



FIVA Stewards

Instruction Manual

Edition 2008

FIVA Events Commission
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1 General

This instruction manual shall help and support the appointed international FIVA steward to control the event in the spirit of FIVA. It will not replace the FIVA Events Code which is binding.

2 Appointment

Appointment to be Steward

National authorities (ANF) nominate persons with experiences in rallying to join the panel of FIVA stewards with the application form (Amendment 13.5.)

To be a FIVA steward it is needed to attend a FIVA steward seminar at least once every two years.

Appointment as a steward for an event

The board of the events commission has to ensure, that a steward is in any case independent from the organisation of the event.

The function of the FIVA steward is to constitute an impartial judicial body, to see that the event is running in compliance with the FIVA events code, the regulation and the supplementary rules.

3 Before the event

1 month before

Information sent to the FIVA steward

	yes	no
a) Detailed program of the event, entry form etc.	<input type="checkbox"/>	<input type="checkbox"/>
b) The complete regulation of the event	<input type="checkbox"/>	<input type="checkbox"/>
Were the regulations published in English	<input type="checkbox"/>	<input type="checkbox"/>
Were the regulations published in French	<input type="checkbox"/>	<input type="checkbox"/>
Were the regulations published in other languages (Specify).....	<input type="checkbox"/>	<input type="checkbox"/>

Regulations and entry form must contain:

1) The name and the nature of the event (Regularity, Touring, Concours d' Elegance)	<input type="checkbox"/>	<input type="checkbox"/>
2) Name and address of the organiser	<input type="checkbox"/>	<input type="checkbox"/>
3) A statement that the event incorporates the provision of the FIVA events code	<input type="checkbox"/>	<input type="checkbox"/>
4) The FIVA license number	<input type="checkbox"/>	<input type="checkbox"/>
5) The place and the date of the event is clearly mentioned	<input type="checkbox"/>	<input type="checkbox"/>
6) The event is described	<input type="checkbox"/>	<input type="checkbox"/>
7) Details of eligible competitors and vehicles, including their class and category	<input type="checkbox"/>	<input type="checkbox"/>

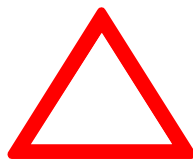
- | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 8) The required documents as per article 6.1 (driving license, number plate of the car) and 6.2. (a valid FIVA ID-Card) of the events code. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9) The maximum number of competitors and how entries are to be selected | <input type="checkbox"/> | <input type="checkbox"/> |
| 10) The date of the opening and closing for entries, details of the entry fee | <input type="checkbox"/> | <input type="checkbox"/> |
| 11) The name of the officials of the event including the secretariat of the event with address, the clerk of the course and the appointed FIVA steward is mentioned | <input type="checkbox"/> | <input type="checkbox"/> |
| 12) The time, place and method of publication of the provisional and final results | <input type="checkbox"/> | <input type="checkbox"/> |
| 13) Rules for the use of electric or electronic equipment. Organisers may forbid the use of electronic measuring devices if they wish to do so | <input type="checkbox"/> | <input type="checkbox"/> |
| 14) Rules for the use of tender vehicles (Art 7.5.4 of the events code) | <input type="checkbox"/> | <input type="checkbox"/> |
| 15) Protest fee and procedure | <input type="checkbox"/> | <input type="checkbox"/> |
| 16) A list of prizes and/or awards | <input type="checkbox"/> | <input type="checkbox"/> |
| 17) Summary and scale of penalties | <input type="checkbox"/> | <input type="checkbox"/> |
| 18) Advice on competitors dress code | <input type="checkbox"/> | <input type="checkbox"/> |
| 18) Any additional information that the organisers considers appropriate including how a tie is to be decided | <input type="checkbox"/> | <input type="checkbox"/> |
|
c) Information sent to the competitors | <input type="checkbox"/> | <input type="checkbox"/> |
| Information sent to the competitors must contain: | | |
| 1) The exact place and reporting time for registration and scrutineering | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) The registration arrangement for late arrivals | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) The parking arrangement for trailers and non competing vehicles | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) The details of hotel including full addresses and phone numbers | <input type="checkbox"/> | <input type="checkbox"/> |
| 5) The address and phone number of the HQ and any phone numbers for emergency calls during the event | <input type="checkbox"/> | <input type="checkbox"/> |
| 6) Advice on competitors dress code | <input type="checkbox"/> | <input type="checkbox"/> |
| 7) The list of entrants accepted for the event | <input type="checkbox"/> | <input type="checkbox"/> |
|
d) Road map with the complete route including all controls and tests | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Complete entry list including number of FIVA ID-card on all cars participating | <input type="checkbox"/> | <input type="checkbox"/> |

