



# Practical Guidelines for CIVL/FAI Category 1 Competition Organisers

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*Fédération  
Aéronautique  
Internationale*

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# 1 Introduction

## 1.1 Objectives of this Guidelines document

The aim of this document is to provide guidance for anyone interested in organising an FAI Category 1 Championship that includes one or several CIVL disciplines. This is not in itself a rule book, but makes reference to rules, as set out in the FAI Sporting Code. This document should be read in conjunction with the General Section of The Sporting Code, as well as the discipline-specific chapters in Section 7.

These Guidelines make extensive reference to other FAI and CIVL documents, which may be updated independently, and may be relevant to other Commissions and/or to other aspects of the FAI and CIVL scope of activities.

These Guidelines are designed to cover every aspect of the Organisation of a Category 1 event, from bid preparation through to post-Championship tasks and responsibilities. Some organising teams will have more experience than others; the aim is to provide general guidelines, providing a useful checklist for some, and a more comprehensive manual to others.

The overall Competition Organiser should ensure that his key staff are familiar with the relevant sections of this document as well as relevant documents referenced from these Guidelines.

The rationale for publishing this document in a modular format, is so that subsections can be easily updated as necessary. Rules and technology change, so this document will need to be maintained and updated. Feedback is essential in order to keep these Guidelines current and useful. Category 1 Championship organisers can make an important (and welcome) contribution in this respect. The modular format also facilitates dissemination, as key personnel need only download the section(s) relevant to their role(s).

## 1.2 Summary of FAI structure and objectives

An international, non-profit-making, non-governmental organisation, the FAI's main aim is the development throughout the world of sport aviation and aeronautical activities. One of its key objectives is to bring together the air sports men and women of the world in international competition.

Founded in 1905 in Paris, and now headquartered in Lausanne, Switzerland, the FAI is organised according to Statutes and By-Laws, established and maintained by its annual General Conference. The member nations of FAI, around 100 today, are represented by their "National Air Sport Controls" (NACs).

In order to fulfil its objectives and meet the evolving needs of each air sport and area of activity, the FAI has established Commissions covering the various disciplines: Ballooning, general aviation, gliding, rotorcraft, parachuting, aeromodelling, aerobatics, astronautics records, hang-gliding & paragliding and microlights.

Further information can be found at: <http://www.fai.org/about-fai>

### **1.3 Summary of CIVL structure and objectives**

Established in 1975, the remit of the Commission Internationale de Vol Libre (CIVL) covers FAI sanctioned hang gliding and paragliding World and Continental Championships, FAI sanctioned Category 2 competitions, World XC Online and World and Continental records activities. CIVL is organised according to its Internal Regulations and associated documents. The annual CIVL Plenary is the primary instrument for the commission, at which the CIVL President and Bureau are appointed, proposal for amending the Sporting Code are discussed and voted on, Category 1 Championships are reviewed, and bids for upcoming Championships are presented and voted on.

CIVL has established Committees representing the four main disciplines: Hang gliding, Paragliding cross country, Paragliding Accuracy and Aerobatics. Further committees, permanent and temporary working groups and technical officers cover additional important issues, such as maintaining the Sporting Code, Safety, Records & Badges, Software and Technology developments, as well as short term objectives.

Further information can be found at: <http://www.fai.org/civl-about-us/civl-organisation> and in the CIVL Handbook, at: <http://www.fai.org/civl-news/36379-2012-civl-handbook>

## 2 Bid Preparation & Procedures

### 2.1 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.

### 2.2 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>

## 2.3 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.

## 2.4 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>

## 2.5 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

### 2.5.1 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.

### **2.5.2 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.

### **2.5.3 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.

## **2.6 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.

## **3 Role of the Competition Organiser (Event Director)**

### **3.1 Introduction**

Normally the Competition Organiser, or Event Director, is one of the principal drivers behind creating the bid. During the event, he has overall responsibility for all non-competition aspects, including: finance, administration, liaison with external authorities, logistics, media & public relations and ceremonies. He should work in close liaison with the Meet Director, providing the necessary support to ensure the smooth running of the competition itself. The appointment of, and delegation of tasks and responsibilities to appropriate expert personnel is absolutely critical. The Competition Organiser may take on a specific role during the event, such as Financial manager, HQ manager or PR/Media Liaison, for example, or may assume overall responsibility for all non-competition aspects, but he is strongly advised not to also be the Meet Director or Safety Director. He cannot be a competitor.

### **3.2 Before the Practice Event and Championships**

During the preparation of the bid, the Competition Organiser will already have identified many aspects that will require attention as soon as the bid is accepted. The Meet Director will already have been agreed, so that most of the technical aspects of the competition itself can be delegated immediately. Ensure there is regular liaison and updates on progress.

Summary of overall responsibilities. Some (many!) of the tasks may (should!) be delegated:

- Finance
- Personnel
- Administration & Information Technology
- Liaison with external authorities
- Communication, Media & Public Relations
- Ceremonies & Social Events
- Venues & Logistics
- Liaison with the Meet Director

### **3.3 Finance**

This is one of the most critical roles for the organising team, and best delegated to, or shared with someone who has the time, and the accounting and organisational skills, to do it well. If the Competition Organiser takes on this role himself, without assistance, he may find he has much less

time to spend on other important functions. However, keeping track of the financials provides a useful insight into the progress of the whole event.

