

# JOC AUTHORISATION & SAPS CATEGORISATION GUIDELINE

Attached for ease of reference is a copy of the Safety at Sports and Recreational Events Act 2010

The Act sets out to ensure the safety of people attending events (including sporting events), as well as their property, and is largely in response to incidents that have taken place in which spectators were injured or killed.

In many ways, Motorsport is probably ahead of the organisers of other events in that safety is very definitely viewed as a priority, public liability insurance cover is in place at all MSA-sanctioned events, etc.

This does not however change the fact that motorsport organisers, like the organisers of all other public events, will have to comply with the Act.

No event may be organised unless a risk categorisation has been made and public liability insurance is in place for the event.

As the only recognized Motorsport Federation in South Africa, MSA as the Controlling Body, assists all its clubs, promoters and organisers by applying to the National Police Commissioner for “blanket low-risk categorisation” for all events in the annual motorsport calendar. This saves organisers the effort of applying for categorisation individually.

Important to note is that the Act does not work in isolation. The Local Authorities play a pivotal role in this process, and general safety certificates for existing stadiums and venues, safety certificates and grading certificates must be obtained where applicable

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4. VOC Requirements

## 1. DEFINITIONS AS PER THE SAFETY AT SPORTS AND RECREATIONAL ACT 2010:

1. SAP – South African Police
2. JOC – Joint Operations Centre
3. Access control officer – means a person appointed in terms of section 20 to be in charge of access of persons and motor vehicles at an event;
4. Accreditation – means a process whereby persons and drivers of motor vehicles wishing to enter a designated area within a stadium, venue or along a route or their respective precincts must apply for, be evaluated, screened and subjected to meeting certain criteria set by the event safety and security planning committee and be issued with a special pass incorporating security features which entitles the holder thereof to gain access to the designated area as contemplated in section 18;
5. Authorised member – means a police official designated in terms of section 15 as Chairperson of an event safety and security planning committee and has overall authority to direct measures relating to safety and security at an event;
6. Authority – means the Private Security Industry Regulatory Authority established by section 2(1) of the Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001);
7. Controlling body – means a national federation as defined in section 1 of the National Sport and Recreation Act, 1998 (Act No. 110 of 1998), a provincial federation or an international controlling body or other body governing a code of sport, recreational, religious, cultural or similar activity in the Republic, but excludes the National Department of Sport and Recreation of the Republic of South Africa;
8. Corporate hospitality – Includes the provision of food, liquid refreshments and entertainment, to members of the public or invited guests within a permanent or temporary demarcated hospitality area which may be located within a stadium or a venue or along a route, or within the immediate or outer precincts thereof;
9. Designated area – means an area or zone designated by the event safety and security planning committee in the prescribed manner as contemplated in section 16(1)(e) and in respect of which access is limited to a person specifically accredited to enter such area or zone;
10. Disaster management – means a process of planning and implementation of the disaster preventative and reactive measures referred to in section 1 of the Disaster Management Act, 2002 (Act No. 57 of 2002);
11. Disaster management centre – means a centre established in terms of the Disaster Management Act, 2002 (Act No. 57 of 2002);
12. Emergency services – means, in relation to a sports, recreational, religious, cultural, exhibitional, organisational or similar event, all public and private sector medical services, including emergency medical services and health services, the fire department, the disaster management department and local authority traffic or by-law enforcement department;
13. Essential services – means a department of state or other administrative unit, such as a disaster management centre and those departments responsible for electrical, water, sewerage and waste removal utilities in the administration of a local authority, including any functionary or institution performing the above or related public functions, or an external service provider as defined in section 1 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), responsible for ensuring that the measures contemplated under the definition of 'disaster management' contained in section 1 of the Disaster Management Act, 2002 (Act No. 57 of 2002), are in place and complied with as far as the staging of an event at a stadium or venue or along a route is concerned;