- f) **Clarify with the organizer the means you will travel to the event and what additional accommodation you may require**

On the following points you should have an agreement with the organiser:

- 1) Arrival and departure date
- 2) Way of transportation (airplane, car or train)
- 3) Estimated cost of your transportation
- 4) Who will organise the transportation (the organiser or yourself)
- 5) Way of transportation during the event (with your own car, you drive yourself with a car from the organizer or you need somebody driving you)

When you drive with your own car, the organiser has to take over only the fuel costs or you will invoice him a certain amount per km.(agree beforehand the amount per km)



The organiser must provide the steward with accommodation and meals. This means you are a guest of the organization so benignly accept what is offered. Do not expect a suite in a five star hotel; often the officials and organizers themselves are lodged in a more affordable hotel than the participants !

Before the event starts (on arrival)

- | | yes | no |
|---------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| a) Hand over of all detailed road books including all tests together with an actual, up-dated road map | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Copies of all required authorisations (ANF and local authorities) | <input type="checkbox"/> | <input type="checkbox"/> |

These authorisations must contain:

- 1) Name of the event
- 2) Date
- 3) Name of the organiser

- c) **Copy of the insurance policy**

This insurance policy must contain:

- 1) Name of the event

- 2) Date
- 3) Name of the organiser



If there is no insurance policy available, the event can not be held under FIVA. You have to inform the organiser and to withdraw the FIVA license. Your presence is no longer needed!

You must inform the Chairman of the Events Commission

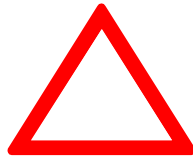
- d) **List of all officials with functions and phone numbers (mobile)**
 - e) **Up-dated list of all entered participants**
- This list must contain:
- 1) Name of participant (driver and co-driver)
 - 2) Nation of the participants
 - 3) Name and type of the car
 - 4) Manufacturing year of the car
 - 5) Number of the FIVA ID-card
- f) **Plan and discuss with the clerk of the course your activities during the event and appoint further meetings for details during the event**
 - g) **To be introduced as the FIVA steward to the participants and the officials**
 - h) **Explain your tasks during the introduction to the participants as well as to the officials**

4 Scrutineering

- | | yes | no |
|------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| a) Are all vehicles entered in the event examined by the scrutineers appointed by the organiser | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Is the scrutineer appropriately qualified | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Are all vehicles examined before the start | <input type="checkbox"/> | <input type="checkbox"/> |
| d) The emphasis of the examination must be directed towards legality, safety and roadworthiness | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Driving license | <input type="checkbox"/> | <input type="checkbox"/> |
| f) Is the scrutineer checking the conformity of the vehicles with their FIVA ID card and the event regulations. | <input type="checkbox"/> | <input type="checkbox"/> |

These checking should contain at least three points:

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1) Type and make of the vehicle | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Comparison of the Chassis Number | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) Comparison of the Engine Number | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) Checking of the immatriculation plate with the issuing ANF of the FIVA ID card (The country of the ANF must correspond with country of the number plate) | <input type="checkbox"/> | <input type="checkbox"/> |
| 5) Validity of the ID card (max. 10 years after the issuing of card) | <input type="checkbox"/> | <input type="checkbox"/> |
| 6) Comparison of the photo with the presented car | <input type="checkbox"/> | <input type="checkbox"/> |
| g) Where any FIVA ID cards withdraw by the scrutineer and handed over to the FIVA steward (receipt) | <input type="checkbox"/> | <input type="checkbox"/> |
| h) Have you received a copy of the report made by the scrutineer for the organiser (list of accepted, refused cars) | <input type="checkbox"/> | <input type="checkbox"/> |
| i) Are there vehicles excluded from the event which do not comply with the FIVA ID card or do not satisfy the requirements of the event | <input type="checkbox"/> | <input type="checkbox"/> |

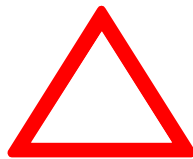


The scrutineers examination does not imply that FIVA or the organisers accept responsibility for legality, safety and roadworthiness of the vehicles. Do not sign documents accepting responsibility for such matters.

