



Practical Guidelines for CIVL/FAI Category 1 Competition Organisers Chapter 6

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6 Local Regulations, Entry Requirements, Registration

6.1 Introduction

The Local Regulations contain information and rules which are additional to those already published in the General Section and Section 7 of the Sporting Code. They will typically cover rules specific to the event or the site, as well as confirming information that may be undetermined, optional or discretionary in Section 7. For Category 1 Championships, Local Regulations should be prepared and submitted to the CIVL Bureau 8 months prior to the event. They must be approved and published 5 months prior to the start of the event. Technically, the Local Regulations created for the Practice Event should provide a solid basis for those for the main event. Some amendments and updates will be required. The Local Regulations are largely the domain of the Meet Director, but some aspects related to schedules and entry requirements will be of interest to the Competition Organiser.

6.2 Entry Requirements

The Entry Requirements comprise the first part of the Local Regulations and the format for each discipline is set out in the template found in the relevant chapters in Section 7. The Meet Director should work in conjunction with the Steward and, if necessary, the CIVL Competitions Coordinator, to finalise the Entry Requirements. Some factors will be determined by the bid. For example, the bid may have set a maximum number of competitors below the maximum allowable under FAI rules (150). Other factors will depend on the discipline, whether World or Continental Championships, and the rules set out in S7.

6.3 Pilot Qualifications

These vary year on year, and depend on the discipline. Check the relevant chapters of Section 7 of the Sporting Code published after the Plenary preceding the Championships. Some qualifications may be based on WPRS ranking or points gained in recent years. The Competition Organiser may have specified certain qualifications or ratings in the bid (such as aerotow or winch launch rating). Liaison with the FAI Steward and the Competitions Coordinator can help ensure that the qualification criteria are set appropriately, according to the flying sites and expected conditions, with safety as a primary consideration. The CIVL Bureau generally appoints a screening committee to help check that pilots registered online meet the qualification criteria and that Entry Requirements are being met. Further information on the role of the Screening Committee can be found at: <http://www.fai.org/civil-documents> under 'Preparing for competitions'.

6.4 Team Size & Allocation Procedures

Setting the maximum team size can be difficult, as it requires a balance between allowing all FAI member nations eligible to enter, to have the opportunity to enter a full team of suitably qualified pilots, while ensuring that the number of entries is close to the maximum number allowable. Allocation procedures are employed to provide a fair means of filling all competition places evenly across teams, while prioritising the highest ranking nations. This has to be planned very carefully in terms of timing and deadlines, and worded carefully to avoid misinterpretation.

6.5 Local Regulations

Once approved, the pdf document provided by CIVL will be published on the CIVL website. The Competition Organiser should either publish the same document or provide a link to the CIVL website. There is provision in the Sporting Code for changes to the Local Regulations if rules have subsequently changed in the version of the Sporting Code in force for the Championships. However, no further changes are allowed. Again, there is provision for addendums to supplement the Local Regulations if they are absolutely necessary. See Section 7 for details.

6.6 Online Registration Schedule

Typically, Competition Organisers open online registration several months prior to the event. It can be immediately after the Local Regulations are published. Remember that competitors must be entered by their NAC on the form that you provide. A formal invitation should be sent to all FAI member NACs, giving the online registration date, deadline and web address. Your CIVL Delegate should be able to do this through the CIVL Mailing List.

You will need detailed pilot information too, on a separate form that the pilot can complete. This is not critical for the initial registration process, although pilots like to see their names on an entry list. Importantly, behind the pilot registration form will be the pilot database. This will be essential for physical registration, and ultimately, for producing pilot lists and for the scoring database.

You may need some or all of the following dates and deadlines:

- Deadline for pilot qualification – typically 1st of the month about 3 months prior.
- Date of WPRS for allocation purposes – typically the same as above.
- Date online Registration opens
- Deadline for initial team entry by NAC (stating maximum number of pilots/nation)
- Date that allocation starts – typically day after deadline for team entry
- Deadline that additionally allocated places must be accepted by NACs
- Closing date of Registration (normally 1-2 months prior to start)
- Deadline for Payments – give enough time for unpaid places to be re-allocated and paid for
- Deadline for late allocation payments

Problems can occur if the registration process is not set up in good time. It can take time for NACs to confirm additional pilots. Sometimes pilots are entered who are not qualified. Unpaid places may become available after the closing of registration. You will need a stated policy on refunds, even if it is: 'at the discretion of the organiser' after a certain date.

Close liaison between the Administrator and the Financial Director will be necessary for checking that payments have arrived, particularly as deadlines approach. PayPal can be a useful payment facility, which is now widely used internationally.

Remember that the team payments from the top 3 nations should be sent directly to the FAI account. This can be difficult to administer if payments are being made by individual pilots rather than by the NAC on behalf of all the pilots. Some NACs do not cover the competition entry costs of their pilots.

Be prepared to answer email enquiries from NAC representatives, pilots and Team Leaders.

6.7 Documentation

It is good practice to list on the website all the documentation that pilots will need to produce, either as part of the online Registration, and/or bring to physical registration. Pilots should be able to either download any forms directly or link to where the forms can be found. The documentation required depends on the discipline (see relevant S7) and the requirements set by the Competition Organiser, but can include:

- Passport/ID
- FAI Sporting Licence
- Pilot qualification licence
- Pilot experience form
- Glider/equipment registration, certificates or declarations
- Waiver Form
- Insurance documents: 3rd party, personal accident, repatriation

The more documents that can be prepared and checked in advance, the easier physical registration will be. Be aware that if rules change at the Plenary prior to the Championships, the new regulations will likely be applicable to your event.

