



# **Practical Guidelines for CIVL/FAI Category 1 Competition Organisers Chapter 2**

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# 1 Bid Preparation & Procedures

## 1.1 Introduction

CIVL Category 1 events are World and Continental Regional Championships. The FAI's definition of the Continental Regions can be found in chapter 3 of the FAI General Section of the Sporting Code at: <http://www.fai.org/fai-documents>. Permission can be sought to specify regional groupings of continents, such as Asian & Oceania, and temporary modifications to the defined Continental Regions. Normally, World and Continental Championships are held every two years, in alternating years.

Bids to host a Category 1 event are considered at the CIVL Plenary. Prospective organisers can declare their intention to bid 3 years in advance. A detailed bid should be presented to the CIVL Plenary for approval 2 years ahead. Bids must have the support of the host NAC/Federation and the Local Authority where the Championship is to take place. As a minimum, the proposed competition site(s) must have hosted a national championship or FAI Category 2-sanctioned competition with at least 50 competitors, within the four years before the bid is received, preferably with at least some members of the proposed organising team.

CIVL Category 1 events must be run according to the rules set out in Section 7 of the Sporting Code. Practice events for Category 1 events must also be run according to the rules for Category 1 events, as far as appropriate.

Once approved by the Plenary, the competition is listed on the FAI Sporting Calendar. An Organiser Agreement is signed between the FAI, CIVL, host NAC or Federation and the main organiser/club.

## 1.2 Championships to be awarded

For information on upcoming championships and deadlines for bids, see: <http://www.fai.org/civil-events/organising-events/161-civil/2258-civil-category-1-championships>

Typically bids for Category 1 Championships are World or Continental Regional events covering one of the following disciplines:

- Paragliding Cross Country
- Paragliding Accuracy
- Paragliding Aerobatics
- Hang gliding Class 1 Cross Country
- Hang gliding Sport Class Cross Country
- Hang gliding Class 2 Cross Country
- Hang gliding Class 5 Cross Country

- Hang gliding Aerobatics

Separate Women's Championships can also be held (ie Women's Hang Gliding Class 1).

A combination of Championships may also be considered, such as Hang gliding Class 2, Class 5 & Sport Class, or Paragliding Accuracy and Paragliding Aerobatics, or Paragliding Aerobatics & Hang gliding Aerobatics. Consideration should be given to the total number of competitors expected (cannot exceed 150), logistics vs costs, conflicts of interest (pilots eligible to compete in more than event).

If no separate Women's Championships are organised, Women's medals can be awarded in an overall championship, providing the minimum number of entries, as stated in the Sporting Code, is attained.

There is a strict protocol on naming FAI Category 1 events. Download the Naming of Competitions document from the FAI website: <http://www.fai.org/downloads/fai/namingofcompetitions>

### **1.3 Bidding Procedures**

Prospective organisers are strongly advised to begin their bid preparations at least one year in advance of presentation. The complete bid package must be submitted to the CIVL President, in electronic format, typically in early October, that is, at least 4 months prior to the Plenary (two years ahead) which typically takes place in February. Once reviewed by the Bureau and the relevant Committee, organisers will have an opportunity to adjust elements of the bid, if necessary, prior to final submission 3 months prior to the Plenary. The precise deadlines and contacts can be found in a separate document updated annually at: <http://www.fai.org/civl-documents> under Event Organisers, and further information under 'Preparing for competitions'. The prepared bid documentation will be circulated to all Delegates with the Plenary Agenda, and to the relevant CIVL Competitions Committee.

It is preferable that prospective organisers attend the Plenary to present the bid in person. If possible, s/he should be accompanied by a representative from the local region, and/or the intended Meet Director. Be prepared to answer questions on any aspect of the bid, including technical issues, task setting, safety, logistics, manpower and financial considerations.

The Plenary typically allows 15 to 20 minutes to make the presentation and to answer questions. It is advisable to prepare a presentation with good visual impact, and a summary of the key information. But do not attempt to show tourist-style videos! Presentations are usually made on Saturday afternoon. Voting takes place on Sunday morning.

If no-one from the prospective organisers or the NAC is available to attend the Plenary or to present the bid, it can still be considered and voted on by the Plenary. In this case, the CIVL President should be notified in advance, and at the latest, at the time the bid is submitted.

If there are more than two bids for the same Championships, a first vote is taken. The two bids receiving the most votes are then voted on again, and the winning bid is selected by a simple majority vote.