5 During the event

- | | yes | no |
|----------------------------------------------------------------------------------------|--------------------------|--------------------------|
| a) Check the communication between the marshals and officials | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Make sure the organiser checks at least once a day speed or driving behavior | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Check the daily publication of provisional results | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Is there an official "time" announced | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Are the official cars clearly marked | <input type="checkbox"/> | <input type="checkbox"/> |
| f) Are the marshals and officials provided with distinctive identification | <input type="checkbox"/> | <input type="checkbox"/> |
| g) Compare the road book with the average speed in theory <u>and</u> practice | <input type="checkbox"/> | <input type="checkbox"/> |
| 1) Are the sections set to test the skill and judgment of the crew | <input type="checkbox"/> | <input type="checkbox"/> |

- | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 2) Are the speeds set for regularity sections suitable | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) Are the start and the finish of all regularity sections clearly marked and in suitable positions | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) Did the timetable take into account the difficulties of traffic and the crossing of built up areas | <input type="checkbox"/> | <input type="checkbox"/> |
| h) Is the road book clear and comprehensive | <input type="checkbox"/> | <input type="checkbox"/> |
| i) Check the clocks if they are accurate and not manipulated | <input type="checkbox"/> | <input type="checkbox"/> |
| j) Check the regularity time table to ensure it does not cause excessive speeding | <input type="checkbox"/> | <input type="checkbox"/> |
| 1) Delayed arrival – effect on next road section | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Is there a penalty foreseen for early and late arrival. In particular if there are circuit tests or maneuverability tests check that there is an early penalty so that there is no benefit for the fastest car. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) Check that the minimum distance between regularity timing is 3 km (3 minutes 36 seconds at 50 km/h) | <input type="checkbox"/> | <input type="checkbox"/> |
| k) In case of any incident or breach of the regulations or local laws the steward must bring this issue to the attention of the organiser. | <input type="checkbox"/> | <input type="checkbox"/> |
| 1) The organiser has to give you in such a case a written report | <input type="checkbox"/> | <input type="checkbox"/> |

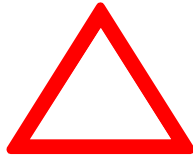


Listen to the participants but do not comment or make any decision to their suggestions. If there are criticisms, do not stress these, but stay political and highlight the positive side of the event.

6 Prize giving

- | | yes | no |
|-------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| a) Be present at the prize giving | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Request the organiser to have a short speech during the prize giving | | |
| 1) Short summary of your point of view about the event | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Thanks to the organiser and point out the importance of this special event for FIVA (spirit) | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Ask for a final list of the results | <input type="checkbox"/> | <input type="checkbox"/> |

7 Disputes with authorities

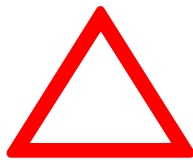


Do not interfere any disputes between local authority and organiser or competitors

8 Disputes with participants (penalising)

a) **Are there any participants charged by police for infringement of traffic laws**

- 1) If yes make sure the organiser penalise the competitor



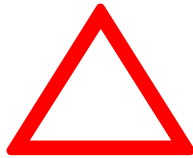
Exclusion or time penalties must be used as sanctions. The use of financial penalties is not allowed

9 Protests

yes no

a) **In case of an official protest:**

- | | | |
|---------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1) Are you been informed by the clerk of the course about the protest, time and place of the meeting with the involved parties. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Check if the protest has been made within the time stipulated in the regulations | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) Has the clerk of the course given notice to all involved parties about the hearing. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) Is the complainant satisfied with the decision of the clerk of the course | <input type="checkbox"/> | <input type="checkbox"/> |
| 5) Has the protest fee been returned in case of a successful protest | <input type="checkbox"/> | <input type="checkbox"/> |



Only a written protest is an official protest. If the complainant is not satisfied with the decision of clerk of the course he has the right, at no extra fee, to appeal to the FIVA steward whose verdict is final.

10 After the event

- | | yes | no |
|---------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| a) Thank the organiser for the hospitality | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Submit to the organizer the "Expenses Claim Form" (including receipts) not later than the last day of the event. | <input type="checkbox"/> | <input type="checkbox"/> |

11 Reporting

- | | yes | no |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| a) Complete the FIVA steward report immediately after the event and send it within 14 days to the chairman of the events commission and a copy to the organiser | <input type="checkbox"/> | <input type="checkbox"/> |

12 Amendments

Steward report form (Annex C)
Steward Expenses Claim Form

FEDERATION INTERNATIONALE DES VÉHICULES ANCIENS FIVA



Steward's report on historic regularity events and touring assemblies

**Rapport de l'observateur sur les manifestations historiques de régularité et sur
les manifestations touristiques**

on / de

(Name of the event / Nom de la manifestation)

name of the FIVA Steward, nom de l'observateur FIVA

(Name and given name / nom et prénom)

This report to be sent to the chairman of the Events Commission of FIVA together with a copy of the results no later than 14 days after the event.

