



Mountain Biking Event Application Guideline

Creating your event application:

Sappi does not have a template to fill in for an event application. Applications can be in a format that suits the applicant but it must include certain information and documentation. The steps below will help you gather and supply the correct information in your application.

Terminology used in this document:

Event – the specific Event being applied for.

Organiser – the Organiser of the Event being applied for.

Sappi – the landowner who is receiving the application from the Organiser of the Event.

Howick, Karkloof and Lions River areas:

If the Event intends on making use of the Howick or Karkloof trail networks, the Organiser is requested to please approach the Howick and/or Karkloof MTB Clubs and discuss the planned route with them before submitting a GoogleEarth™ KMZ file to Sappi. The clubs are the recognised trail custodians in these areas and they will be able to inform you of the status of the trails and their accessibility. The clubs maintain these trails at their expense and therefore should receive fair compensation in return for the use of the trails.

New Trails: If you intend on creating new sections of trail in addition to those already in existence, these must be agreed to by the trail custodian/s and **MUST** conform to IMBA trail standards. Before any new trail is cut, the proposed route will need to be looked at from an environmental impact perspective, which may require consultation with the Sappi Environmental Division.

Howick MTB Club Chairman – Gordon Beard: (Cell) 071 517 4349

Karkloof MTB Club Chairman – Derek Turvey: (Cell) 082 878 7251

Big Wheel MTB Club Chairman – Dwayne Arpin: (Cell) 071 361 8121

Branding on Sappi Property

Sappi retains all branding rights to structures or routes on their properties. Any branding rights that the Event Organiser wishes to sell or use to acquire funding must first be agreed to by Sappi.

Please note Steps 1 – 12 have to happen at least THREE MONTHS (90 days) prior to the event.

Step 1:

Obtain your **CSA Sanction Certificate and number**. Without this certificate, you cannot hold an official MTB event in South Africa or on Sappi property. The name reflected on the sanctioning certificate must be the same as the name of the signing organiser that will reflect on all other documentation (i.e. signatures on letters, maps, the event application etc.). Please **submit a copy of the signing organiser's Identity Document** with the sanction certificate.

In some cases the CSA Sanction certificate is made out to an institution or organization such as Cycling South Africa, or KZN MTB. As such, no individual's name is reflected on the certificate. A letter stating the name of the particular person who has authority to sign on behalf of the organization, or an institutional letterhead documenting all commissioners with signing powers must be supplied with the certificate. **A copy of this person's Identity Document must be supplied with the letter and the certificate.**

Step 2:

Plot your route as accurately as possible using GoogleEarth™, and submit the KMZ file via email (prior to the event application) to the Forestry Manager for approval. Once approved, the Forestry manager will supply you with a signed jpeg map to submit with your event application. A list of the relevant Forestry Managers and email addresses is available under step 10.

KZN EVENTS: Please cc the Sappi Clan District Clerk on your email, so that she is able to track the map approval process: Michelle.Pieterse@sappi.com

Also include any of the below on the map if applicable:

- the exact race route/course for the Event
- showing the site of the Event and/or the proposed route of the Event,
- and if applicable the proposed spectator viewing places,
- the location and nature of the fire-fighting equipment,
- parking areas,
- catering facilities and braai areas,
- ablutions to be provided at the Event.

Step 3:

Please note that under normal circumstances Sappi does not allow portable toilets on Sappi property, however the Forestry Manager will consider such applications, but this is entirely at his or her discretion. These ablutions will need to be as close to district roads as possible, as portable toilets present environmental hazard risks. Once discussed with the Forestry Manager, please mark on the GoogleEarth™ KMZ file.

Please note that under normal circumstances Sappi does not allow portable toilets on Sappi property, however the Forestry Manager will consider such applications, but this is entirely at his or her discretion.

NB: Please **add an agreement statement** in your application that there will be **no toilets or spectators** on Sappi land

Step 4:

NB: In your application please explicitly stipulate the **number of expected participants** at your event.