14. Event – means sporting, entertainment, recreational, religious, cultural, exhibitional, organisational or similar activities hosted at a stadium, venue or along a route or within their respective precincts;
15. Event organiser – means any person who plans, is in charge of, manages, supervises or holds an event or sponsorship rights to an event or in any manner controls or has a material interest in the hosting of an event as contemplated in this Act;
16. Event safety and security planning committee – means the committee contemplated in section 15 responsible for coordinating the functions of the role-players that are involved in the provision of safety and security at an event, the safety and security planning for an event, the assignment of safety and security tasks to role-players at an event, the demarcation of safety and security areas and zones and to advise the National Commissioner of the committee's assessment of the categorisation of an event;
17. Event ticketing – means the production, distribution and sale of tickets in respect of an event contemplated in section 19;
18. Exclusion notice – means the notice contemplated in section 22 which may be issued by the authorised member, VOC commander or the National Commissioner to prevent the attendance of a person or group of persons that, based on historical behaviour regarding such person or group of persons, or reliable current information, may result in the disruption of an event or cause injury to a person or damage to property;
19. Existing stadium or venue safety certificate – means a certificate issued by a local authority in terms of section 7(1)(a) regarding the infrastructural safety of an existing stadium or venue;
20. Grading certificate – means a certificate issued by a local authority in terms of section 7(2) determining the safe spectator capacity of a stadium or venue and the level of risk of the event that may be hosted at a stadium or venue;
21. High-risk event safety certificate – means a certificate, which may contain specific conditions, issued by the National Commissioner in terms of section 7(3) in respect of an event that has been categorised as high-risk;
22. Liquor – means liquor as defined in section 1 of the Liquor Act, 2003 (Act No. 59 of 2003);
23. Local authority – means a municipality established under section 12 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998), within whose jurisdiction a stadium, venue or route is located;
24. Minister – means the Minister responsible for sport and recreation in the Republic;
25. National Commissioner – means the National Commissioner of the South African Police Service;
26. National Health Act – means the National Health Act, 2003 (Act No. 61 of 2003);
27. New stadium or venue design safety certificate – means a certificate contemplated in section 9 issued with regard to the infrastructural safety of a planned new stadium or venue;
28. Organise – Includes to arrange, be in charge of or purport to be in charge of, convene, host, manage, plan, stage, supervise, hold an event or hold sponsorship rights to an event;
29. Peace officer – means a peace officer as defined in section 1 of the Criminal Procedure Act, 1977 (Act No. 51 of 1977);
30. Police official – means a member as defined in section 1 of the South African Police Service Act, 1995 (Act No. 68 of 1995), and includes a member of a municipal police service;
31. Precinct – means an enclosed or clearly defined surrounding area or environs or a specifically designated or sign-posted area immediately adjacent to or in close proximity to a stadium, venue or route which is demarcated in terms of a safety and security plan;

32. Prohibition notice – means a notice contemplated in section 21 that prohibits or restricts the admission of spectators to a stadium, venue or route if the admission of spectators involves or may involve a serious risk to any person at an event;
33. Registered person – means a person defined in section 1 of the Engineering Profession Act, 2000 (Act No. 46 of 2000), and registered under the category of Professional Engineer; Professional Engineering Technologist; Professional Certificated Engineer; or Professional Engineering Technician in terms of section 8 of that Act;
34. Regulation – means a regulation made under section 45;
35. Route – means the way or course taken in getting from a starting point to a destination during an event which takes the form of a race or procession;
36. Safety certificate – means a certificate referred to in section 7 regarding the safety of a stadium or venue for holding an event or determining the safe spectator capacity of a stadium or venue and the level of risk of the event that may be hosted at a stadium or venue or issued in respect of a high-risk event;
37. Safety and security plan – means the safety and security plan referred to in section 16(1)(b) providing for the coordination of the functions of the role-players involved in the provision of safety and security at an event;
38. Safety officer – means a person appointed in terms of section 4(4)(a) to assist with the planning and oversight of safety and security measures at an event;
39. Security officer – means a security officer as defined in section 1 of the Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001);
40. Security service – means a security service as defined in section 1 of the Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001), rendered at an event;
41. Security service provider – means a security service provider as defined in section 1 of the Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001);
42. Spectator – means a member of the public who is an attendee or part of an audience at an event held at a stadium, venue or along a route or within their respective precincts;
43. Stadium – means an enclosed or semi-enclosed structure which consists of seating for spectators and a field of play or a permanent or temporary podium or other area within the structure reserved for the purposes of hosting events, which has a safe seated or standing spectator capacity of at least 2000 persons as certified by a local authority;
44. Stadium design plan – means a stadium design plan referred to in section 9 or 10 in respect of a planned new stadium or a proposed alteration or extension to a stadium;
45. Stadium owner – means a person who owns, manages or is entitled to exercise the rights of an owner or occupier of a stadium used for events;
46. Steward – means a person appointed in terms of section 4(4)(b), and exempted in terms of section 20(5) of the Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001), to be responsible for the marshalling and overseeing of the safe and general flow of spectators, the provision of event information, including safety and security information to spectators, the provision of ushering services and the provision of assistance with emergency evacuation procedures to persons within a stadium or venue and their precincts;
47. Traffic-free zone – means an area designated by an event safety and security planning committee on a public road or other area, and clearly marked in the prescribed manner, as an area where access is limited to a motor vehicle and a person specifically accredited to enter such an area;
48. Vendor – means a person authorised in writing by a controlling body, event organiser or a stadium or venue owner to sell or otherwise purvey approved goods or services within the precincts of a stadium or venue or along a route;
49. Venue – means any area or place, other than a stadium where an event is hosted, that has a seating or standing spectator capacity of at least 2 000 persons as certified by a