Ce rapport, ainsi qu'une copie des résultats, doit être envoyé au président de la Commission des Manifestations FIVA, 14 jours au plus tard après la manifestation.

Name of event

Nom de la manifestation _____

Date of the event

Date de la manifestation _____

Number of days

Nombre de jours _____

Country(ies) of event

Pays de la manifestation _____

Number of entrants

Nombre de participants _____

Number of foreign entrants

Nombre de participants étrangers

Number of entrants of:

Nombre de participants de:

Classe / Cat. "A" _____

Classe / Cat. "E" _____

Classe / Cat. "B" _____

Classe / Cat. "F" _____

Classe / Cat. "C" _____

Classe / Cat. "G" _____

Classe / Cat. "D" _____

Number of starters

Nombre de partants _____

Number of finishers

Nombre d'arrivants _____

Total length of event

Distance totale de la manifestation _____ (km)

Note: An explanation for all "no" answers must be given in paragraph 11.
 Une explication pour toutes les réponses négatives doit être donnée au paragraphe 11.

1 REGULATIONS / REGLEMENTS

- | | yes
oui | no
non |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1.1. Did the regulations comply with art. 7.3.3?
Les règlements sont-ils conformes à l'article 7.3.3.? | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2. Were the programme and the regulations of the event sent to the FIVA Steward before the event?
Le programme et les règlements de la manifestation ont-ils été envoyés à l'observateur FIVA avant la manifestation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3. Were the regulations published in French or English?
Les règlements étaient-ils publiés en français ou en anglais? | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4. Was the layout of the regulations clear and convenient?
La présentation des règlements était-elle claire et facile à suivre? | <input type="checkbox"/> | <input type="checkbox"/> |

2 ADMINISTRATIVE CHECKS AND TECHNICAL SCRUTINEERING

VÉRIFICATIONS ADMINISTRATIVES ET CONTRÔLE TECHNIQUE

- | | yes
oui | no
non |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 2.1. Did the organisers comply with art. 6.3.?
Les organisateurs ont-ils satisfait à l'article 6.3.? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.2. Did all vehicles comply with their FIVA Identity Cards?
If not, please attach the withdrawn FIVA Identity Cards
Tous les véhicules étaient-ils conformes à leurs Cartes d'Identité FIVA?
Sinon prière de joindre les Cartes d'Identité FIVA confisquées | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.3. Did the organisers comply with art. 7.2.?
Les organisateurs ont-ils satisfait à l'article 7.2.? | <input type="checkbox"/> | <input type="checkbox"/> |

3 ROAD BOOK / LIVRE DE ROUTE

- | | yes
oui | no
non |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 3.1. Was the road book clear and comprehensive?
Le livre de route était-il bien présenté et compréhensible? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.2. Were the locations of controls accurately stated in the road book?
Les emplacements des contrôles étaient-ils bien indiqués dans le livre de route? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.3. Were the indications of intermediary and total distances exact?
Les chiffres donnés pour les distances intermédiaires et totales étaient-ils exacts? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.4. Was a map with the complete route sent to the FIVA Steward before the event?
Une carte avec l'itinéraire complet a-t-elle été envoyée à l'observateur FIVA avant la manifestation? | <input type="checkbox"/> | <input type="checkbox"/> |

4 ITINERARY AND CONTROLS / ITINÉRAIRES ET CONTRÔLES

- | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 4.1. Road sections / Tronçons routiers | | |
| 4.1.1. Was the route suitable for the event?
Le parcours était-il adapté à la manifestation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.1.2. Were the regrouping, service times, places and choice of legs suitable for the event?
Le regroupement, les lieux et temps de service et le choix des étapes étaient-ils bien choisis? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.1.3. Were the locations for the controls suitable?
Les emplacements des points de contrôles étaient-ils bien choisis? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.2. Regularity sections / Sections de régularité | | |
| 4.2.1. Were the sections set to test the skill and judgement of the crew?
Les étapes étaient-elles choisies pour mettre à l'épreuve l'habileté et le jugement de l'équipage? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.2.2. Were the speeds set for the regularity sections suitable for the conditions of the road and traffic?
Les vitesses établies pour les étapes de régularité convenaient-elles aux conditions de route et de circulation? | <input type="checkbox"/> | <input type="checkbox"/> |

- 4.2.3. Were the start and finish of all the regularity sections clearly marked and in suitable positions?
 Les débuts et les fins des sections de régularité étaient-ils bien indiqués et situés dans des endroits convenables?
- 4.2.4. Did all regularity sections comply with the FIVA regulations? Toutes les sections de régularité étaient-elles conformes aux règlements FIVA?

