocross World Championship
- FIM Supercross World Championship
- Speedway Grand Prix World Championship

## **6.4 Sporting Superlicences**

The following Superlicences are delivered by the FIM after participation in a Superlicence seminar organised by a sporting Commission:

- Circuit Racing Superlicence – MotoGP and WorldSBK
- Circuit Racing Superlicence - Endurance
- Motocross Superlicence
- Trial Superlicence
- Enduro Superlicence
- Track Racing Superlicence

The role of the official in an event is determined through his nomination by his FMN. The role of a Commission member is determined through his nomination by the Director of the respective Commission.

The Sporting Superlicence is valid for two years.

The Sporting Superlicence is valid for the year the seminar took place and the following year.

The Sporting Superlicence is valid until 31 December with a three months' extension until 31 March following the year of expiration of the licence.

### **6.4.1 FIM World Championships and Prizes for which the Clerk of the Course is required to hold a Superlicence**

For the following World Championships and FIM Prizes, Clerks of the Course should be in possession of the corresponding Superlicence:

- Grand Prix World Championship – Circuit Racing Superlicence - MotoGP and WorldSBK
- Superbike World Championship – Circuit Racing Superlicence - MotoGP and WorldSBK
- Endurance World Championship – Circuit Racing Superlicence - Endurance
- MXoN and Motocross World Championship - Motocross Superlicence
- FIM Supercross World Championship - Motocross Superlicence

- Sidecar Motocross World Championship - Motocross Superlicence
- SMO'N and SuperMoto World Championship - Motocross Superlicence
- Junior Motocross World Championship - Motocross Superlicence
- Trial des Nations and Trial World Championship – Trial Superlicence
- Six days'and Enduro World Championship – Enduro Superlicence
- Speedway World Championship (SGP and SoN/SWC) – Track Racing Superlicence

In all the disciplines, Clerks of the Course for the FIM World Championships, World Cup or Prize Events are required to attend the traditional seminar to obtain a Clerk of the Course/Sporting Steward licence when the current licence has expired.

The Superlicence will be issued, sent and invoiced to the official's FMN only after the Clerk of the Course/ Sporting Steward licence for the discipline has been issued.

**Holders of the Circuit Racing Superlicence – MotoGP and WorldSBK, Circuit Racing Superlicence- Endurance and Track Racing Superlicence, will see their Sporting Steward/Clerk of the Course licence of the relevant discipline automatically renewed for 3 years when the validity is over and after participating in the relevant superlicence seminar. The licence will be invoiced to their FMN.**

## 6.5 Technical Steward Licences and Senior Technical Steward Licences

The FIM organised two types of seminars for the Technical Stewards:

- **Level 1 Seminar for Technical Stewards:** The level 1 seminar is requested and organised by a national federation through the seminar platform and all seminar rules written in the FIM Seminar Guidelines apply. This seminar gives access to the following licences:
  - Technical Steward - All Disciplines
  - Technical Steward - Circuit Racing
  - Technical Steward – Off-Road
  - Technical Steward – Track Racing
- **Level 2 Seminars for Senior Technical Stewards / All disciplines / Circuit-Racing / Off-Road/Track Racing:** Two specialized seminars at Level 2, each focusing on a different discipline, Off-Road and Circuit Racing. These seminars are designed for Experts and Senior Technical Stewards nominated as Chief technical Stewards at World Championship Events. Participants in Level 2 seminars must be holders of a Technical Steward licence. The Level 2 seminars are organised yearly at the FIM Tech Lab, located at FIM Headquarters. The seminars are scheduled back-to-back- 1 day Off-Road/Track Racing, 1 day Circuit Racing - allowing participants to attend both sessions and obtain the FIM Senior Technical Steward All Disciplines. These seminars give access to the following licences:
  - Senior Technical Steward - All Disciplines
  - Senior Technical Steward - Circuit Racing
  - Senior Technical Steward – Off-Road
  - Senior Technical Steward – Track Racing

## **7 FIM Commission Members and their participation**

### **7.1 Candidates to FIM Commissions**

Candidates serving for the first time in a Sporting Commission must hold an FIM Licence as Clerk of the Course, Referee or Sporting Steward (of the discipline concerned). Technical Members must hold an FIM Technical Steward's licence. Candidates serving for the first time in the non-Sporting Commissions must hold an FIM licence in their domain (if existing).