- local authority, within which other permanent or temporary structures may be erected and which may be demarcated by an enclosed or semi-enclosed permanent or temporary structure;
50. Venue design plan – means a venue design plan referred to in section 9 or 10 in respect of a planned new venue or a proposed alteration or extension to a venue;
  51. Venue owner – means a person who owns, manages or is entitled to exercise the rights of an owner or occupier of a venue used for events;
  52. VOC – means a venue operations centre contemplated in section 17 where the entire safety and security operation in respect of an event at a stadium, venue or along a route is coordinated;
  53. VOC commander – means the authorised member of the South African Police Service who is in charge of the VOC or police official designated in terms of section 17 to be in charge of the VOC;
  54. Volunteer – means a person appointed and accredited by a controlling body, event organiser or stadium or venue owner in terms of section 4(6) to supervise arrangements or provide any function or service in support of an event but shall specifically exclude the provision of a security service unless such a person is registered as a security officer.

## **2. APPLYING FOR EVENT RISK CATEGORISATION FROM SA POLICE SERVICES (SAPS)**

In making a risk categorisation for an event the following factors will be taken into account by the National Commissioner—

- the popularity or reputation of any team or person participating in an event;
- the expected attendance at an event and, where available, a historic record of attendance at similar events;
- the location where the event is to be held;
- the suitability of a stadium, venue or route, having regard to its physical structure, spectator facilities, precinct layout, or any other factors that impact on its suitability for hosting an event;
- the level of physical, human resource and electronic safety and security infrastructure, as well as the state of readiness of such infrastructure for an event;
- the historic record of safety, security and medical incidents at similar events, where available; any relevant crime statistics and trends;
- any threat analysis information regarding an event, where available;
- the certified safe capacity of a stadium, venue or route and respective precincts;
- the age profile of attendees at an event, where available;
- any information regarding the consumption and sale of liquor to spectators at an event and the safety and security impact thereof on previous similar events;
- the day of the week on which an event is scheduled to be hosted including factors impacting thereon;
- the commencement time and estimated duration of an event including the expected arrival or departure of participants and spectators;
- the relevance of the outcome of a competitive event;
- the level of intensity of the rivalry between competing sports teams or sports persons participating in an event and any tensions which may exist between the supporters of those sports teams or sports persons;
- the positions of the teams on the league or the rankings of the persons participating in an event;

- any international, national, local, social, economic, political or security related factors which might have an impact on an event from a safety and security perspective;
- the availability of police officials, emergency and essential services to assist at an event, the weather or other natural conditions which are anticipated to prevail before or on the day of an event;
- the nature of pre-event spectator entertainment and marketing promotions of any person contemplated in section 4(1); and
- any other factor that the National Commissioner considers appropriate.
- In making the risk categorisation of each event, the National Commissioner may, if necessary—
  - consult any person; and
  - take into account any other information.