### **3.3.1 Budgets**

However carefully the budgets were planned, things will change! Hopefully, you will already have determined which items may change, which are critical and those that can be dropped if necessary. Similarly, some expenditure items may be fixed cost, and some may be variable, negotiable or subject to fluctuation. Some contingency expenditure should be in the budget.

Keeping the budgets up to date and balanced is essential. Regular reviews should be held and changes with a budget implication should be notified regularly by all members of the organising team.

### **3.3.2 Financial Administration**

It is useful (and common practice) to set up a separate bank account for the event, covering both the Test Event and the Championships. Grant authorities and sponsors often prefer to see that their money is going directly to the nominated recipient. It also makes the accounts much easier to manage.

It is good practice to set up in advance, forms (and guidance notes) for volunteers and staff to claim (agreed) expenses, as well as procedures for paying bills. All personnel should be notified well in advance that expense claims must be supported by receipts and that external bills for goods or services will only be paid on production of official bills or invoices.

Note that in many countries, grant authorities are unlikely to pay out until after the event, and on production of final accounts, often backed up by copies of all bills and invoices. This can mean a gap of up to a year, or more, between the end of the event and when the grant money is received. Some sort of overdraft or loan facility is likely to be essential if grant income represents a significant portion of total income.

### **3.3.3 Income**

As has been emphasised in Chapter 2, it is virtually impossible to organise a successful Category 1 event from pilot entry and Team Leader fees alone. Some additional income may be forthcoming by creating a 'partner package'. Aimed at spouses, family members, friends and supporters, the partner package could typically include entry to all social events, pilot package (maps, info, programme etc) and a tee-shirt. It probably does not include transport to launch, retrieve, or lunch packs. It should be priced to be attractive but cover costs, of course.

Securing grants from local, regional or government sporting authorities can be a complex, time-consuming and bureaucratic business, even if you have some very good contacts! Often, the authorities cannot commit to a grant until you have been awarded the bid. In such cases, securing

these grants should be a first priority, as decisions can be made up to a year in advance. It may be advisable to work in conjunction with the local authority to seek funding at a regional or national level. Your NAC or Federation may be able to help with government level sporting authorities.

If you can get information about the priorities of the authorities you are dealing with, you may be able to angle your request appropriately. Tourism, may be a priority, for example, so explain how the running of a sporting event at the highest international level will not only attract more pilots and their families to the area, but will be a media opportunity to exploit too.

Sponsorship income can take many forms. The donation of suitable prizes is an obvious option. Local businesses and organisations may be able to help with discounts on purchases, equipment loans, rent free premises etc. Early publicity of the event will help pave the way for discussions with potential sponsors. Consider the 'return on investment' in terms of publicity, logos on banners and posters, web adverts and click-throughs, etc.

Another potential source of income is from the sale of souvenirs such as tee-shirts, posters, stickers, mugs, pens etc. If you are creating promotional products for pilots, then consider producing extras that can be sold, especially if you are likely to be encouraging spectators or if there is significant involvement of the local community (joint social events, for example).

### **3.3.4 Expenditure**

Bear in mind that you will have to pay out some money on equipment, rental deposits, maintenance work etc, before any income is received. Be aware that delays on payments for essential services or equipment may cause problems if there are long lead times for delivery, and are unlikely to encourage suppliers to be cooperative.

## **3.4 Personnel**

You will already have appointed key personnel, some of whom will need to be remunerated, and you should have budgeted for a number of additional staff, (probably) mostly volunteers. It is normal that certain highly skilled and high responsibility staff, such as the Meet Director, Safety Director, Scorer and Live Tracking coordinator, are paid for their work. Liaise with the Meet Director for a complete list of staff required for the operational aspects of the Competition. Many staff will be needed to help at launch, in goal fields, at the target, driving transport/retrieve, and in the HQ.

The Competition Organiser should determine what staff he needs, both in preparation and during the event. Some may have overlapping roles, of course. Outside of the competition itself, consider the staff needed for the following tasks and responsibilities: finance (overall and day to day), administration, press/media communications, IT and website design, HQ/Office staff.

Even if these additional staff are strictly volunteers, there will be some direct and indirect costs involved. During the event, irrespective of whether packed lunches or snack packs are provided for pilots, it is normal to provide some refreshments for staff at lunchtime, especially those

working remotely for long periods of time. In order to attract the right calibre of volunteer staff, it may be worthwhile contributing towards travel or accommodation costs. Launch and goal staff may need to be transported or reimbursed for use of their own vehicles. Numbers for t-shirts, receptions, and maybe some gifts or 'freebies', should include staff.

Costs associated with these essential personnel can mount up rapidly! But a team of happy, self-motivated, dependable, skilled/experienced volunteers, committed to working on their own initiative towards a safe and successful event, can make an invaluable contribution, as well as reduce stress and pressure on yourself and your key personnel.

Keeping track of the volunteers, which days they work (before and during the event), contact information, and supporting them with timely and relevant information, is an administration job in itself.