Step 5:

The Event must satisfy the conditions pertaining to mountain biking Events as set out in the **Safety at Sports and Recreational Facilities Act (2010).**

Step 6:

The Event must comply with **CSA MTB’s Event Organisers Regulations**.

Step 7:

KWAZULU-NATAL:

If held during fire season (June – September) the Event Organiser must produce a **fire risk mitigation plan** to the satisfaction of the Forestry Manager in charge of the plantation.

Please refer to the **Guideline for Event Organisers on Managing the Risk of Fire** for guidance. It is recommended to **show where fire-fighting equipment will be positioned** on the Google Earth KMZ file.

MPUMALANGA:

Events cannot be held during the fire season, from X to X (TBC). This ruling is due to the high percentage of days that are classified as red (highest risk) on the Fire Danger Index. Event Organisers should plan their events outside of these months.

With events being held in the low fire risk period, a basic fire risk mitigation plan should be produced to the satisfaction of the Forestry Manager. Please refer to the **Guideline for Event Organisers on Managing the Risk of Fire** for guidance. It is recommended to **show where fire-fighting equipment will be positioned** on the Google Earth KMZ file.

Step 8:

If the Event is held during the high-risk fire period (June – September) an amount of R9.00 per entrant must be paid to the local Fire Protection Association (FPA).

If the Event is held outside of the high-risk fire period an amount of R6.00 per entrant must be paid to the local FPA.

NB: Please **add an agreement statement** in your application that you are aware of this fee and will be compliant with paying R6.00 or R9.00 per participant depending on the date of your Event.

Step 9:

An **evacuation plan** to manage the risk of natural and other disasters that occur after the start of the event must be submitted to the Forestry Manager in charge. Please refer to the **Evacuation Guideline for Event Organisers**.

Step 10:

Submit your application to the **Forestry Manager** at least **three months prior** to the event. Please liaise with the Forestry Manager around this and rectify any concerns he/she may have with the route and/or Event plans.

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|-------------------------|-------------------|-----------------------------|
| KwaZulu-Natal | | |
| Natal South | | |
| Richmond and Mid Illovo | Steve Pay | Steve.Pay@sappi.com |
| Umkomaas | Lucky Sibambo | Lucky.Sibambo@sappi.com |
| Ixopo | Barend van Rooyen | Barend.van.Rooyen@sappi.com |
| Bulwer | Dieter Deppe | Dieter.Deppe@sappi.com |
| Natal Midlands | | |

| | | |
|--|-------------------------|-----------------------------------|
| Hodgsons and De Rust | Neil Dobeyn | Neil.Dobeyn@sappi.com |
| Clan and Windy Hill | Jeremy Booysen | Jeremy.Booyesen@sappi.com |
| Karkloof (Howick & Lions River) | Bernhardt Herbst | Bernhardt.Herbst@sappi.com |
| Zululand | | |
| Zululand Coastal North | Jeffrey Le Roux | Jeffrey.LeRoux@sappi.com |
| Mooiplaas | Phineas Mbokane | Phineas.Mbokane@sappi.com |
| Zululand Coastal South | Murray Wilson-Browne | Murray.Wilson-Browne.@sappi.com |
| Mpumalanga | | |
| Ngodwana | | |
| Camelot North | Stephan Olivier | Olivier.Stephan@sappi.com |
| Sudwala | Pierre Smit | Smit.Pierre@sappi.com |
| Camelot South | Charl De Kock | DeKock.Charl@sappi.com |
| Sjona Jona | Hannes De Klerk | DeKlerk.Hannes@sappi.com |
| Barberton | | |
| Twello | Schalk Jacobs | Jacobs.Schalk@sappi.com |
| Escarpment | Anton Olivier | Anton.Olivier@sappi.com |
| Glenthorpe | Pieter Theron | Theron.Pieter@sappi.com |
| Graskop | Bernadus Meyer | Meyer.Bernadus@sappi.com |
| Highveld | | |
| Hlelo | Fanie DuToit | DuToit.Fanie@sappi.com |
| Lothair | Sandile Nkosi | Nkosi.Sandile@sappi.cpm |
| Rooihoogte | Eddie Ferreira | Ferreira.Eddie@sappi.com |
| Ndubazi | Hannes Vosloo | Vosloo.Hannes@sappi.com |

