



# Practical Guidelines for CIVL/FAI Category 1 Competition Organisers Chapter 5

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Aéronautique  
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## 5 Role of the Safety Director

### 5.1 Introduction

The Safety Director is selected by the Organising team and must be acceptable to the CIVL Bureau. Any request to change the Safety Director from that stated in the original bid must be sent to and approved by the CIVL Bureau.

In terms of qualifications and experience, the Safety Director:

- Must NOT have any other role during the event
- Must NOT be a competitor in either the Practice Event or the Championships
- MUST have experience of national and international Cat 2 competitions in the past
- Ideally, should have been a competition pilot or at least be/have been a pilot
- Must speak English and ideally, the local language, and in a way which is clear to pilots and to external authorities as necessary
- Must be familiar with the competition area to be used
- Must remain calm, rational and focused in the event of an incident

### 5.2 Summary of the role and responsibilities of the Safety Director:

Before the Practice Event & Championships:

- Work on the Local Regulations before the Practice Event, with the FAI Steward, Meet Director and Competition Organiser, to ensure that all issues regarding safety of competitors, Team Leaders and organisation members are met, including any special insurance requirements.
- Check with the Competition Organiser about any airspace restrictions and restricted areas, and that any dispensations or permissions needed are in progress.
- Check that all launches are suitable for the number and skill levels of pilots competing.
- Check on the plans and procedures in place for pilot check in and retrieve.
- Liaise with Meet Director and Competition Organiser on all safety matters, and procedures in case of an incident.
- Designate the roles and responsibilities of the paramedic and safety rescue teams.
- Prepare a protocol for dealing with incidents and accidents and brief the safety rescue teams on the required procedures for dealing with rescue and evacuation.
- Liaise with the local Police, Fire Brigade and Rescue services to ensure all necessary permissions are in force and procedures understood.

- Ensure an adequately sized and prepared surface is available close to the launch for helicopter landings.
- Prepare a list of local medical and health care providers with details of location, address and telephone numbers.
- Ensure official safety and rescue radio frequencies are appropriate to the local requirements and do not conflict with other users.

During the events:

- Give the Mandatory Safety Briefing to all competitors and Team Leaders before the Championship begins.
- Be present to provide advice at equipment checks during the on-site registration process.
- Provide the Meet Director with input for Team Leader & pilot briefings.
- Work with the Meet Director during the competition to ensure that safety is the number one priority whenever decisions are being made regarding task setting, launching, and the stopping or cancelling of tasks.
- Make recommendations to the Task Committee and the Safety Committee and approve the task to be presented to/by the Meet Director.
- Monitor pilot equipment at take-off and prevent any pilot with defective or unsuitable equipment from launching.
- Monitor the airspace during the launch period to avoid overcrowding of pilots. Close the launch in the event of congestion, liaising with Launch Marshal/Meet Director as necessary.
- Monitor the weather conditions prior to the window being opened, before the start, on course and at the goal/target during the task. Requesting and acting on information received from the Safety Committee, any air marshals, as well as from the meteorological staff member.
- Maintain contact with the Safety Committee and air marshals by radio. Monitor the pilot safety frequency.
- Cross country: check that pilot retrieve and check-in is completed and that all pilots are accounted for, and, preferably, have been physically present at HQ. Remain contactable until such time as all pilots are recovered.
- Ensure that Team Leaders (or pilots themselves) provide an accurate written report for any incident or accident suffered by one of their pilots. The report should be received prior to the Team Leader meeting on the day after the incident.
- Assess pilot competence and skill levels, and with the agreement of the Meet Director and Steward, exclude any pilot who demonstrates a lack of the necessary skills for safe launching, flight or landing.
- Control the task with the Meet Director and cancel or stop a task if required, due to meteorological conditions, or other danger to pilots or organisational staff, such as helicopter evacuation, for example. Relay decisions regarding stopped/cancelled tasks to the Jury President, Steward and HQ staff.
- Liaise and maintain communication with the pilots of any media 'aircraft' to ensure that there is no conflict or danger to pilots.

- Be prepared to liaise with the Meet Director and other Officials or pilots, and implement necessary procedures in case of an incident or accident.

### **5.3 Liaison with the FAI-appointed Steward**

Inform the Steward of any incident and accidents that may have occurred during a task. Prepare a written report based on the information received from the Team Leaders, witnesses interviewed or the pilots themselves.

### **5.4 Local Regulations**

Advise the Meet Director of any safety related requirements such as maximum wind speeds, entry qualifications, airspace or restricted areas etc. Review the final draft and advise on any issues as necessary.