### **3.5 Administration & Information Technology**

#### **3.5.1 Administration**

There is a definite role for an Administrator or Office Manager in the team. During the event, this person could be the HQ manager (see below). The Administrator will need to keep track of master documents & files (logos, letterhead etc); incoming and outgoing letters & contracts; update work and operational schedules & planning documents.

Make sure there is an efficient and effective system of communication between members of the organising team, right from the start. Encourage feedback and regular updates on progress. If you have an email contact form on your website, make sure the people who can deal with enquiries receive the emails!

During the event, someone will need to work in the office, handling enquiries from pilots, team leaders, officials, staff, press, local contacts and suppliers. In addition, they will need to update and maintain forms & documents for competition staff on a daily basis.

#### **3.5.2 Information Technology**

Setting up the competition website is an early task – at least 6 months before the Practice Event. Even with very basic information, it provides a reference point for pilots, team leaders, NACs and the press. Eventually, it will require an online registration system with databases behind, and an email contact form. CIVL is planning to create a template registration module for Category 1 events, which organisers can choose to implement on their own website. Keeping the website operational and up to date before, during and after the events, will require the efforts not only of a good communicator, but an IT specialist too.

### **3.6 Liaison with External Authorities**

This role requires tact and diplomacy, good communication skills and a good working knowledge of the event, the locale, and competition requirements.

### **3.6.1 Local/Town Council**

If the Mayor and councillors are on your side, they can provide a great deal of help in many ways, and can save much effort and expense! Every town will work differently, of course, but town councils can provide some or all of the following: town centre venue for HQ and/or receptions; technical services (road signs, decorations, logistics for parades, priority car parking); liaison/encouragement to local landowners and traders; permissions/licences for bars, catering, music; complementary social events during the event. Normally, the most common 'return' is to give the Mayor an opportunity to speak at the formal Ceremonies, hand out gifts, trophies, certificates and meet the FAI/NAC Officials.

### **3.6.2 Tourist Office**

The Tourist Office can be invaluable in helping pilots find accommodation, and for negotiating good rates for accommodation for FAI Officials and essential staff. Check they have someone who can speak some English. Provide a link to their website/email. Tourist Offices will normally also have good contacts with the local press, and with communications services (printing of posters, programmes etc). They may be able to help with Public Relations during the event, and generally they have a good insight into how the Town Council is working.

### **3.6.3 Local medical & emergency services**

If airports competitions are regularly held in the area, then the local medical and emergency services will be aware of the requirements. If you do not already have a relationship, then check with the Meet Director and/or Safety Director, who should be in contact if they have run events at your location in the past. There may be formal procedures to follow, such as the provision of a Safety File or Dossier. Once the bid has been accepted, it is useful to inform these authorities officially of the dates of the two events, and introduce them to the appointed Meet and Safety Directors if they are not already known to them. Once initial contact has been made, liaison can be passed to the Safety Director to organise detailed aspects. However, if the Safety Director is new to the area or does not speak the language well, ensure that you and/or the Meet Director are involved in discussions and planning. See role of Safety Director

### **3.6.4 Airspace authorities**

The Meet Director should advise on whether there are any airspace restrictions, if permissions are required, if special exceptions or exemptions are required, NOTAMs etc. The NAC/Federation may also lend weight to any requests. In any case, it is advisable to request written confirmation of any special conditions/permissions granted, at least 6 months to 1 year ahead.

### **3.6.5 NAC and/or Federation**

If the Competition Organiser is not part of the Federation, then he will already have been in contact during the preparation of the bid. It is advisable to keep an appropriate person informed of progress. Some NACs/Federations can provide technical assistance or guidance on issues



including: airspace, radio law, liaison with sporting authorities at government level and insurance (for the event itself and even for pilots). They may also be able to provide some help with the provision of funding, bank references, equipment such as windsocks, windblades, signage etc. Senior members of the NAC or Federation are often well versed with liaising with local Town Council officials, Mayors and other dignitaries. Your CIVL Delegate has access to the FAI Delegates mailing list to promote information about the event.

### **3.6.6 FAI/CIVL Officials**

#### **3.6.6.1 FAI Steward**

Prior to the Practice Event, an FAI Steward will be appointed to provide help and guidance on all aspects of running the Practice Event and the Championships. It is very important to work closely with the Steward, who will have detailed knowledge of the FAI rules and regulations governing the event and will have experience from previous Championships. Do not hesitate to check with the Steward if you are unsure about any aspect of the organisation. The Meet and Safety Directors should also have direct access to the Steward for advice and guidance. Further information on the role of the Steward is set out in the Jury & Steward Handbook and in Section 7 of the Sporting Code.

The Competition Organiser is responsible for the expenses of the Steward at both events. See the Handbook for full details.

#### **3.6.6.2 Jury**

Typically, a three person Jury is appointed to attend the Championships (none at the Test Event) in order to ensure the event is conducted according to FAI rules, and to resolve any official Protests. Sometimes remote Jury members may be appointed. The Competition Organiser is responsible for the expenses of all FAI appointed Jury Members attending the Championships, as set out in the Jury & Steward Handbook. It is advisable to ensure the Jury Members are given the contact details of the financial administrator so that travel and accommodation is organised to best suit all parties and that costs and timings are known well in advance.