Step 11:

After approval from the Forestry Manager, you are able to submit your official application to the District Clerk:

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|-----------------------|--------------------|------------------------------|--------------|
| Natal South | | | |
| District Clerk | Estelle Meeding | Meeding.Estelle@sappi.com | |
| Natal Midlands | | | |
| District Clerk | Michelle Pieterse | Pieterse.Michelle@sappi.com | 033 569 1742 |
| Zululand | | | |
| Senior Clerk | Mandy Laljith | Laljith.Mandy@sappi.com | |
| Ngodwana | | | |
| Senior Clerk | Susan Bieldt | Bieldt.Susan@sappi.com | |
| Sjona Jona | | | |
| District Clerk | Lisbeth Nkosi | Nkosi.Lisbeth@sappi.com | |
| Barberton | | | |
| Senior Clerk | Caren Pieterse | Pieterse.Caren@sappi.com | |
| Twello | | | |
| Senior Clerk | Lizanne Coetzee | Coetzee.Lizanne@sappi.com | |
| Graskop | | | |
| District Clerk | Nonhlanhla Mashele | Mashele.Nonhlanhla@sappi.com | |
| Highveld | | | |
| District Clerk | Adri Ferreira | Ferreira.Adri@sappi.com | |
| Lothair | | | |

| | | | |
|----------------|---------------|------------------------|--|
| District Clerk | Wilma du Toit | DuToit.Wilma@sappi.com | |
| Ndubazi | | | |
| Senior Clerk | Sam Mahlangu | Mahlangu.Sam@sappi.com | |

Step 12:

Once the necessary documents as outlined above have been received by Sappi, an Access and Use Agreement will be drawn up by Sappi. The Event Organiser will then be required to sign this document before access is finally approved.

Please note Step 13 has to happen at least TWO MONTHS (60 Days) prior to the event.

Step 13:

If changes need to be made to the routes that were originally approved, organisers must submit a final GoogleEarth™ KMZ file indicating:

- the exact race route/course for the Event
- showing the site of the Event and/or the proposed route of the Event,
- and if applicable the proposed spectator viewing places (if approved)
- the location and nature of the fire-fighting equipment,
- parking areas,
- catering facilities and braai areas,
- ablutions to be provided at the Event (if approved).

The map must be signed off once again by the Forestry Manager.

Regrettably, if the Event Organiser is unable to adhere to the above criteria, the Event will not be allowed to traverse Sappi property. The timeframes listed above are necessary in order to allow Sappi sufficient time to process the application and to protect all stakeholders from the potential risks involving use of Sappi property.

To recap, the overall steps involved in the application process are as follows:

1. **If you intend on making use of the Howick, Karkloof or Lions River trails, meet with the club/s or trail custodians and discuss your plans with respect to the race route/s. The club must be in agreement with the proposed route/s.**
2. **Supply a GoogleEarth™ KMZ file in order to obtain a signed/approved digital colour A4 map from the Forestry Manager in charge of the plantation/s which you wish to traverse. CC the District Clerk.**
3. **Submit all documentation in accordance with the items outlined in the Steps above to the Forestry Manager.**
4. **After the Forestry Manager approves it, please submit to the District Clerk.**
5. **Once it has been processed internally, sign the Access and Use Agreement.**

Should you have any queries regarding the contents of this guideline please contact: Matthew Drew on **082 325 3514** or email matt@nsconsulting.co.za Kathryn Fourie on **082 219 2054** or email kath@nsconsulting.co.za