

15 April 2020

2020

Sappi Event Access Agreement Guidelines

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

SUMMARY

Comments		
	NB: Three Month Deadline – Non-Negotiable	
1	Trail Custodian Agreement	
2	Signed Route Maps	
3	Emergency Evacuation Plan	
4	Sanction Certificates or Insurance Policy	
5	Identity Documents	
6	FPA Levy Letter	Note Items 6 to 9 can all be stipulated and agreed to in one letter
7	Fire Tender Letter	
8	Participant Numbers Letter	
9	Ablutions & Spectators Letter	
10	*Event Shared Value Plan – New & NB Item	

THREE MONTH DEADLINE

All documents to be submitted **THREE MONTHS** before the date of the Cycle race i.e. an event to be held on the 1st of December must have the application in by the 31st of August latest.

NB: If your event falls over month end please send information one week early (3 months and one week prior to your event). This takes pressure off the Clerks, who deal with invoicing at month end.

Please do not ask for special treatment on the above, it is a hard and fast rule.

DOCUMENTS TO SUPPLY WITH SUBMISSION

NB: PLEASE ENSURE ALL DOCUMENTS ARE SUBMITTED ON ONE EMAIL

1. TRAIL CUSTODIAN AGREEMENT

In the case of event organisers planning to use Sappi land that is under custodianship (i.e. a Club or organisation holds a land access agreement with Sappi), the event organiser is required to submit a **SIGNED** letter from the Club chairman or official organisation representative stating that:



- They are aware of the event; and
- Have come to an agreement regarding use of the land and/or trails that falls within the area of their custodianship.

2. ROUTE MAPS

Signed A4 JPEG or PDF Maps (in colour) of the routes signed off by the Plantation Manager must be submitted with the application. The process to obtain these maps is as below:

- Create a KMZ/KML file of the proposed routes
 - Add the main **emergency exit points** out of the Sappi plantations on this map
 - Add the points where **water tables** and **emergency services** may be present
 - Add the points where **bakkie sakkies** will be stationed (if in fire season)
- Email the KMZ/KML to the Plantation Manager.
- The Plantation Manager will create a signed off A4 Coloured Map. Please submit this signed jpeg map with application.
- Please allow the Plantation Manager sufficient time to assess your proposed routes, do not leave it to the last minute.

3. EMERGENCY EVACUATION PLAN

A brief **emergency evacuation plan** that includes:

- Naming of the key person responsible for emergency evacuation, and their contact details
- Breakdown of steps to effectively deal with an emergency evacuation
- A list of the resources available to be used in emergency evacuation (i.e. emergency services, radios etc., fire equipment, vehicles etc.)

4. SANCTION CERTIFICATES OR INSURANCE

All events require **public liability** and **spread of fire** insurance. In mountain biking, this is covered by a CSA Sanction Certificate.

MTB RACES

- Submit a CSA Sanction Certificate (Cover R15 Million)
- The certificate should be in the name of the person who will be signing the agreement



TRAIL RUN

- The above sanction certificate is not applicable in the case of a TRAIL RUN, however the trail run race organiser has to submit proof of Public Liability insurance for R15 000 000.00.
- R5 000 000.00 of the R15 000 000.00 must be Spread of Fire Insurance.

5. IDENTITY DOCUMENTS

Copy of ID document (of the person signing the event agreement) must be the same name that reflects on the Sanction Certificate or Insurance Policy

PLEASE NOTE: ITEMS 6 – 9 CAN BE ON ONE LETTER

6. LETTER AGREEING TO FPA FIRE LEVY

Please write a letter stating that you agree to:

Pay a levy per participant to the Fire Protection Association that is local to the area your race takes place within. This levy (set in April 2020) is:

- R10.00 outside of Fire Season
- R15.00 within Fire Season

Fire Season: 1 May – 30 October
Out of Fire Season: 1 November – 30 April

7. LETTER AGREEING TO FIRE TENDER

Should the race take place during fire season, a letter stating that you will have a bakkie sakkie and fire tender on standby

8. LETTER STATING NO. OF PARTICIPANTS

Indicate **how many riders or runners** will be expected at the event.