### **7.2 Participation of Commission Members in the Superlicence Seminars**

Commission Members must participate in the Superlicence activities/seminars and Commission meetings of their respective commission in order to obtain the Superlicence (if existing). After participating, their Official licence will be automatically renewed when expired.

The Sporting Superlicence is valid for two years and is free of charge for Commission Members.

The CMO Superlicence is valid for 3 years and is free of charge for CMI Commission Members.

## 8 FIM SEMINARS LEARNING OBJECTIVES

### 8.1 Shared Learning Objectives (common knowledge)

Before getting into the specific of the discipline, Seminars' participants have to reach a certain number of learning objectives based on generic knowledge about the FIM, its structure as well as its Codes and Regulations. This will enable the participants to have shared base of knowledge and common understanding of the FIM. The shared learning objectives (common knowledge) should be reached by completing the Modules on the FIM Academy E-learning platform. The link to access the Modules will be sent to the participants prior to the Seminar.

#### 8.1.1 Shared knowledge about the FIM – Learning Objectives

##### **History of the FIM**

Participants should be able to:

- state the year of foundation of the FIM
- explain under which circumstances it was created
- mention a couple of founding members
- highlight the main evolutions underwent by the FIM (important changes)

##### **Structure of the FIM**

Participants should be able to:

- list the various bodies composing the FIM
- explain briefly the role of each body
- identify how bodies interact and how they are formed

##### **Mission and objectives of the FIM**

Participants should be able to:

- state the mission of the FIM
- list the main strategic objectives
- give a few examples to illustrate these objectives

##### **Authority of the FIM**

Participants should be able to:

- list the roles and duties of the FIM
- explain how the FIM exerts its role over motorcycling

##### **Rights and obligations of the FMNs:**

Participants should be able to:

- explain the role of the FMNs
- highlight their obligations (especially as affiliated members of the FIM)

##### **FIM Sporting disciplines**

Participants should be able to:

- enumerate the main FIM disciplines (7)
- mention the sub-disciplines related to the discipline they are involved in
- state names of FIM World Championship events (incl. in their discipline)

##### **FIM Commissions and their scope (Sporting & Non-Sporting Commissions)**

Participants should be able to:

- identify the various Commissions working at the FIM, Sporting and Beyond-Sport
- briefly explain the main objectives of each Commission

## 8.1.2 FIM Codes & Regulations – Learning Objectives

### **FIM Statutes, Financial Regulations, Sporting Code, Disciplinary and Arbitration Code**

Participants should be able to:

- find the latest version of these Codes and Regulations on the FIM platform
- briefly explain the scope of each Code

### **Code of Ethics**

Participants should be able to:

- find the latest version of the Code of Ethics
- explain its main objectives
- give a few examples of unethical behaviours that are not accepted by the FIM
- explain the concept of confidentiality and conflict of interests

### **Relevant Code (Regulations) related to their discipline**

Participants should be able to:

- find the latest version of the Code (Regulations) related to their discipline/area of focus
- explain the objective of this Code
- list the main topics addressed in the Code

### **Code and Regulations affecting their discipline/area of focus**

Participants should be able to:

- identify other Codes and Regulations affecting their discipline/area of focus
- explain how these Codes and Regulations have an impact on their discipline/area of focus (eg. Technical Code, Medical Code etc.)

### **FIM Platforms**

Participants should be able to

- find the main Codes and Regulations on the FIM platforms
- find relevant information on the FIM platforms depending on the topic
- link each platform with a specific need/objective

## 8.2 Sporting knowledge for Sporting Commissions (CCR, CMS, CTR, CEN, CTT, CCP and CEB) – Learning Objectives

These specific learning objectives will be reached by taking part in training activities proposed by each Commission and especially by attending the Seminar dealing with the specific discipline. The objectives can also be completed by following dedicated online modules focusing on the specific aspects of a discipline.

