



FAI Hang Gliding & Paragliding Commission

*Fédération
Aéronautique
Internationale*

CIVL Jury Members' Handbook

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Editor's note: This Handbook is designed to provide supplementary, discipline specific (hang gliding & paragliding) technical and administrative information, to complement the FAI International Jury Members' Handbook. Aimed at Jury Presidents and Jurors appointed CIVL officials at FAI sanctioned events, it also provides an insight into the work for those considering volunteering as future officials. It is updated regularly to include related changes to the Sporting Code and principles established by the CIVL Bureau.

Hang gliding and paragliding are sports in which both men and women participate. Throughout this document the words "he", "him" or "his" are intended to apply equally to either sex unless it is specifically stated otherwise.

FEDERATION AERONAUTIQUE INTERNATIONALE

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1 INTRODUCTION

This annex is designed to be read in conjunction with the FAI International Jury Members' Handbook, available from the FAI website: http://www.fai.org/downloads/fai/jury_handbook

The FAI Handbook sets out the functions of a Jury before the event, during the event, and details procedures to be followed when hearing a protest. It explains the Jury duties at the conclusion of the event and provides template Jury Report forms to be completed.

Following, are some notes and clarifications that expand on and emphasise points made in the FAI document, where it is considered useful for CIVL-appointed Jurors.

1.1 General

All FAI Officials, whether jurors, judges or steward must at all times be aware that they represent the FAI and behave accordingly. They should be able to defend in a competent and diplomatic way the goals and purposes of FAI/CIVL, thus enforcing confidence in these institutions.

1.2 The Jury

The Jury is the neutral and independent element between the organiser and the competitors.

The Jury's main role is to ensure that the event at which it is officiating is run in a fair, safe and satisfying manner, in accordance with the General Section and Section 7 of the FAI Sporting Code and with the approved Local Regulations.

Typically, the Jury at a CIVL Category 1 event is 'nominated' by CIVL Bureau and composed of one Jury President and two members. Remote jurors may be appointed when appropriate.

The Bureau chooses people of experience that have been working within CIVL and are well aware not only of the rules, but also of the goals and purposes of CIVL – the spirit of the rules.

1.3 FAI representative

The Jury President is the senior FAI representative at the event (unless a more senior FAI executive or board member is also present). He should be prepared to make a short speech on behalf of the FAI at any formal ceremony or other function. Typically, he will declare the Championships officially open (but this is not obligatory) and closed (this is mandatory) at the respective ceremonies.

1.4 Jury powers

The Jury can give advice to the event director and the steward regarding the rules and the general running of the event. However, when giving advice, care should be taken to represent the position of the Jury as a whole and not just the individual Jury member.

The Jury President has the power to stop the event at any point if the organiser fails to follow FAI rules and procedures until a Jury meeting has considered the situation.

The Jury has the right to terminate the event if the organizer fail to abide by the FAI Sporting Code and published regulations. This includes situations where FAI safety rules or guidelines may be compromised. The Jury President should seek advice from the CIVL President and/or FAI Secretariat before stopping a competition.

1.5 Further information

Jury members should be familiar with the provisions referenced in the General Section and Section 7 of the Sporting Code.

Further information and guidance for jurors, stewards, organisers about working with FAI Officials and for pilots and team leaders on preparing and presenting a protest, is available in, or appended to the relevant Section 7 chapters. See also the CIVL *“Practical Guidelines for Category 1 Competition Organisers”* document, and for HG and PG cross country championships, detailed scoring information can be found in the *“CIVL GAP”* document.

2 JURY DUTIES – SUPPLEMENTARY TO FAI JURY HANDBOOK

2.1 Before the event

2.1.1 Meetings

The Jury President should meet with jury members to check they understand all relevant documents, the systems in place and procedures. A meeting with competition officials and the Steward can also be useful to clarify the role of the jury and procedures.

2.1.2 Entry checking

When checking conformity of the event entry process and the event rules, it is advisable to contact the CIVL appointed Steward, who will have been working with the Organisers, and the screening committee if one is appointed, and therefore is likely to be in the best position to answer any questions.

2.1.2 Registration preparation

- Check that the required team payments to cover sanctions fees have been paid to FAI.
- Check on the FAI website which NACs are suspended.
- Check the completeness of the FAI Sporting Licence database.
- Check all pilots are qualified, approved by their NAC and are registered in the FAI Sporting Licence database.

2.2 During the event

2.2.1 Jury presence

All jury members should be present at the start of registration for the championship. Exceptionally the Jury President may authorise one juror to arrive later, providing this is in time for the start of the championship. If Remote jurors have been appointed, the Jury President should ensure he has established communication mechanisms.

2.2.2 Introducing the Jury

The Jury should take the time to explain its function to the organisers and staff, as well as to competitors and team leaders. The initial pilots' briefing is an ideal opportunity if this can be agreed in advance as part of the meeting agenda. See Chapter 3, Role of the Jury for further information.

