

2019 Administrative Procedures

The following table details the schedule for publication of documents to be sent to the FMSCI.

No.	Activity	Closed / Closed Invitation / Open	Challenge, Cup, Series, Trophy, League /National / National Challenge, Cup, Series / National Championship Round	National Championships	International
1	Application for Organizing Permit along with Draft Supplementary Regulations & Fees	3 weeks before the event Less than 3 weeks but not later than 1 week before the event along with late fee of 50% of permit fees One week or less – may not be accepted	1 month before the event Less than 1 month but not later than 15 days before the event along with late fee of 50% of permit fees 15 days or less – may not be accepted	2 months before the event Less than 2 months but not later than 1 month before the event along with late fee of 50% of permit fees 1 month or less – may not be accepted	3 months before the event Less than 3 months but not later than 2 months before the event along with late fee of 50% of permit fees 2 month or less – may not be accepted
2	Draft Safety Plan (if applicable)	3 weeks before the event	1 month before the event	1 month before the event	3 months before the event
3	Issuing of Permit by FMSCI	After completion of all formalities	After completion of all formalities	After completion of all formalities	After completion of all formalities

No.	Activity	Closed / Closed Invitation / Open	Challenge, Cup, Series, Trophy, League National / National Challenge, Cup, Series / National Championship Round	National Championships	International
4	Closing of entries	2 days before the event by 1700 hrs	2 days before the event by 1700 hrs	Refer applicable General Prescription, if no GP then 2 Days before event by 1700 hrs	Monday before event by 1700 hrs
5	Entry List	Handed over to the Stewards in the first Stewards Meeting	Handed over to the Stewards in the first Stewards Meeting	Handed over to the Stewards in the first Stewards Meeting	Handed over to the Stewards in the first Stewards Meeting
7	Final results, License forms and fees and all other original papers	Handed over to the Stewards in the last Stewards Meeting	Handed over to the Stewards in the last Stewards Meeting	Handed over to the Stewards in the last Stewards Meeting	Handed over to the Stewards in the last Stewards Meeting

- Change of date : Fee is 50% the permit fee (except in the case of force-majeure)
- All monetary fines & penalties levied during events by stewards / organizers must be remitted to FMSCI.
- All official ID tags / starting arches / podium backdrops must carry FMSCI logo in prominent position
- Please note that it is the organiser's responsibility to obtain all relevant permissions from the police / competent authorities, which must be shown to the Stewards during first Stewards Meeting or in special cases sent to the FMSCI prior to issue of permit.