9. LETTER RE: ABLUTIONS & SPECTATORS

Letter stating there will be **no spectators or toilets** on Sappi property



10. EVENT “SHARED VALUE” PLAN

At Sappi, our Corporate Citizenship Policy focusses on:

- Local community support (engagement and upliftment)
- Education initiatives
- The environment; and
- Health and welfare

Two of the ways we bring the above into our work is through:

1. CREATING SHARED VALUE

Sappi upholds the philosophy of Creating Shared Value (CSV). Creating Shared Value essentially means ensuring that the benefits of business, or an event, extend as far down the value chain as possible. Shared Value initiatives typically solve a business need, as well as an important socio-economic need.

For example, Sappi requires a certain amount of timber for milling, and to meet targets Sappi insists on buying a certain percentage of timber from local community members who have their own small growers’ businesses. In this way, several levels of the supply chain are positively impacting previously disadvantaged individuals.

2. ASSETS BASED COMMUNITY DEVELOPMENT (ABCD)

Sappi embraces an **Assets Based Community Development (ABCD)** approach – which focusses on helping communities to look at what resources they have communally, in order to make socio-economic improvements to their lives. It is a philosophy, or way of reframing a situation to see opportunities and choices that are sometimes hidden by preconceived ideas or historical views.

For example, in workshopping ABCD with rural community members, small business ideas that are nurtured over time have resulted in significant improvements in overall household income over a three-year period. These businesses are built through partnerships and understanding how to share valuable skills and resources – for example, a muffin baking business where a person who is a good baker uses a neighbours oven and the goods are distributed through another partner with access to transport – and the profits are shared.

What does this mean for Event Organisers?

Sappi would like to encourage all event organisers, large and small, to determine what the event is doing to create Shared Value, extending the benefits of an event as far down the supply chain as possible. If the above approaches are confusing, Sappi can provide guidance in this regard – please contact kath@nsconsulting.co.za for more information.



THIS IS THE TEMPLATE TO USE TO ILLUSTRATE HOW YOUR EVENT WILL CREATE SHARED VALUE

Introduction	+/- 100 Words to introduce the event
Aim	What is the aim of your event? For example: - Is it for sports development reasons, fund-raising reasons, social reasons, business reasons, socio-economic development reasons? - Explain why you are running the event.
Key Beneficiaries	Who are the beneficiaries of your event? For example: - Are you raising funds for a school? - Are you supporting an organisation such as a welfare NGO, environmental or conservation NGO?
Actions	What specific actions are taking place through the event? Below are examples of actions. - How are you allowing local communities to benefit from the event? i.e. Are you hiring local labour? - How many jobs are stimulated by the event? - Do people receive training through your event processes? - Do you support a local development team or club with entries, subsidy etc.? - Are you hiring local caterers, specific small businesses? - Do you support any education programmes or similar? - Do you have an environmental policy built into your event? If so, what are the details of the policy?
Impact Post Event	How does your event continue to benefit the local community during the course of the year? - I.e. event proceeds support a local sports club throughout the year - I.e. books are supplied through a reading project which benefit rural school children
Measuring Value	Can you provide results or evidence of your impact? Many events have an immediate impact at the time of the event but impacts that continue through the year are the most meaningful. Are you able to supply Sappi with evidence of your impacts?
Post-event Impact Assessment Form	In your Shared Value Plan, please indicate your willingness to complete a Post-event Impact Assessment Form supplied by Sappi at some point after the event.

Please note – the event’s Shared Value Plan will be evaluated by a Sappi committee along with the other submission documents. Sappi is focusing on extending benefits of their land use far down value and supply chains, and **no events without proven forms of positive impact** will be granted event access agreements.