### **3.7 Communication, Media & Public Relations**

This can be an extremely important aspect of a successful competition. Good press coverage is viewed as a measure of success by grant authorities, local councils, sponsors, sports councils, tourism agencies and FAI, as well as pilots themselves and their NACs. A media plan should be in place as part of the original bid, and can be put into action as soon as the bid is accepted. Ideally, a Media Officer should be appointed to coordinate PR activities and ensure consistency of information across the various media, before, during and after the events.

An FAI Media Communications person is available to help Category 1 Competition Organisers. The FAI can help promote your event through its international network of airports media channels. If you intend to produce video footage of your event(s), either for a stand-alone production, or for supply to TV and digital broadcast agencies, the FAI can help with information on distribution rights etc. See chapter 9 Press, PR and Marketing Communications

## **3.8 Ceremonies & Social Events**

You will already have downloaded the FAI document, [Protocol for Award-Giving and Closing Ceremonies at FAI Championships](#). It covers FAI required protocols and recommended procedures for closing ceremonies and the presentation of awards. The aim is to ensure a consistently high standard of ceremony across the highest level of airsports, maintaining a high profile for FAI as well as the Competition Organiser, local dignitaries and sponsors, and providing the appropriately high level of recognition of the achievements of the competitors.

It is likely that the local town council and mayor will wish to be involved in these ceremonies. This can be a great advantage and could free up some of your funds previously allocated to ceremonies, or at least may provide a more substantial event than you might have planned without their help and support. However, it is important that they understand the FAI protocol and requirements, and that they keep in mind the international nature of the participants. It may be worthwhile translating the key elements of the relevant documents, if necessary, early enough to be taken into account when planning.

### **3.8.1 Opening Ceremony**

There are no firm rules on how this should be conducted. However, from an FAI perspective, it is important that the Jury President is given the opportunity to address the assembled competitors, Team Leaders and organisation staff, to officially declare the Championships underway. Usually, Competition Organisers plan for a parade of competitors, organised by national teams, typically with Team Leaders, or local representatives (often children) carrying national flags.

Once the parade has gathered in its final location, short speeches by the Mayor, Competition Organiser or Meet Director, and FAI Jury President, are followed by the raising of the FAI flag. The FAI flag should then be raised daily, or flies continuously, throughout the competition.

Timing of the Opening Ceremony is important, as it should take place after the close of registration, but before the start of official competition flying. See later for guidance on setting the programme.

### **3.8.2 Closing Ceremony**

This is well covered in the FAI document and in the relevant chapters of Section 7. Keep the Steward informed of plans. Striking the right balance between a Ceremony and celebration for the local people and local press, and for the competitors and flying community, can be very difficult. Be wary of letting local dignitaries dominate proceedings, particularly if there are many VIPS who wish to make speeches in the local language. Summary translations should be included or pilots will get bored.

It is common for the Meet Director to speak during the prize-giving part of the Closing Ceremony, as he will have had most contact with the competitors during the event. The Jury President should, once again, be given the opportunity to declare that the Championship has been run according to the rules, and that the competition is now closed.

Timing of the Ceremony can also be difficult. For cross country events, trying to hold a full Ceremony in the evening, after a final task, is likely to result in a prize-giving close to midnight.

Consider that pilots have to be retrieved, especially if there is a remote goal, the scoring has to be finalised, and results published with time for pilots to review them. Holding the Closing Ceremony the following day allows a fixed time to be set for press, local dignitaries etc. However, it can result in the non-appearance of some pilots, even though Section 7 clearly states that all competitors should attend the closing ceremony

### **3.8.3 Medals, Certificates, Flags & Anthems**

The FAI medals and Certificates, as well as the FAI Flag and FAI Anthem on CD, will be sent to the Competition Organiser in good time prior to the start of the Championships. It is worth checking that the medals are all present and correct, and that you are familiar with which medals are awarded to whom.

The Certificates can only be filled in once the overall results are finalised.

You should try to make sure that National flags of all competing nations are available for the closing ceremony. It is possible to ask teams to bring their own flags and national anthems, but you may prefer to procure your own set: a) to be sure you have them all, and b) to ensure they are all the same size and format, and can be raised on whatever flagpole equipment you (or the town hall) will provide. National anthems can often be downloaded from the internet.

### **3.8.4 Social events**

Additional social events are always welcome during a competition that lasts a week or longer. They need not be expensive. A barbecue at the local campsite or landing field is simple to organise. Pilots may be happy to buy their own food to cook, if there is a free drink on offer and some music!

The local town may be persuaded to organise something on a larger scale that brings together local people and pilots. It may be possible to tie in a social gathering with something else already on the calendar in the area (midsummer festival, outdoor concerts etc). Opportunities may arise nearer the time, so keep the programme flexible and keep in touch with local contacts, especially the Tourist Office, which tends to be first to hear about upcoming events.

Communicate with local cafés and restaurants which might compile special 'pilot' menus or hold a happy hour, especially if they have a large screen that can show the results or video footage of the event.