In the event of any date or venue change received after categorisation had been obtained, a SAPS Section 6(3) Application form is required to be completed and submitted for re-categorisation - ***Form attached***

### **3. JOC REQUIREMENTS**

**Please note: JOC requires 30 days notification to present the event for approval. 8 Hardcopies of your presentation needs to be printed in order to be handed to each member of the JOC Council.**

#### **1. Overview of the event**

Organiser to give a short overview as to:

- a. The name of the event
- b. Date of the event
- c. Where the event would take place (name of venue / area of event)
- d. Number of Attendees (inclusive of competitors, spectators, staff and officials)

#### **2. Floor plans, Site plans, gas plan/ Road Maps**

An A3 size document has to be submitted detailing a map of the venue. The relevant map has to include:

- a. All buildings
- b. Spectator points/stands
- c. Ablution facilities
- d. Food courts
- e. Entry/exit points
- f. Where the VOC would be
- g. Medical service point
- h. Evacuation gathering points
- i. Track / Route/ Circuit

#### **3. Emergency contact numbers (organizers)**

A list of all persons involved in the event has to be made available with their respective contact numbers.

ROLE PLAYERS POSITIONS	CONTACT NAME	CONTACT NUMBER
Safety Officer		
MSA Steward		
Chief Technical Consultant		
Chief Marshal		
Chief Scrutineer		
Event Organiser		
Event Secretary		
Venue Owner		
Fire Department		
Local Police Station		
Event Chief Medical Co- Ordinator		
Hospital of Emergency Treatment		
Hospital of Definitive Treatment		

4. Certificates of Approval for temporary structures  
Any structure that is so declared by owner and that is being used or intended to be used for a specified purpose and for a specified limited period of time. **Form attached**
5. Risk Assessment  
SAPS Risk Categorisation has to be approved and printed for presentation
6. Programme of Events (as taken from the event Regulations) & a list of VIP's attending the event
7. City Power  
Should venues / organisers wish to host a night event, permission from City Power is required
8. Security, Parking and Medical Plan  
**Medical Plan Presentation attached**

SAFETY CERTIFICATES (extract from the Safety at Sports and Recreational Events Act 2010)

1. A local authority may issue a safety certificate in respect of—
  - a. an existing stadium or venue
  - b. the design of a new stadium or venue; and
  - c. alterations of or extensions to a stadium or venue.
2. A local authority may issue a grading certificate
3. The National Commissioner may issue a high-risk event safety certificate.
4. A local authority must, before deciding whether to issue a safety certificate in respect of a stadium or venue that is owned by the local authority, consider a written recommendation of an independent registered person.

EXISTING STADIUM OR VENUE SAFETY CERTIFICATE (extract from the Safety at Sports and Recreational Events Act 2010)

1. A stadium or venue owner, as the case may be, must annually and at least 30 days before the expiry of an existing safety certificate in respect of a stadium or venue apply in the prescribed manner to a local authority for a safety certificate in respect of that stadium or venue.
2. The application for safety certification of an existing stadium or venue must be made within 90 days after the commencement of this Act.
3. The Minister, in consultation with the Minister of Science and Technology, may prescribe criteria and other requirements to ensure safety of the infrastructure and accommodation at a stadium or venue which must include provision of adequate safe access and sufficient facilities for persons with disabilities.
4. If at the commencement of this Act the criteria and requirements prescribed are not in place at an existing stadium or venue, they must be complied with within—
  - a. two years, if high-risk events are hosted at that stadium or venue;
  - b. three years, if medium-risk events are hosted at that stadium or venue; or
  - c. five years if, low-risk events are hosted at that stadium or venue, after the commencement of this Act.
5. The certificate contemplated must be accompanied by a grading certificate issued by a local authority.
6. The grading certificate must state the determined safe spectator capacity of the stadium or venue and the level of risk of the event that may be hosted at a stadium or venue.
7. A local authority may issue a high-risk event grading certificate only after consultation with the relevant authorised member.

NEW STADIUM OR VENUE DESIGN SAFETY CERTIFICATE (extract from the Safety at Sports and Recreational Events Act 2010)

1. A stadium or venue owner, as the case may be, must at least three months before the projected commencement date of construction of a new stadium or venue apply in the prescribed manner to a local authority for a certificate in respect of the safety of the design of the new stadium or venue.
2. A stadium or venue owner involved in planning and designing a new stadium or venue, must comply with—
  - a. prescribed safety and security requirements and any conditions stated in the certificate;
  - b. applicable building legislation and local authority by-laws and guidelines;
  - c. applicable building design guidelines of the South African Bureau of Standards;
  - d. applicable stadium or venue infrastructure requirements stipulated in writing by a recognised international controlling body;
  - e. applicable stadium or venue infrastructure requirements stipulated in writing by a controlling body, event organiser or stadium or venue owner;
  - f. applicable requirements relating to medical facilities; and
  - g. any other prescribed criteria relating to safety and security regarding the suitability of a planned stadium or venue to hold events.