If there are no bids for a Championship at the Plenary two years ahead, or no bid is accepted, the CIVL Bureau is empowered to seek an organiser. If a suitable organiser with a satisfactory bid, can be found and the Bureau is satisfied the Championship can be organised successfully in the timeframe, then it may be awarded by the Bureau, subject to ratification by the next Plenary.

## 1.4 Bid Preparation

Before starting to prepare the bid documentation, it is important to identify some key requirements, especially the core organising team/functions (Competition Organiser, Finance, Communications, Meet and Safety Directors). It is essential that at least some members of the core team have organised a Cat 2 event in the same discipline, with at least 50 competitors, from the selected site, within the last 3 years.

Developing a logo for the event is important, but remember that it should always be used in conjunction with the FAI logo, and with the correct and full title of the Championships.

Relevant documents can be found at: <http://www.fai.org/fai-documents>

- Naming of Competitions
- FAI Style Guide (use of logo)
- Rules on Advertising (and media rights)
- Protocol for Award Giving & Closing Ceremonies
- Sporting Code General Section

Other important factors to be included in the bid documentation are: dates of the championship (and if possible, the Practice Event), launch sites, and safety considerations. Further information on bidding and organising events can also be found in the relevant chapters of Section 7 of the Sporting Code. These can be found at: <http://www.fai.org/civil-documents>

## 1.5 Bid Documentation

The following elements form the bid package:

- Annex A – Detailed Bid Information
- Annex B – Proposed budget (income & expenditure)
- Letter of support from NAC
- Letter of support from Local Authority

### 1.5.1 Annex A – Detailed Bid Information

The Annex A template document is provided in Word format and the latest version can be downloaded from the CIVL website at: <http://www.fai.org/civil-documents> under Event Organisers/Preparing for Competitions. The information provided in Annex A will form part of the Organiser Agreement with the FAI.

The template is provided as a guide, and may need to be modified to suit the specific discipline event. Prospective organisers are advised to provide all the information requested, where relevant, that will help Delegates and Committee Chairs assess the suitability of the bid.

If, subsequent to a bid being accepted, information provided in Annex A becomes inaccurate or requires modification, significant changes should be notified to CIVL and FAI, and if necessary a new Organiser Agreement may need to be issued. Significant changes include a change of dates,

core personnel (Event Director, Meet Director, Safety Director), launch site, airspace restrictions, entry fees, entry qualifications/restrictions/team size etc.

### **1.5.2 Annex B – Sample budget**

The aim of this document is to help prospective organisers understand the full scale of costs that may be incurred in organising Category 1 events. Much will depend on the costs pertaining to the country hosting the event, as well as to the style of competition being planned. However, potential organisers should be aware that it is extremely unlikely that an FAI Category 1 Championship can be financed solely by Pilot entry fees. Additional funding will be required, and it is strongly advised that organisers investigate as early as possible, the likelihood of grants from local or regional authorities and sporting federations, as well as sponsorship income.

The figures in the Sample Budget spreadsheet can be adjusted to provide a Draft Budget for a bid. Note that the FAI flag, FAI anthem, as well as all necessary medals and diplomas are supplied, free of charge, by the FAI.

Organisers may find it particularly useful to re-visit the draft budget after the Test Event has been run, when the costs and revenues can be re-assessed. Additional costs for opening and closing ceremonies may need to be factored in. Further information on the expected protocols for FAI Category 1 competitions, which may help with allocating budgets, can be found in the FAI document, Protocol for Award Giving and Closing Ceremonies at: <http://www.fai.org/fai-documents>. Costs for FAI Officials and for Media/Communications may also need to be reviewed.

Note that although the template in the bid documentation is in euros, a bidder can choose to set his budgets and entry fees in the local currency. It may be useful to provide euro equivalents of key information to help the bid reviewers.

### **1.5.3 Letters of support**

Letters of support from the host NAC and the Local Authority and/or relevant Landowners must be included in the bid package, with a translation into English if necessary. If airspace is likely to be an issue, and permissions will be required, then a letter from the relevant authority stating that such permissions or dispensations will be granted for both the Test Event and the Championships, should be provided.

## **1.6 Bid fee & Sanction Fee**

Until 2013, a bid fee was required to be transferred to the FAI account at the time the bid was submitted. This has since been abolished. However, a deposit on the Sanction Fee is made, as specified in the Local Regulations, when the team entry fees of the top 3 nations are paid directly to the FAI rather than to the Competition Organiser. The calculation of the Sanction Fee is outlined in Section 7, and is dependent on the number of competitors and scheduled competition flying days. The Sanction Fee is settled at the end of the Championships, with any balance remaining reimbursed to the Competition Organiser by the FAI.