## **3.9 Venues & Logistics**

This includes headquarters, airfields, launches, goalfields and target areas, as well as accommodation, transport, parking, lunch packs/refreshments (if provided), equipment, and staff. In liaison with the Meet Director, Safety Director, Scorer and other members of the team, the Competition Organiser needs to consider all of these issues in advance, not only to ensure there is sufficient time to prepare, but also to reconfirm the cost implications. These various logistical responsibilities could be allocated between different team members. See chapter 7 Operational Aspects.

### **3.10 Liaison with Meet Director**

Regular liaison with the Meet Director sounds obvious, both during the preparation phase and throughout the competition, and two way communication is essential. Some of the responsibilities and considerations listed above will be of interest to the Meet Director. Some of the Meet Director's work in progress will be of interest to the Competition Organiser. Sometimes, some formality, such as meetings, and creating and updating lists, can be an efficient means of keeping track of a myriad issues.

## 4 Role of the Meet Director

### 4.1 Introduction

The Meet Director of an FAI Cat 1 event is selected by the Organising team and approved by the host NAC, and once the bid is accepted, is approved by CIVL. Any request to change the Meet 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 Meet Director should:

- NOT also be the Competition Organiser (Event Director) – both roles are too much to be performed well by one person.
- Must NOT be a competitor in either the Practice Event or the Championship
- Have successfully conducted national and international Cat 2 competitions in the past
- Have a thorough working knowledge of the CIVL Section 7 Sporting Code
- Ideally, have been a competition pilot or at least be/have been a pilot
- Have very good communication skills and speak English in a way which is clear to the pilots
- Ideally be familiar with the competition area to be used\*

\* If a Meet Director has been asked to run the event in an unfamiliar location, s/he should establish an advisory group which includes the Safety Director, Task Committee and any other local pilot deemed to be an expert in that area, who could even be appointed Assistant Meet Director, if necessary.

### 4.2 Summary of the Role and Responsibilities of the Meet Director:

#### Before the Practice Event & Championships:

- Safety: The Meet Director, together with the Safety Director, have a collective responsibility for all pilots flying a task.
- Liaison with Safety Director and Competition Organiser on all safety matters, and preparing/agreeing procedures to follow in case of an incident.
- Work on the Local Regulations before the Practice Event, with the FAI Steward and Competition Organiser, to ensure that both the Practice Event and Championships will run smoothly.
- Check with the scorer that he has everything he needs, is familiar with the CIVL-approved scoring formula, and (cross country) that the scoring parameters to be used are appropriate for the competition task area, or, (accuracy) checking with the Chief/Event Judge that the team is in place and target area prepared and equipped.
- 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 and/or tow fields are suitable for the number of pilots competing. e.g - the organisation may need to build extra start places or improve existing ones.
- Check that the rigging/gliders preparation areas have been considered with regard to the method of launching to be used.
- Check that all the equipment needed at launch, to write up the task, conduct the briefing, and to launch pilots safely, will be provided.
- Ensure that there are adequate staff working on launch/in tow field, in goal (or target) and in the HQ, and that they know how to perform their roles. Reassure yourself you can rely on key personnel to run their teams (Launch Marshal, Tow team manager, Goal Marshal, Scorer, Chief Judge etc).
- Check that the arrangements for transport (if provided), retrieve (if required) and check-in are adequate.

#### During the events:

- Work with the Safety Director & Competition Organiser to give the Mandatory Safety Briefing and hold the 1<sup>st</sup> Team Leaders' Meeting.
- Prepare and run daily briefings with input from Safety Director, Meteorologist & Competition Organiser.
- Liaison with HQ/Admin staff to ensure all necessary paperwork is available.
- Work with the Safety 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 the final decision about which task is to be set for the day, after discussing recommendations from the Task Committee and after the Safety Committee and Safety Director have approved the task.
- Write up the task on the taskboard. Then give clear task briefings on launch (on time and in English).
- Monitor the airspace with the Safety Director during launching to avoid overcrowding of pilots.
- Monitor launch procedures, and liaise with Launch Marshal to close launch temporarily if necessary and record the time and duration of such closures.
- Relay to the scorer/retrieve manager the pilot numbers of any pilots who did not fly the task or who were absent from the task.
- Monitor, with the Safety Director, the general weather conditions on course during the task both visually and from in-flight information received from the safety committee, any air marshals, and from the meteorological staff member.
- Ensure that correct procedures are being followed by the staff at goal or at the target.
- Check that the pilot retrieve and check-in procedures are working as planned.
- Check if there have been any problems with task scoring, and that the results are published as soon as practicable.
- Sign and date the task results once they have changed from provisional to official.

- Deal with official complaints from pilots.
- Ensure any official notices are signed and published on the official notice board.
- Ensure final competition results are sent to the FAI office.

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

It is very important to work closely with the FAI Steward for the event. The Steward has experience from previous competitions and acts as an advisor to the Meet Director (and Competition Organiser) to ensure that the competition will be conducted according to the rules set out by the FAI and CIVL. The Steward also communicates with the pilots if they have problems regarding the event. A pilot package should be given to the Steward so that she/he has the same information that pilots receive.