CERTIFICATE IN RESPECT OF ALTERATION OF OR EXTENSION TO STADIUM OR VENUE (extract from the Safety at Sports and Recreational Events Act 2010)

1. Where a safety certificate has been issued, and a stadium or venue owner wishes to alter or extend as prescribed—
  - a. an existing stadium or venue;
  - b. the design of a planned stadium or venue; or
  - c. a stadium or venue under construction, the stadium or venue owner must, before the commencement of the proposed alteration or extension, apply in the prescribed manner to a local authority within whose jurisdiction the stadium or venue is situated for written approval of the proposed alteration or extension.
2. In deciding on the application the local authority must take into account—
  - a. the certified safe capacity of a stadium or venue;
  - b. the spectator grandstand or multi-tiered seating design of a stadium or venue;
  - c. the spectator turnstiles of a stadium;
  - d. the emergency exits, access routes or gates inside a stadium or venue or within its precincts;
  - e. the physical spectator barricading inside a stadium and within its precinct;
  - f. the traffic management design and impact plan;
  - g. whether the proposed alteration or extension is likely to affect the safety and security of persons at the stadium or venue; or
  - h. the duration of the proposed building operations in order to give effect to the proposed alteration or extension.
3. Where a holder of a safety certificate intends to alter or extend a stadium or venue by erecting a temporary structure, he or she must apply in the prescribed manner for written approval.

MEASURES TO ENSURE SAFETY AND SECURITY AT EVENTS - EVENT SAFETY AND SECURITY PLANNING COMMITTEE (extract from the Safety at Sports and Recreational Events Act 2010) – **Form attached**

1. The National Commissioner must designate in writing a police official, suitably qualified and experienced in event policing matters, with at least the rank of Captain as an authorised member, either in general or for a specific event.
2. An authorised member must establish the event safety and security planning committee for each event categorised as medium or high-risk.
3. The event safety and security planning committee consists of—
  - a. persons who are designated and authorised by the following role-players to take decisions on the functions of the committee:
    - i. The National Commissioner or an authorised member;
    - ii. a local authority disaster management department or centre;
    - iii. a controlling body, in respect of high-risk events only;
    - iv. a stadium or venue owner;
    - v. the event organiser;
    - vi. an emergency service provider;
    - vii. a health and medical service provider acting in terms of the National Health Act;
    - viii. a security service of the State;
    - ix. a provincial health department; and
  - b. a representative of—
    - i. a security service provider;

- ii. a person that an authorised member considers necessary; and
  - iii. volunteers, where applicable.
- 4. The authorised member —
  - a. is the Chairperson of the event safety and security planning committee;
  - b. appoints the members of the event safety and security planning committee;
  - c. manages and coordinates the powers and duties of the event safety and security planning committee; and
  - d. has overall authority to direct measures relating to safety and security at the event.
- 5. Nothing in this section may be construed as limiting the accountability and liability of any person responsible for the management and organisation of the event to ensure safety and security, including the deployment of adequate personnel for security, safety, health and sanitation purposes.

FUNCTIONS OF EVENT SAFETY AND SECURITY PLANNING COMMITTEE (extract from the Safety at Sports and Recreational Events Act 2010)

- 1. The event safety and security planning committee must—
  - a. consider the categorisation of the event made in terms of section 6 and where circumstances impacting on the risk categorisation of the event have changed, make a written recommendation to the National Commissioner regarding that risk categorisation;
  - b. prepare the event-specific written safety and security plan providing for the coordination of the functions of the following persons involved in the provision of safety and security at the event:
    - i. A police official;
    - ii. a member of a local authority disaster management department or centre;
    - iii. a member of an emergency service;
    - iv. a representative of a national controlling body;
    - v. a stadium or venue owner or duly authorised representative;
    - vi. the event organiser;
    - vii. a security service provider employed by a controlling body, event organiser or a stadium or venue owner or other interested party;
    - viii. a steward;
    - ix. where applicable, a volunteer;
    - x. a health and medical service provider acting in terms of the National Health Act;
    - xi. a member of a provincial health department;
    - xii. a member of a local authority inspectorate as contemplated in section 14;
    - xiii. a role-player that the authorised member considers necessary; and
    - xiv. a member of the security services of the State.
  - c. assign specific tasks to the persons contemplated in paragraph (b), relating to—
    - i. event safety measures;
    - ii. event security measures;
    - iii. the deployment of police officials;
    - iv. the deployment of security service providers;
    - v. emergency and essential services measures;