### **5.5 Pre-Competition Task Schedule**

Liaise with the Meet Director and Competition Organiser to ensure all pilots receive a safety briefing prior to official task flying, preferably even before a practice task.

### **5.6 Safety Committee**

At the first Team Leaders' meeting, the Safety Committee is appointed. Be prepared to oversee the election of the Safety Committee members for the competition as per Section 7 guidelines. It is advisable to have considered suitable candidates prior to the meeting, checked that they will agree, if elected, and ensure they are nominated at the meeting.

Meet with the Safety Committee at the earliest opportunity to agree on procedures, and how best to communicate during a task. Paragliding Cross Country use the Level 1, 2, 3 system (see Section 7b). If Safety Committee members are suitably skilled and equipped, a separate radio frequency can be allocated, (monitored along with the official competition frequency) that can be used to communicate safety information and comments without disturbing pilots in flight. This can be especially useful also, when dealing with an incident.

### **5.7 Mandatory Safety Briefing**

The Safety Director must (see S7) conduct a safety briefing prior to the first competition task day. All pilots in the competition must attend the briefing. Depending on the schedule prior to the start of the competition, it may be necessary to hold a second meeting, or, if pilots are unavoidably delayed in arriving at the site, individual briefings. This is at the discretion of the Meet & Safety Directors.

The Mandatory Safety Briefing Agenda should include:

Take-off protocol & procedures, radio use and frequencies, reporting of incidents & accidents,

procedure for reporting incidents, actions in the event of incidents/accidents, reporting back procedure. It should also cover: Local matters related to safety, predominant wind, any areas/specific locations for care/concern due to meteo influences / water / power lines, no-go areas etc. A reminder should be given to pilots to check their equipment thoroughly and to perform pre-flight checks. If equipment or rules on equipment have changed since the last Cat 1 event, some guidance should be provided. Pilots should also be reminded to keep a look out for changing conditions, and to constantly assess their own physical and mental condition during flight to ensure they maintain concentration. Finally, it should be emphasised that it is the pilot's decision whether to fly and where to fly, and that their own, and the safety of others, should be a primary consideration.

To maintain attention during the meeting, it can be useful to introduce other speakers, to show photographs or videos, or otherwise change the tempo.

## **5.8 Daily briefings**

Provide the Meet Director with a summary of the safety comments regarding the previous day's task, and any logistical issues arising (transport, retrieve, goal field, scoring). Following the meteorological report for the day (see below) highlight any issues arising, and any implications on choice of launch site or task setting.

## **5.9 Meteorological briefing**

Provide input as necessary regarding take-off selection (if multiple take-offs are available) based on meteorological information.

## **5.10 Task Setting**

The Safety Director and Safety Committee should consider all aspects of safety – including task timings, task type (race/elapsed time), terrain on task route in relation to the weather forecast, known areas of turbulence/rotor, landing and goal field options, choices of ESS radius &/or final turn point for a safe goal arrival.

## **5.11 Task Briefing**

Be present to emphasise issues or answer questions as necessary.

## **5.12 During the Task**

With the Meet Director, monitor the air in front of launch for overcrowding. Close the launch temporarily if necessary. Monitor weather conditions on the course line in conjunction with information from the Safety Committee, Air Marshals or Goal Marshal.

Stop a task as soon as deemed necessary. This may be due to dangerous weather conditions on course, or if conditions become dangerous to land in, or if a helicopter is called in to an incident on

course. The time of stopping the task should be recorded. Inform HQ staff in case they are not monitoring the competition frequency.

If an incident is reported, liaise with the Meet Director to invoke the 'in case of an incident' plan. Delegate tasks and duties where appropriate to ensure the safety of other pilots in the competition is not compromised while an incident is being dealt with.

### **5.13 After the Task**

Confirm with the retrieve coordinator that all pilots are reported as landing safely, and eventually, have been retrieved. Check the Run Reports (if used) for pilot feedback on task safety, once gps tracks have been downloaded.

### **5.14 Dealing with complaints and protests**

Keep a log of safety actions (warnings to pilots of equipment problems or launch/landing skills, notes of comments made and questions asked at Safety & Daily Briefings, etc). Be prepared to liaise with Meet Director, Steward, FAI Jury concerning safety issues raised in a complaint or protest.

### **5.15 After the Event**

Prepare a short safety report covering safety overall, and incidents and their outcomes for the Meet Director and for the FAI Steward.