Each commission will adapt to the specificities of their respective disciplines

### **Sporting Code and Sporting Regulations**

Participants should be able to:

- identify and explain the differences between the FIM Sporting Code and the Sporting Regulations
- find the relevant Regulations related to their discipline
- find the right information in the relevant FIM Regulations
- mention topics covered by the Regulations

### **Differences between disciplines**

Participants should be able to:

- enumerate the sub-disciplines related to the discipline
- identify the differences between the various disciplines (entry criteria etc.)
- describe the technical aspects linked to each discipline

### **Sporting Licences**

Participants should be able to:

- state which kind of licence is valid for a given sporting event
- find relevant documents regarding licences

### **Insurance**

Participants should be able to:

- briefly explain the FIM insurance programme
- highlight how to contact the insurance provider
- rephrase what Third Party Liability insurance means

### **Running of an event**

Participants should be able to:

- state the main sequences of a sporting event (when event starts, ends, meetings etc.)
- list the main task to carry during each sequence
- explain how and when different procedures are taking place

### **Safety**

Participants should be able to:

- list the elements related to safety
- link them with existing procedures and task to carry out (track conditions, Marshals etc.)

### **Disciplinary procedures:**

Participants should be able to:

- state the various disciplinary procedures
- explain how they apply
- list the main documents and criteria to carry them out.

### **Bodies at the events**

Participants should be able to:

- identify the various bodies involved during the event
- describe their composition
- explain the roles and duties/responsibilities of each body
- mention how they interact

### **Officials at events**

Participants should be able to:

- name all the different officials present at an event
- briefly explain their roles and responsibilities
- describe their interactions

### **Their future role**

Participants should be able to:

- explain their future role at events
- mention their duties/responsibilities
- describe to whom they report to and with whom they interact

### **Main sporting procedures & Official Documents**

Participants should be able to:

- list the main official documents required
- find official documents related to the sporting event
- state the administrative checks that need to be done (before, after and during the event)
- list the different existing procedures (penalties, protest, appeal...)
- explain how they apply as well as conditions to be fulfilled
- identify who is doing what for each procedure

### **Technical, Medical, Sustainability aspects**

Participants should be able to:

- identify when technical, medical, sustainability or other Regulations apply
- make connections with the relevant Codes and how they influence their discipline

## 8.3 Cross-cutting disciplines

### 8.3.1 Medical (CMI) - Chief Medical Officer (CMO)

Participants should be able to:

#### Medical service provision at events

- find the latest version of the FIM Medical Code
- list the main topics covered by the Medical Code
- describe the various medical elements and officials at events
- explain the roles and responsibilities of the various medical officials,
- know the roles and responsibilities of the Chief Medical Officer (CMO) before, during and after the event
- describe the interactions between the various elements of the medical service and officials both at the race and in relation to outside agencies such as hospitals etc.
- demonstrate how the medical services are organised at events
- state the minimum medical requirements for events
- know the medical standards for Medical Fitness to Race
- know the procedure for Medical Examination for fitness to race
- understand the Special Medical Examination following injury and the requirements for riders to return to racing
- list the various medical vehicles and how they are deployed
- list the medical equipment required for the various elements of the medical service including the medical centre
- explain the role of Clinica Mobile, Centre Medical Mobiland Medical Centre
- state the main medical procedures, when and how they are applied (incl. medical homologations)
- know and be able to complete the main official documents and Medical Code Appendices
- know the Procedures to be followed in the event of an injured rider
- participate in demonstrations of medical intervention and rescue techniques

#### Anti-doping

- find the latest version of the FIM Anti-Doping Code
- explain the rationale of this Code
- explain the roles and responsibilities of the CMO and Doctors in terms of Anti-Doping
- list the various topics addressed in the Code (e.g. Prohibited list, TUE, Alcohol, ADAMS etc.)
- give concrete examples of the FIM Anti-Doping Programmes
- state the potential sanctions faced by riders
- describe the doping control requirements and procedures and the doping facilities required at events
- explain the various procedures, when and how they apply

#### Emerging issues and techniques

- identify emerging and future clinical issues
- discuss current best medical practice, research and developments
- be aware of new technologies and clinical guidelines