Be prepared to answer email enquiries from pilots and Team Leaders.

6.8 Insurance

The requirements that the Competition Organiser wants to specify should be considered at an early stage. In most countries, it is mandatory for pilots to have 3rd party cover, up to a set limit. Check with your NAC/Federation if you do not know the legal requirement. This should be clearly stated on the website and in the Local Regulations. Personal accident and repatriation insurance is generally strongly recommended. Some Competition Organisers make both Personal Accident and Repatriation insurance mandatory, particularly for a World Championships (rather than

Continental). If you have had experience of overseas pilots in your area, having had an accident and then struggling to get treatment or repatriation, then you will probably tend towards making it mandatory.

Be aware, that pilots from some nations find it difficult to find a policy that will cover them on another continent for competition airsports. Investigate with your NAC/Federation whether their insurance company (or an independent company in your country) is prepared to offer dedicated policies for competition pilots for the duration of the event (3rd party, personal accident and repatriation). If you are able to offer policies to visiting pilots, be very sure that pilots from all visiting nations are covered. Check what exactly is covered, and to what values, and that this meets the minimum requirements you are specifying. Try to get a guarantee that the fee(s) will not change prior to the event. Request an application form and ask about claim procedures. It can be a highly bureaucratic process. But, it can be worthwhile, for the peace of mind it gives the organising team, as well as the pilot and his family!

Whatever rules you set about insurance, it is paramount that you check all pilots insurance documents (see Registration) and are prepared to act if they do not meet the requirements.

Be prepared to answer email enquiries from pilots and Team Leaders.

6.9 Physical Registration

However much work you do to spell out and simplify online registration on the website, however many times you ask pilots and team leaders to prepare documents in advance, however many document pre-checks you do, physical registration will still, potentially, be a long, bureaucratic and sometimes traumatic process. Some documents, such as the pilot waiver form, need a physical signature. Some documents will need updating, printing and signing at physical registration.

A clear procedure, plenty of staff (6 to 8 minimum), plenty of space, good preparation and a cheerful attitude are the critical factors when setting up physical registration.

An Annex document contains an example of a typical Registration procedure and check list.

6.9.1 Preparation

Some or all of the following items will need preparing in advance:

- Pilot ID cards with emergency information
- Pilot numbers for glider
- Turnpoint maps & listing
- Competition information pack (daily schedule, timetable/programme of ceremonies & social events)
- General information pack (Tourist info, directions/local map)
- T-shirt & other freebies

6.9.2 Setting up

A good wifi or wired connection and (several) spare computers, and easy access to a printer/photocopier, will help considerably. Try to establish a logical order, with a checklist so that pilots can see when they have completed each stage. Ensure important documentation checks are early on. ID cards and T-shirts should be handed out at the end when all the paperwork is complete.

Make sure staff are allocated a specific task and they understand it. Have pilot lists at each station for checking off pilots as they pass through.

Be clear on Team Leader, Driver and Assistant registration procedures: They may need ID cards, turnpoint maps, programme details and T-shirt, while you will need their mobile phone numbers, vehicle registration etc.

Try to allow plenty of physical space between each stage. Even a simple job like handing out t-shirts can be chaotic if you allow an entire team to rifle through the piles to find the right size.

6.9.3 Registration process

You may have allocated several time slots over 2 days for Registration. It may be worth encouraging Team Leaders to come through first to check the process, collect forms that may need amending or signing, and then go away to work with their teams, before they all line up.

Be prepared to check that all payments have been made (some may be last minute) and even to accept payments for Team Leader/Assistant fees.

Ensure all completed/signed forms are carefully filed and not inadvertently taken away by the pilot.

Be prepared to register late-comers; there are usually a couple who have had travel delays or other problems.

6.9.4 GPS upload/download

Cross country competitions only. This normally takes place at the same time as Physical Registration. Even if turnpoint files have been available on the website for download/upload, it is imperative that pilots upload the official competition turnpoints at registration. Pilots may need to know their competition number before they can register their GPS units, as this is normally stored in their GPS units when the turnpoints are uploaded. Check with the scorer for any specific procedures or requirements.

6.9.5 Equipment checks

Some time and space may be required during the Registration period to undertake checks of pilot equipment (glider, harness, reserve parachute systems, helmet etc). Requirements change and depend on the discipline. Details should be published in the current version of S7, or contact the relevant CIVL Committee chair or the Steward for guidance.

If the rules or recommendations do not require mandatory checks on all equipment, the Competition Organiser may choose to do some random checks during registration. If strict rules are in place in the Sporting Code, pilots like to see that checks are being made. Further checks can be made later at launch or at the goal/target during the competition. The Meet and Safety Directors will manage this process, but may require some support. If new rules have been introduced, CIVL may offer some technical help and guidance to establish procedures.

6.10 Post Registration

The Administrator/IT people will need to check that all essential information has been collected and verified. There will be some gaps which should be noted and relayed to Team Leaders. Especially important are: insurance details, validity and emergency claim numbers; pilot's Next of Kin (NoK) details, mobile phone number, team leader mobile phone number, driver mobile phone number, glider information, medical conditions, team radio frequency.

This information should be compiled into a database and printed for easy reference by the Meet Director, Safety Director, Retrieve Coordinator, Team leaders and a copy should be stored at the HQ for anyone else who might need it in case of an incident.

The scorer should work with the IT person to compile the final entry list of competitors. It can be useful to produce printed copies of the lists in various formats (alphabetical, by pilot number, by nationality) for easy reference by all staff during the competition.

The Jury President will inform you if any pilots have been unable to show a valid FAI Licence. If the pilot is unable to demonstrate that his NAC has issued him with a valid licence, he will not be allowed to compete.