2.2.3 Jury Advice

In addition to the responsibilities of arbitration and rule interpretation, the Jury should also be prepared to give advice and answer queries raised by the Event Director or Meet Director. Queries from competitors or team leaders should normally be directed to the relevant competition official, the relevant section of the Sporting Code, or to the Steward.

2.2.4 Consultation with Steward

The Jury should maintain a good working relationship with the Stewards at all times and may consult them and/or give advice on rule interpretations. Stewards can also present relevant information at protest hearings.

2.2.5 Closing Ceremony preparation

Ensure correct medals and diplomas are ready to present in the correct order at the prize-giving ceremony.

2.2.6 CIVL website reports

Aim to provide regular reports, with photos or links to videos, to the CIVL Communication Officer, with photos and/or links to videos and other coverage. Plus, a final news report should be sent as soon as possible after the prize-giving ceremony.

2.3 Procedures when hearing a protest

2.3.1 Remote Jury

Members should be contacted as soon as possible after a protest is received, kept informed of progress, and alerted to the time(s) of hearings/meetings. The remote juror must be involved in discussions as soon as possible via phone or digital media.

2.3.2 Meet Director

At CIVL Category 1 events, for most competition-related protests, it is the Meet Director (rather than the Event Director as stated in the FAI document) who receives and makes decisions on complaints, and passes on protests to the Jury.

2.3.3 Clarifying the protest

Read the protest carefully to ensure that it:

- a. States the reason for the protest, and
- b. States what the protester wants from the result.

If it is not clear what the protest is about, return it via the Meet Director to the protester asking for clarification. If necessary, give extra protest time (e.g. one hour) for the protest to be rewritten. It is not possible to deal effectively with a protest which is just a general grumble against the organisers. Remember that protests are made against a decision of the Meet Director, so if he has not yet made one there are no grounds for a protest.

2.3.4 Appeals process

The decision of the Jury is final and applies for the remainder of the competition. If the NAC of the protester is dissatisfied, it may appeal to the FAI, but this can be a long process. If the Jury understands and interprets the rules properly, and makes the correct decision, it is unlikely that the NAC will enter an appeal or that the FAI would accept it.

2.3.5 Compensating Scores

There may be occasions in a championship where a protest is submitted because a pilot has been disadvantaged by the actions of the organiser and that pilot, or his team, seeks redress by not scoring the task (or round). Such a decision would almost certainly provoke considerable dissatisfaction among pilots who have worked hard and flown well in the task (or round). Removing the scores from a task/round that has been flown is a decision the jury should avoid if at all possible.

Section 7 of the Sporting Code allows a jury to consider awarding compensating scores to any pilot affected in this way and they should try to do this while bearing in mind the rights of other pilots in the championship. A finite compensating score or improvement in ranking for the task is one way to achieve this and is possibly the best solution where the disadvantage is measurable. Another way would be to treat the pilot as if he had landed early to assist another pilot i.e. the jury could award a score for the day that is equivalent to his average (day-weighted) score in other rounds. As the meet progresses that score will change to take into account his average day-weighted of the whole meet, with the score adjusted after each task.

2.4 At the conclusion of the event

2.4.1 Approving the final results

As soon as the final scores and results have been verified as correct by the Jury, after the time for protests has expired, the final official results should be signed by the Jury President and displayed prior to the prize-giving ceremony.

2.4.2 Forms and Reports

The Jury President should use the Template Report Form provided by CIVL Bureau. It includes :

- Appendix A of the FAI International Jury Members' Handbook.
 - Appendix B together with the Jury Proceedings (notes, copies of protests and resolutions etc).
- Ensure that video evidence, scoring databases and other relevant material is retained safely by the organiser as it may be required later if an appeal is made.
- Appendix D, together with the Jury Proceedings (notes, copies of protests and resolutions etc),

If the Jury has general comments on the event, or notes on rules and regulations that should be reviewed or changed, they should be included in the Steward's report.

The forms and reports should be sent in .pdf format, preferably organised in a single file, to the FAI Secretary General, CIVL President and Event Director, and a copy retained.

2.5 Financial report

The Jury President is requested to update before, during and after the event the financial report provided by CIVL Bureau.

Reports on Category 1 events underlines that payments to jurors, stewards and organisers are not done swiftly enough. These payments are followed by CIVL Treasurer and Competition Coordinator. The Jury President is also involved.

Before the competition:

- Entry fees from top 3 countries are checked by the Competition Coordinator and the Treasurer just after the deadline for paying the entry fees. (The amounts received from nations are frequently not properly described in the bank transfer documents and can be wrongly allocated. Also, pilots sometimes pay directly to CIVL/FAI, causing some confusion.)
- The Jury President makes sure that jurors and steward have received the CIVL expenses guidelines and template expenses claim form.
- For trainee stewards, all expenses are paid by CIVL. Trainee stewards can claim their expenses as they happen. They do not have to wait the end of the competition.
- The Cat1-Finance.xls file is created and updated.