### 8.3.2 Technical (CTI)

Participants should be able to:

#### Codes and Regulations

- find the latest version of the FIM Technical Regulations
- find the right information in the relevant FIM Technical Code
- list the main topics addressed in the Regulations
- mention that technical rules may differ from a discipline to another (general rules / discipline-specific)

#### Events

- state the main sequences of a sporting event (when event starts, ends, meetings etc.)
- list the main task to carry during each sequence (verifications etc.)
- describe clearly their role and duties
- explain the role and duties of the Chief Technical Steward

## Procedures

- enumerate the main steps of a technical verification/inspection
- explain how to carry out a sound check
- list the main bodies present at events
- explain the main role and the authority of each body
- describe their interaction with the technical officials
- highlight the main task to carry out when handling penalties, protests and appeal

For Senior Technical Stewards:

- enumerate the main steps of a technical verification/inspection of motorcycles (circuit and off-road)
- be able to recognize and measure the main parts of an engine (dimensions, weight and tolerances)
- to know how to prepare all necessary material for the right development of the technical checks
- (Tents, scale, sound meter, electricity, Wi-Fi, etc)
- be able to manage, organize and distribute the different working groups of tech. stewards by task (Sound control, equipment, motorcycle checks, etc).
- be able to create technical reports for Technical Director.
- have a deep knowledge of the Tech. Rules of the event.
- be able to perform high level technical checks like, but not limited to:
  - o Engine capacity
  - o Camshaft lift
  - o Gearbox ratio check
  - o Data acquisition (2D, AIM, etc)
  - o E-Bike – EOT – BOP
  - o Fuel tank capacity

## 8.4 Beyond-Sport knowledge

### 8.4.1 Touring & Leisure (CTL) – Touring Steward

Participants should be able to:

#### **Codes & Regulations**

- find the latest version of the Code for Touristic Gatherings
- state the main objectives of the Code
- list the main topics addressed in the Code
- identify the relevant additional Regulations and official information

#### **Events**

- state the different type of events
- give a few facts regarding the history and objectives of the Commission
- identify the different logos and names of each type of event
- list the entry criteria for each type of event
- mention the technical criteria for each event
- state the main sequences of an event (start, end etc.)
- name the various body present at events

#### **Bodies and Officials**

- mention their roles and responsibilities
- enumerate the various officials present at events
- state their role, duties and responsibilities

#### **Procedures**

- describe how site visits are handled
- mention when meetings are held
- list the various type of classifications and prizes
- enumerate the various procedures to carry out when at an event

#### **Technical, medical, sustainability aspects**

Participants should be able to:

- identify when technical, medical, environmental or other regulations apply
- make connections with the relevant Codes and how they influence their discipline

## 8.4.2 Sustainability (CID) – Sustainability Steward

Participants should be able to:

### **Codes & Regulations**

- find the latest version of the FIM Environmental Code
- find the right information in the FIM Environmental Code
- state the main objectives of the Code
- list the main topics addressed in the Code
- identify the relevant additional Regulations and official information (eg. FIM Sustainability policy etc.)
- find the relevant official documents (incl. checklist etc.)

### **Roles and responsibilities**

- define the role and duties of a FIM **Sustainability** Steward
- define the role and duties of a FIM **Sustainability** Delegate
- highlight the differences between the 2 roles
- identify mitigation measures
- apply the Environmental Code
- prepare an environmental management plan and map

### **Bodies and Officials**

- mention their roles and responsibilities
- enumerate the various officials present at events
- state their roles, duties and responsibilities

### **Procedures**

- enumerate the various procedures to carry out when at an event
- mention when meetings are held
- explain how to assess the environmental impact

### **Sustainability and Environment**

- give a definition of sustainability
- define environmental aspect, impact and mitigation measurement
- define biodiversity
- mention several UN Sustainable Development Goals (SDGs)
- describe the relationship between motorcycling and explain UN Sustainable Development Goals (SDGs)
- explain the issue of soil and water pollution and sound level
- explain the Climate Strategy of the FIM
- explain the climate change definition
- Draft a basic environmental management plan

### **Projects and Programmes**

- give a definition and example of KiSS programme
- describe the Ride Green Ambassadors' programme
- give an example of what is sustainable motorcycling event
- explain what is the FIM Environmental Trophy – cite a winning project

## 9 Knowledge Assessment (Seminar tests)

All tests should be taken in a fair and individual manner.