The Steward will give advice on the Local Regulations which are being used for the event, and also the timeline which needs to be followed for this. After the Practice Event, the Steward will make recommendations on any concerns which may need to be addressed for the smooth running of the Cat 1 event the following year, and these recommendations must be implemented (see Section 7).

### **4.4 Local Regulations**

The Local Regulations are supplementary rules to those set out in the General Section and Section 7 of the Sporting Code. They are designed to qualify certain aspects of the Section 7 rules according to the site and event-specific factors of the Championships. They must not conflict with the rules in the General Section or Section 7 of the Sporting Code. Correct wording is essential as the CIVL Jury may need to refer back to these rules in resolving any protests. While the rules for the Practice Event should follow those of a Category 1 event as far as appropriate, clearly there will need to be some differences between the Local Regulations of the Test Event and the Cat 1 Championships.

It is essential to use the Local Regulations template in Section 7 as a start point, and adapt this template for the competition you are directing. The Steward will be familiar with this template, and it contains all the necessary information for Team Leaders and pilots. Check that the references made to chapters in Section 7 apply to the most current version of Section 7, which is published on 1<sup>st</sup> May each year.

The Meet Director may have some input to certain aspects of the Local Regulations, such as maximum wind speeds on launch, scoring parameters, entry qualifications, penalties etc.

Local Regulations should be submitted to CIVL for approval at least 8 months before the Cat 1 event. See Chapter 6 for further information on Local Regulations, Entry Requirements and Registration.

### **4.5 Launch preparations**

#### **4.5.1 For Hang gliding**

Staffing: It is vital that there are sufficient experienced, trained staff on launch or at the tow field. Typically on a hill launch, at least 4 launch staff per lane should be present – a launch director, someone to record launches, and 2 staff to assist pilots to move to launch and do safety checks.

Role playing before the event is advised, especially for situations such as when the 'push rule' is called by a competitor.

Tie down points may be needed if dust devils are a problem. If ordered launch is to be used, pilot rigging numbers will need to be visible on the ground so that pilots can move easily to launch. Rigging maps will need to be supplied to team leaders for their pilots.

#### **4.5.2 For Paragliding**

The launch area should be free of vegetation and obstructions that may snag lines. Assess the number of simultaneous launches that can be achieved with gliders laid out across the launch area. If ordered launches are necessary, it is advisable to have an entry 'lane' with pilots queuing to enter outside the launch area while they wait their turn to take-off.

Staffing: There should be sufficient staff to help pilots layout out gliders and assist with untangling lines, should they need it. Ideally, helpers should be experienced in this task.

#### **4.5.3 Equipment**

Anticipate what equipment you will need, or may need at launch, and if necessary, allocate someone from HQ to check the contents daily and ensure it is taken to and from the launch point each day. Check that there are sufficient windsocks and wind indicators in prominent positions.

#### **4.5.4 Paperwork**

Despite being in the electronic age, there are times when paper is still the best option. Make sure you have a clip board and document wallet with you at all times. For an ordered launch based on the pilot's position in the results to date, a new flight order and/or rigging (HG) lists will be needed daily.

### **4.6 Pre-Competition Task Schedule**

It is a good idea to consider early on how to schedule the actions and activities required prior to the competition, including: equipment checks, registration, briefings, practice task and opening ceremony. Ideally, this schedule should be included in the Local Regulations. See also Chapter 6. However, be warned, the logistics can be difficult.

Holding a Practice Task is recommended in the rules, primarily for the organisation, but the pilots often appreciate the opportunity too. Technically, pilots should have attended the Mandatory Safety Briefing prior to any official practice task flying. But not all competitors may have arrived in time for the Practice Task. Physical registration can take more than a day, especially if there are close to 150 competitors, and depending on whether any equipment checks are mandatory before the first task. The Rules state that a Category 1 event should not exceed 14 days, including days allocated for the Opening and Closing Ceremonies. Further information can be found in Chapter 6 of these Guidelines.



## **4.7 First Team Leader Briefing**

Introduce yourself, the other key staff present and the CIVL officials, who should have the opportunity to clarify their roles to the Team Leaders.

The idea of the initial Team Leader briefing is to confirm: the daily schedule with regard to timings, deadlines and events; how operations will proceed on launch and through the task day; and any other information which needs to be given by the organisation.

At this meeting, the Team Leaders will also elect Safety Committee members, and for cross country events, Task Committee members as per Section 7 guidelines. Team Leaders may have been asked at registration for nominations for these committees.

The meeting also provides an opportunity to clarify with the Team Leaders any uncertainties they may have about the Local Regulations. The Local Regulations can be changed when impacted by changes made to the Sporting Code between the date of approval of the Local Regulations and the start of the competition. The Local Regulations cannot be altered once the competition has officially started (after the Opening Ceremony). Only 'minor or necessary' additions can be made, subject to the approval by a majority of the Team Leaders AND the CIVL Steward and Jury President. This is why it is so important to ensure the Local Regulations are clear, complete and unambiguous from the start.

Confirm/agree scoring parameters with the Team Leaders.

Finally, it is important to reinforce the message to Team Leaders that it is their duty to convey all instructions and information from the Meet Director and the organising team to their pilots.