- vi. the VOC; and
  - vii. event medical measures
  - d. determine with regard to a specific event prescribed measures relating to—
    - i. spectator access control;
    - ii. vehicle access control, including parking measures;
    - iii. accreditation;
    - iv. the control of liquor and prohibited substances;
    - v. the control of tobacco usage;
    - vii. vendor control;
    - viii. corporate hospitality;
    - ix. volunteers;
    - x. adequate access and accommodation for persons with disabilities;
    - xi. communication;
    - xii. spectator exclusion notices;
    - xiii. accredited training of stadium, venue and event personnel;
    - xiv. event ticketing safety measures;
    - xv. prohibition notices; or
    - xvi. the control of prohibited or restricted objects;
  - e. demarcate a site or an area in a site at the event as an area that may only be entered by a person in possession of a special pass in the form of—
    - i. an accreditation card; or
    - ii. the event ticket;
  - f. demarcate a zone surrounding or adjacent to a stadium, venue or route as an exclusive zone where prescribed commercial activities may only be conducted by persons authorised by the event organiser; and
  - g. advise the persons on the steps necessary to safeguard a stadium, venue or route and its respective precincts, as well as to protect persons and property therein.
2. In all cases where the event is categorised as high-risk, the event safety and security planning committee must, at least 60 days before the event, submit the plan to the National Commissioner for written approval.
  3. The event safety and security planning committee must, where an event categorised as medium-risk or high-risk is to be hosted, submit the details of a security service provider or a security officer whose services are employed at the event to the Authority to satisfy itself of compliance with the Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001).

9. Disaster Management & Evacuation Plan  
***Form attached***

10. Fire Safety  
***Form attached***

11. Environmental Health  
***Form attached***

12. Traffic management plans & Indemnity form  
***Form attached***

SPECTATOR AND VEHICLE ACCESS CONTROL (extract from the Safety at Sports and Recreational Events Act 2010)

1. A controlling body, event organiser or stadium or venue owner, as the case may be, may appoint in writing—
  - a. a security officer as an access control officer to be in charge of the control of access of persons and motor vehicles at an event; and
  - b. peace officers to be in charge of searches and seizures at an event.
2. A peace officer may search—
  - a. a person who enters a stadium or venue; and
  - b. a motor vehicle or container in the possession or under the control of a person who enters a stadium or venue, for any prescribed prohibited or restricted object or substance and may seize such an object or substance found on such person, in or on such motor vehicle or container and deal with the seized object or substance in the prescribed manner.
3. If an access control officer has reasonable grounds to believe that a person, motor vehicle or container found along a route is in possession of or carries a prescribed prohibited or restricted object or substance, the access control officer may request a police official at the event to search that person, motor vehicle or container and the police official may seize the prescribed prohibited object or substance and deal with the seized object or substance in the prescribed manner.
4. In order to achieve the objects contemplated in subsection (2) or (3), a peace officer may request a person at the event who enters a stadium or venue or is found inside a stadium or venue or along a route to—
  - a. produce and open for inspection any bag, container or item that the person takes into, or has in his or her possession inside, a stadium, venue or along a route;
  - b. submit to being searched by a peace officer of the same gender;
  - c. be screened by an electronic search and scanning device; or
  - d. allow his or her belongings, including a motor vehicle, to be screened by physical or electronic scanning devices.
5. An access control officer or a peace officer must have displayed on his or her person an accreditation card issued under section 18 certifying his or her appointment.
6. An access control officer or peace officer may prevent a person from entering a stadium or venue, or request a person to leave a stadium or venue, if such person—
  - a. refuses to comply with a request made under subsection (4); or
  - b. appears to be intoxicated or under the influence of a prohibited substance.
7. An access control officer may direct a person who is in a stadium, venue or along a route and who refuses to comply with a request made under subsection (4) to leave the stadium or venue or route.
8. No person may take or have in his or her possession inside a stadium, venue or along a route any prescribed prohibited or restricted object or substance.
9. The controlling body, event organiser, or the stadium or venue owner, as the case may be, must ensure that every entry point to a traffic-free zone is clearly identified and must indicate on a notice at such entry point that access