**The use of Artificial Intelligence is strictly forbidden and will result in the invalidation of the test results.**

### 9.1 Circuit Racing Seminar (CCR)

**TEST 1** (Circuit Racing Sporting Steward Licence)

Format: in class/online

Test: multiple-choice questionnaire - Minimum rate of 70% correct answers is required to obtain the Circuit Racing Sporting Steward Licence and have the possibility to attend test 2 - Codes & Regulations allowed.

Assessment objectives: find and understand information accurately.

**TEST 2** (For Clerks of the Course only)

Format: in class/online

Test: questions about active procedures - multiple-choice questionnaire - Minimum rate of 75% correct answers is required to obtain the Circuit Racing Clerk of the Course/Sporting Steward Licence - Codes & Regulations not allowed.

Assessment objectives: understand Rules and Regulations and their application in practical cases with a special focus on track preparation and operational requirements.

### 9.2 Motocross Seminar (CMS)

Motocross Sporting Steward/Clerk of the Course Licence

Format: in class/online

Test: multiple-choice questionnaire with use of Codes & Regulations allowed.

**A minimum rate of 75% correct answers is required to obtain the Motocross Sporting Steward Licence.**

**A minimum rate of 85% correct answers is required to obtain the Motocross Clerk of the Course Sporting Steward Licence.**

Assessment objectives: candidates should demonstrate their understanding of FIM Codes & Regulations and their application at events in conjunction with their role as an Official and candidates should demonstrate their understanding of the rules when they are confronted with "real life situations"

### 9.3 Trial Seminar (CTR)

(Trial Clerk of the Course / Sporting Steward Licence)

Format: in class/online

Test: multiple-choice questionnaire with use of Codes & Regulations allowed.

A minimum rate of 70% correct answers is required to obtain the Trial Sporting Steward Licence.

A minimum rate of 75% correct answers is required to obtain the Trial Clerk of the Course Sporting Steward Licence.

Assessment objectives: Assess whether the participant is familiar with the FIM, its structure and Codes, and its responsibilities. Evaluate whether the candidate has the capacity to be able to position himself correctly and with discernment in relation to his function and, for the Clerk of the Course, to be able to apprehend the problems of the Trial Section Observers.

## 9.4 Enduro Seminar (CEN)

- All Enduro Disciplines Clerk of the Course / Sporting Steward Licence
- SuperEnduro Clerk of the Course / Sporting Steward Licence
- HardEnduro Clerk of the Course / Sporting Steward Licence

Format: in class/ online

Test: multiple-choice questionnaire with use of Codes & Regulations allowed.

A minimum rate of 75% of correct answers is required to obtain the Sporting Steward Licence.

A minimum rate of 85% of correct answers is required to obtain the Clerk of the Course Sporting Steward Licence.

Assessment objectives: candidates should demonstrate their understanding of FIM Codes & Regulations and their application at events in conjunction with their role as an Official.

## 9.5 Rally/Baja Sporting Steward Seminar (CTT)

- Rally/Baja Sporting Steward Licence

Format: in class or online

Test: multiple-choice questions to complete with use of Codes & Regulations allowed.

A minimum rate of 75% of correct answers is required to obtain the Sporting Steward Licence.

Assessment objectives:

- To know the rules governing a Cross-Country or Baja Event
- To be able to apply the FIM rules at an Event
- To know how to use the various FIM Codes and Regulations

## 9.6 Sand Race Sporting Steward Seminar (CTT)

- Sand Race Sporting Steward Licence

Format: in class or online

Test: multiple-choice questions to complete with use of Codes & Regulations allowed.

A minimum rate of 75% of correct answers is required to obtain the Sporting Steward Licence.

