



## **SPORTS COUNCIL CLEARANCE IS MANDATORY FOR EVERY NATIONAL FEDERATION**

### **WHEN IS CLEARANCE REQUIRED?**

1. Any Rider wishing to compete outside Zambia;
2. Any Rider invited to attend a show in Zambia;
3. Any Official invited by an organizing body to officiate or conduct a seminar in Zambia.

### **WHO TO CONTACT TO APPLY FOR CLEARANCE?**

1. Contact your National Federation;
2. Your National Federation is your liaison officer.

### **WHEN TO APPLY FOR CLEARANCE?**

1. A minimum of 7 days prior to departure from or entry to Zambia.

### **WHAT DOCUMENTS ARE REQUIRED TO SUPPORT AN APPLICATION?**

1. A copy of the show schedule or invitation letter;
2. Copy of valid passport;
3. Copy of valid insurance;
4. K50 Sports Council charges, payable to any ZANEF EXCOM member, or to be deposited in ZANEF bank account

### **WHEN TO EXPECT CLEARANCE TO BE ISSUED?**

1. ZANEF will submit the application upon receipt of all related documents;
2. ZANEF will keep following up the application, which takes a minimum of 3 days, dependant on NSCZ General Secretary's schedule;
3. ZANEF will forward a soft copy of the clearance, via email, to the applicant and the hard copy will remain on file.

### **WHAT IS REQUIRED FROM THE APPLICANT THAT OBTAINED CLEARANCE AFTER THE EVENT?**

1. The Applicant needs to submit a full report to ZANEF within 14 days from the end of the event;
2. ZANEF will forward the report to the Sports Council;
  - Should ZANEF not receive the required report within the said 14 days:
    - ZANEF holds all rights to review any future Clearance requested by the Applicant;
    - Sports Council holds all rights to reject any future Clearance requests by the Applicant

**NB: CLEARING AGENTS WILL NEED CLEARANCE FOR ZRA PURPOSES WHILE CROSSING THE BORDER.**