5 SAFETY MEASURES / MESURES DE SÉCURITÉ

- 5.1. Did the timetable take into account the difficulties of traffic and the crossing of built up areas?
 L'horaire a-t-il pris en compte les difficultés de circulation et la traversée des agglomérations?
- 5.2. Was a good public information service carried out before and during the event?
 Une bonne campagne d'information du public a-t-elle été menée à l'avance de la manifestation?

6 OFFICIALS / OFFICIELS

- 6.1. Was the clerk of the course competent?
 Le directeur de la manifestation était-il compétent?
- 6.2. Was the national steward(s) competent and impartial?
 Le ou les observateurs nationaux étaient-ils compétents et impartiaux?
- 6.3. Was the national steward(s) available for discussion with the FIVA Steward before the start of the event?
 Le ou les commissaires nationaux étaient-ils disponibles pour discuter avec l'observateur FIVA avant le début de la manifestation?

7 MARSHALS / COMMISSAIRES

- | | yes | no |
|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| | oui | non |
| 7.1. Were the marshals competent?
Les commissaires étaient-ils compétents? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.2. Were there enough of them to carry out their tasks properly?
Y-a-t-il eu un nombre suffisant de commissaires pour les besoins? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.3. Did they apply the regulations in a "sporting" manner?
Les commissaires ont-ils appliqué les règlements dans un esprit sportif? | <input type="checkbox"/> | <input type="checkbox"/> |

8 TIMEKEEPING / CHRONOMÉTRAGE

- | | yes | no |
|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| | oui | non |
| 8.1. Were the instruments used suitable for the event?
L'équipement utilisé pour le chronométrage était-il adapté à la manifestation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8.2. Was the synchronisation of instruments correct?
Les chronomètres étaient-ils correctement synchronisés? | <input type="checkbox"/> | <input type="checkbox"/> |

9 RESULTS / RESULTATS

- | | yes | no |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| | oui | non |
| 9.1. During the running of the event were the results available and distributed at suitable points?
Lors du déroulement de la manifestation, les résultats étaient-ils disponibles et distribués à des endroits adaptés? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.2. Were the provisional results confirmed by definite results?
Les résultats provisoires ont-ils été confirmés par les résultats définitifs? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.3. Were there disqualifications?
Y-a-t-il eu des disqualifications? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.4. Were there protests?
Y-a-t-il eu des protestations? | <input type="checkbox"/> | <input type="checkbox"/> |

10 GENERAL / DIVERS

- | | yes
oui | no
non |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 10.1. Was the event run in a competent manner?
La manifestation était-elle gérée de façon compétente? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.2. Did the organisers comply with art. 7.4. and 7.5.?
Les organisateurs ont-ils suivi les instructions des articles 7.4. et 7.5.? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.3. Was there a good relationship between the organisers and the competitors?
Y-avait-il de bons rapports entre organisateurs et participants? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.4. Was suitable assistance given to foreign competitors when required?
Les participants étrangers, quand ils en ont eu besoin, ont-ils reçu une assistance convenable? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.5. Was enough "general information" given to foreign competitors to allow them to fully benefit from the visit to the country?
Les participants étrangers ont-ils reçu assez d'information générale pour leur permettre de profiter de leur séjour dans le pays? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.6. Did the organisers comply with art. 7.1.8. and 7.1.9.?
Les organisateurs ont-ils suivis les instructions de l'article 7.1.8. et 7.1.9.? | <input type="checkbox"/> | <input type="checkbox"/> |

11. COMMENTS ON "NO" ANSWERS OR "YES" ANSWERS FOR PARAGRAPHS 9.3. AND 9.4.

(continue on a separate sheet if required)

COMMENTAIRES SUR LES REPONSES "NON" OU SUR LES REPONSES "OUI" POUR LES PARAGRAPHES 9.3 ET 9.4.

(utiliser une feuille séparée, si nécessaire)

Additional sheet

Feuille supplémentaire

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
oui		non	

12. RECOMMENDATIONS OF THE FIVA STEWARD

RECOMMANDATIONS DE L'OBSERVATEUR FIVA

Additional sheet

Feuille supplémentaire

yes no
oui non

Steward's signature

Signature de l'observateur _____ Date _____



Name of Organiser:

Name of Event:

Country:

EXPENSE CLAIM FORM

To be completed by the FIVA Steward.

Name:

Surname:

Nationality:

Date of arrival:

Date of Departure:

Means of transportation: Airplane Car Train Other Cost €

Other Justified Expenses: Cost €.....

TOTAL COST: €

Please transfer the total amount of: €.....

To my account:

Name:

Bank:

Account number:

IBAN/SWIFT:

Thank you,

.....

(signature)