Assessment objectives:

- To know the rules governing a Sand Race Event
- To be able to apply the FIM rules at an Event
- To know how to use the various FIM Codes and Regulations

## 9.7 Rally/Baja/Sand Race Clerk of the Course Seminar (CTT)

- All Cross-Country Disciplines Country Clerk of the Course / Sporting Steward Licence
- Rally/Baja Clerk of the Course / Sporting Steward Licence
- Sand Race Clerk of the Course / Sporting Steward Licence

Format: in class/ online

Test: multiple-choice questions with use of Codes & Regulations allowed.

A minimum rate of 80% of correct answers is required to obtain the Clerk of the Course Licence.

Assessment objectives:

- To know the rules governing a Cross-Country, Baja or Sand Race Event
- To be able to apply the FIM rules at an Event
- To know how to use the various FIM Codes and Regulations

## 9.8 Track Racing Seminar (CCP)

(Track Racing Clerk of the Course / Sporting Steward Licence)

Format: in class/online

Test: multiple-choice questionnaire including general as well as practical and technical questions with use of Codes & Regulations allowed.

A minimum rate of 75% of correct answers is required to obtain the Track Racing Clerk of the Course Sporting Steward Licence.

Assessment objectives: assess whether the participant is able to maintain his role during an event.

## **9.9 E-Bike Seminars (CEB)**

(E-Bike Clerk of the Course / Sporting Steward Licence)

Format: in class / online

Test: 20 multiple-choice questions and bench testing of E-Bikes when possible with use of Codes & Regulations allowed.

A minimum rate of 75% of correct answers is required to obtain the E-Bike Clerk of the Course/Sporting Steward licence.

Assessment objectives: confirm that participants have assimilated the concepts and theory and are able to use their knowledge to manage an E-Bike Race and test the E-Bikes on a bench.

## **9.10 Medical Seminar (CMI)**

NO TEST

## 9.11 Technical Seminar (CTI)

Before the Seminar, each participant needs to decide with their FMN which Technical Licence they are targeting according to their skills, past experience and future nominations:

- 1) Technical Steward Track Racing
- 2) Technical Steward Circuit Racing
- 3) Technical Steward Off-Road
- 4) Technical Steward All Disciplines

### Level 1 (Technical Steward Licences)

Format: in class

Test: Practical test and Theoretical test – basic inspection of a motorcycle and multiple-choice questions with use of Codes & Regulations allowed.

A minimum rate of 75% of correct answers is required to obtain the Technical Steward Licence.

Assessment objectives: To increase the knowledge, share experiences and analyse if the motorcycles presented for competition are safe and complies with the technical rules.

### Level 2 (Senior Technical Steward Licences)

Format: in class

Test: Practical test and Theoretical test - inspection of a motorcycle (incl. engine inspection, measurement and calculation) and multiple-choice question with use with use of Codes & Regulations allowed. Participants must obtain 90% to get the Senior Technical Steward Licence.

Assessment objectives: To increase the knowledge, share experiences and analyse if the motorcycles presented for competition are safe and complies with the technical rules.

## 9.12 Touring and Leisure Seminar (CTL)

(Tourism Steward Licence)

Format: in class /online

Test: 25 multiple-choice questions to complete in 80 minutes with use of Codes and Regulations allowed.

A minimum rate of 70% of correct answers is required to obtain the Tourism Steward Licence.

Assessment objectives: understand rules and Regulations and their application in practical cases with a special focus on event's needs and preparation, as well as operational relationship with organisers and public entities.

## 9.13 Sustainability Seminar (CID)

(Sustainability Steward licence)

### PART 1

Format: in class/online

Test: multiple-choice questions test online with use of Codes and regulation allowed (70% of the grade); 30 multiple-choice questions to be completed in 60 minutes.

### PART 2

Format: in class

Test: Case study in group (participants regrouped depending of their discipline or capabilities). Each group presents their report to the other groups. Each group nominates a presenter.

A minimum rate of 75% is required to obtain the **Sustainability** Steward licence.

The case study weight 30% of the grade.

Assessment objectives: confirm that participants have assimilated the concepts and theory and are able to use their knowledge to draft a plan and take decisions.