## **4.8 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, so it is useful to ask pilots sign in as they enter the briefing room. One of the organisational staff should monitor this signing.

As this is often the first briefing when everyone is together, it can be a good idea to begin by introducing the key staff members and CIVL representatives to the pilots. It can be useful for the Meet Director (among others) to participate in this meeting, as a change of voice, tempo and personality helps maintain the attention of the pilots.

The template for the content of the Mandatory Safety Briefing can be found in Section 7. The most time should be spent on safety points pertinent to the competition area (eg – presence of power lines, special landing field obstacles, local wind dangers, danger areas for rotor, prohibited, restricted or danger areas and penalties for infringement of these etc), and define the procedures (check-in, communications, action in case of an incident, etc).

## **4.9 Daily Briefings**

Run all briefings on time. Pilots will learn to turn up on time if you stick to the set schedule. The first daily briefing is typically a team leader briefing. Daily briefings are typically aimed at Team Leaders, but pilots need not be excluded.

Be at the front where everyone can see you speaking. AV equipment may be useful in a large room, and to show visual information.

For comfort it is preferable to have Team Leaders seated at the early morning briefings, and they always appreciate some morning coffee/tea and snacks 😊

Keep notes of all briefings in a notebook so that you can refer back to them in following days or during protests when pilots may say you did not inform them of something important. It is useful to have a template for the briefing notes.

Points to be included are:

- results and any problems from the previous day
- a summary by the Safety Director of the safety comments regarding the task
- any logistical issues arising (transport, retrieve, goalfield, scoring)
- a meteorological report for the day (see below) and any implications on choice of launch site or task setting
- reminders about danger areas, airspace, stopped task procedures, use of radios and report back time/procedures
- any organisational notes such as scheduled social events
- the time of the next briefing on launch - or HQ, if the briefing is delayed to monitor the weather
- announce the time/place you wish to meet the Task/Safety Committees at HQ and/or on launch

There may be questions from the Team Leaders so it is useful to have all key staff present.

#### **4.10 Meteorological Briefing**

This is a part of the initial daily briefing for the team leaders. Ideally, they should receive a summary of the weather report, either as a print-out or by text/email. An accurate forecast is always important, and the main items of interest in the competition area (which can be presented on a template) include:

- Presence of frontal systems
- Clouds – type and amount of cover expected
- Winds – strength & direction for different altitudes (ground, launch height, higher).
- Thermals – expected strength, time of starting and ending, thermal top altitude.
- Presence of inversions, altitudes, expected breaking times.
- Storms or other dangers expected.
- General forecast for the next day/s.

Choosing the correct launch site for the day is usually based on the meteorological forecast, and the Task and Safety Committees may be asked by the Meet and Safety Directors for input into this decision.

If there is time on launch during the task briefing, pilots like a quick summary of the forecast, particularly if the forecast has changed or if they did not attend the morning briefing.

#### **4.11 Task Setting**

It is useful to have a shady area or tent with table and chairs for the Task Committee, close to launch but separate from the pilots. If the launch area is restricted in size, it may also be advisable to allocate a priority set up area (not launch position) for the pilots in the Task and Safety Committees, close to where you will be setting the task and/or conducting the briefings. This can be regarded as fair recompense for those pilots offering their time and expertise while other competitors are preparing.

For the task setting, have weather reports, a task map, GPS with turn points, high top pins and string, or marker pen if the map is laminated, to outline the task on a large scale map, plus printed lists of turn points (in name and number order).

It is also useful for the Meet Director to have a clipboard or notebook, with a template of pertinent competition facts written on the front to refer to during task setting. Such facts include: heights of launches used, scoring parameters, important phone numbers, names and radio frequencies of safety and task committee members, plus reminders on the policy on turn direction, and maximum wind speed rule.

With the Task Committee (the Steward will also be present), consider the weather forecast for the day and decide on aspects such as - a suitable task length (distance/time), type of task (generally making the task more difficult as it proceeds), whether the goal will be virtual cylinder or a physical line (refer Section 7) and whether the predicted result will satisfy the scoring parameter requirements chosen.

Hang gliding: Consider the type and number of start gates and intervals, and how much time will be needed between launch window opening time and the first start gate time in relation to the number of pilots and launches, and how easy start conditions are expected to be. Based on past experience, gate intervals of 20 minutes are often used, and with hill launches there should usually be a time of 1 hour to 1hr 15 minutes or even 1hr 30 minutes between when the launch window opens and the first start gate. The slower launch is expected to be, the longer the time.

Paragliding: Consider the type of task (race to goal/elapsed time) and the (window open) time required for all pilots to have a fair opportunity to launch, climb and reach the start. If conditions on launch are not ideal or expected to deteriorate, consider the realistic time it will take for all pilots to launch, and choose a task type that avoids early launching pilots to have to wait in the air for too long time prior to the start time. If the launch site is small, it can be useful to set the start cylinder some distance away to avoid too many pilots in close proximity over launch. Aim to set the start in a location where it is possible for pilots to wait at altitude.