During the competition:

- The Jury President follows the paper trail of protest fee. If the protest is not successful, the money is kept by the organizers. The Jury President updates the Cat1-Finance file accordingly.
- The number of pilots and competition days is agreed upon by Jury President and the organisers. The sanction fee is calculated and agreed upon (according to Section 7, €3.20 per pilot per scheduled flying day, not including practice days or specific days dedicated to the opening and closing ceremonies, with maximum amounts defined).
- The Jury President obtains from the organisers full bank details.
- The Cat1-Finance.xls file is updated.

After the competition

- The Jury President certifies that jurors and stewards have been paid by the organisers whatever was agreed (plane, food...).
- The Jury President encourages jurors and stewards to send their claim to CIVL treasurer asap using the mandatory expenses claim form.
- The Cat-1-Finance.xls file is finalized asap and sent to the Treasurer.
- The Treasurer checks the Cat1-Finance.xls balance and processes the refund to the organisers.
- The Treasurer checks the Officials claims and processes the payments.

3 ADMINISTRATION

3.1 Travel & Subsistence Expenses

The competition organiser is responsible for paying all reasonable travel and subsistence costs of officials for the duration of the competition. At organizer discretion alcoholic beverages can be excluded from food expenses of officials. Section 7 of the FAI Sporting Code details the standards that apply. Volunteers serving as jury members should keep costs to a reasonable minimum for the organiser. In addition, if requested, all effort must be made to provide receipts for meals and other expenses for which they expect the organisers to reimburse them. In addition, it is essential that officials agree with the organiser any large expenses, like airline tickets, before purchasing them.

There are a number of options open to the organiser for reimbursement of travel costs:

Option 1. The organiser makes all travel arrangements for the official, including booking the airline ticket. This should only be done in consultation with the official.

Option 2. The official researches airline ticket prices or other travel options and obtains written agreement for the expenditure from the organiser - email is acceptable. This agreement should be a firm commitment stating the name of the official, what is agreed and the cost. The official then makes the agreed travel arrangements, pays for it and is reimbursed by the meet organiser, at the latest, on arrival at the meet. Officials should provide full proof of expenditure e.g. copies of tickets/travel agent's invoices.

Option 3. As option 2, except that if the organiser so agrees, the official can request reimbursement from FAI/CIVL. The amount is deducted from the monies held by FAI from the top team entry fees, received as deposit for the FAI Sanction Fee. It is essential to obtain written agreement from the organiser of the amount to be claimed, and agreement from CIVL, before purchasing the ticket(s). A standard expense claim form with the ticket invoice is submitted to the CIVL Treasurer.

3.2 Juror stipend

Jury members are entitled to claim a 25euros daily stipend from CIVL. The stipend can be claimed from Registration day (or from the date of arrival if after registration day) to the day of the prize-giving, inclusive. The payment is made after completing and submitting an expense claim form to the CIVL Treasurer, after the event.

From May 1st, 2016, no stipend will be paid to jurors.

3.3 Liability & Insurance

FAI/CIVL Officials should not be personally liable for accidental damage to hire vehicles or other equipment provided for their use by the organiser. They should check with the organiser that any liability is either covered by insurance or acknowledged by the organiser himself.

Officials must ensure they have sufficient travel/health/personal accident insurance cover for the trip. Organisers may have a blanket policy that covers staff and officials, but they are not obliged to provide insurance for FAI Officials. As an FAI Official, Jury & Stewards should be covered by FAI for 3rd party insurance (i.e. accidental damage to property belonging to someone else) and for any liability incurred while performing their role in accordance with FAI rules.

3.4 Jury Qualification & Selection Criteria

The experience of the selected jurors will make a significant difference to the effectiveness and credibility of that jury, both to organisers and pilots/team leaders. The Jury President should have multiple experiences of working on a Category 1 Championship Jury before being appointed for the first time.

Jury members should be from different nations, and the Jury President should not be from the country of the organiser.

APPENDIX A – CIVL JURY APPLICATION FORM

Name:

Address:

Tel:

Fax:

e-mail:

Position you are volunteering for: Steward Jury (circle one or both*)

Previous experience (please use continuation sheet if necessary):

- 1. As Steward and/or Jury member. Please indicate competitions and position (e.g. Jury President).
- 2. As competition official. Please indicate competition and position (e.g. launch director).
- 3. As competition pilot. Please indicate years or specific meets.
- 4. Other experience you have that prepares you for this position:

I have read and understand the CIVL Steward/Jury job descriptions and related material.

Signature Date.....

Please email to civil-president@fai.org.