- to that zone is limited to a person and a motor vehicle specifically accredited to enter it.
10. No person may drive a motor vehicle into or in a traffic-free zone unless he or she is in possession of an accreditation card authorising him or her and the motor vehicle to enter such zone.
  11. An access control officer who has reasonable grounds to believe that a motor vehicle found in a traffic-free zone is not accredited to enter that zone, may—
    - a. if the owner or driver of the motor vehicle is readily available, order such owner or driver to remove the motor vehicle from the zone; or
    - b. if the owner or driver of the motor vehicle is not readily available, request a police official or peace officer to remove the motor vehicle from the zone and impound the motor vehicle, and the owner shall bear the costs of such removal and impoundment.
  12. An access control officer may request a person who drives a motor vehicle into or in a traffic-free zone, to produce an accreditation card authorising such person and motor vehicle to enter that zone.
  13. An access control officer may refuse permission to a person to drive a motor vehicle into a traffic-free zone unless such person produces an accreditation card authorising him or her and the motor vehicle to enter such zone.
  14. An access control officer may direct a person, found in a motor vehicle in a traffic-free zone, to remove the vehicle from the zone if such person upon the request of the officer refuses or fails to produce an accreditation card authorising him or her and the motor vehicle to enter such zone.
  15. The Minister of Police, after consultation with the Minister, may prescribe measures necessary to control spectator and vehicle access at events.

13. Permission Letters and Minutes

All Permission letters e.g. MSA Permit, Land Permission letters, etc... pertaining to the event that the venue / organisers will be hosting, is to be printed and presented.

JRA Wayleave – Johannesburg Road Agency Approval for any Roads that venues / organisers would like to use - **Form attached**

Public Liability (Insurance for the event) - Copies of the MSA Public Liability needs to be printed and attached. Should organisers/clubs, have their own public liability for events, this also needs to be printed and added to the file.

Should venues / organisers utilize busses for transportation, a copy of the Passenger Liability needs to be included in the presentation.

Ward Councilor Confirmation Letters - You would need to contact local government to find out the contact details for the Ward Councilor in the area that your event is going to be held. The Ward Councilor needs to be contacted and a signed letter needs to be received and printed for the file.

NPO Number and Proof from SARS (Certificate) - Attached copy of MSA Tax Certificate which shows the NPC Number

Proof of Payment to relevant departments - Should any payment that has been paid to the local or municipal government needs to be printed and attached to the file

#### **4. VOC REQUIREMENTS**

VENUE OPERATIONS CENTRE (VOC) (extract from the Safety at Sports and Recreational Events Act 2010)

1. The VOC at an event is where the entire safety and security operation at a stadium, venue or along a route is coordinated.
2. Where the event is categorised as either medium-risk or high-risk and is held—
  - a. at a stadium or venue, the stadium or venue owner; or
  - b. along a route, the event organiser, must establish the prescribed VOC.
3. The event safety and security planning committee may—
  - a. on written application by the event organiser or the stadium or venue owner; or
  - b. of its own accord, approve the use of an alternative, temporary or mobile VOC for the event or decide that a VOC is not necessary for the event.
4. The authorised member must determine which of the following role-players or representatives of such role-players are to staff a VOC for the duration of the event:
  - a. Police officials;
  - b. the disaster management services;
  - c. the private emergency medical services;
  - d. the fire department;
  - e. the national or provincial health department or a member of the health department of the relevant local authority;
  - f. the local authority and provincial traffic department;
  - g. the private security service providers;
  - h. the controlling body;
  - i. the event organiser;
  - k. the stadium or venue owner;
  - l. the safety officer;
  - m. volunteers;
  - n. any person whom the event safety and security planning committee designates; and
  - o. any person whom the VOC commander authorises in writing.
5. The authorised member must act as VOC commander or designate a suitably qualified police official, suitably qualified and experienced in event policing matters, with at least the rank of Captain as VOC commander. The VOC commander must—
  - a. ensure that a written VOC contingency and operational plan is prepared by the event safety and security planning committee;
  - b. ensure that a plan for the event categorised as high-risk is approved by the National Commissioner in writing; and
  - c. distribute a copy of such plan at least 30 days before the commencement of the event to the persons or such lesser period as the authorised member or VOC commander may in writing agree to.