Turn direction for the day can alternate from task to task, or be on odd/even dates. However, on some launches it will always be better to turn one way than the other – so safety takes priority. The maximum window extension time will be dependent on conditions. Re-launch opportunities will depend on the site and transport/logistics.

The Safety Committee can be present during the task setting discussions, to ask questions or offer advice on safety matters. In any case, the Safety Director and Safety Committee should be given the opportunity to consider all aspects of safety of the task to be set before it is presented. They may have comments on issues such as terrain flown over given thermal height and winds for the

day, landing options at turn points and where they are in relation to rotor winds, direction of any developing bad weather in relation to course line, goal field suitability, and any obstacles which are close to goal (eg – powerlines, fences, Texan oil rigs, etc).

The Meet Director is ultimately responsible for choosing the task, while the Task and Safety committees have advisory functions.

A back up task may need to be planned in uncertain weather conditions, so that a late decision can be made, choosing the most appropriate task.

Provisional details of a task under discussion can be written onto the Meet Director's task template. Once all details have been verified and confirmed, this can be written onto the task board. It is vital to have a task board which shows all the task information clearly. The MD's task template should be identical to the actual task board. After the briefing, a photograph of the task board is an easy way to record the details that were presented to pilots in case of questions or complaints later.

If starting times cannot be set immediately due to (e.g) stable conditions, all information can be put onto the task board for an initial 'provisional task' briefing. Times can be filled in later at a second or final briefing.

Refer to Section 7 of the Sporting Code for further items related to task setting.

Ensure all details of the task finally set are communicated to the scorer, if he is not present on launch.

#### **4.12 Task Briefing**

Task briefings need to be held in a location as central as possible to the area where pilots are setting up. On a slope it is best, with the pilots upslope looking down at the MD and the task board.

On days when dust devils create problems a separate briefing may be needed at each launch lane.

Announce briefings with an air horn or clearly audible megaphone. Give pilots a few minutes to reach the briefing place. Allow pilots a few more minutes to put the task into their instruments before starting the briefing, or you will not have their attention.

Work clearly through what is written on the task board. You or a member of the Task Committee should point out any part of the task which may require extra care, including areas of CTR. Ask for any questions.

If there is a chance of the day overdeveloping, remind pilots of the stop task procedure (refer to Section 7). Remind pilots of the latest time by which they must report back to HQ.

Remind pilots to pick up/turn on live tracking devices if they are being used.

Allow a reasonable amount of time (eg – 20 minutes) between the end of task briefing and when the launch window opens.

Never attempt to change the task once competition pilots have started launching. Any task alteration requires a re-convened briefing with all pilots in attendance.

### **4.13 During the Task**

With the Safety Director, monitor the air in front of launch for overcrowding. In liaison with the Launch Marshal, close the launch temporarily if necessary.

Monitor weather conditions on the course line, if necessary drive around the course with the Safety Director, who should also be receiving radio information from the safety committee (if in radio range).

A task which needs to be stopped due to dangerous weather conditions on course should be stopped before conditions on the ground become dangerous to land. Gather information from the Safety Director who should be in contact with members of the Safety Committee, and Air Marshals on the course.

Remember that the 'group' effect of pilots flying in a gaggle can override pilots' own sense of self-preservation. The MD needs to take this into account, while considering the safety of all pilots along the entire course line. The position of the MD can be difficult if he is under pressure from some competitors to stop, or not stop, the task, as well as wanting to see the competition validated, with as many scoring tasks as possible.

If in doubt, remember that no task, however good, is worth endangering the safety of pilots. The Meet Director or Safety Director are the only persons authorised to stop a task in progress.

The time of stopping the task should be noted for scoring purposes (see S7).

### **4.14 After the Task**

Confirm with the Safety Director at the final report back time that all pilots are accounted for.

Check with the scorer to see that the scoring is running smoothly and that pilots fill in the task safety information on the back of the landing forms (run reports).

### **4.15 Dealing with Complaints and Protests**

An official complaint by a pilot should preferably be made in writing to the Meet Director and preferably with the team leader as soon as possible after the problem arises. The Meet Director should always clarify with a pilot seemingly making a verbal complaint, whether it is an official complaint. The Meet Director will decide if the complaint is reasonable – and if so, will rectify the problem. He may need to consult first with another member of the organising team (ie scorer, air or goal marshal, etc). If the complaint is rejected, then the pilot will need to decide whether or not to take the complaint to the protest level. Further information on making a protest is in Section 7 and in the Local Regulations. The MD should make a note of his responses to a complaint for discussion with the Jury later, if necessary.

### **4.16 Documentation**

Equipment and document lists, meeting /briefing note templates and task board templates will be included in a later edition of these Guidelines.

## 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.

## **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 1<sup>st</sup> 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: 3<sup>rd</sup> 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 3<sup>rd</sup> 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 (3<sup>rd</sup> 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.



## 7 Operational Aspects – Venues & Logistics

### 7.1 Headquarters

A well-equipped, well organised headquarters can make a huge difference to the smooth running of the Championships and contribute greatly towards a friendly atmosphere throughout the duration of the event. If your planned HQ is a public building, once the bid is accepted, it is advisable to acquire written agreement that the premises will be available from at least one day prior to the opening of registration, through until at least one day after the closing ceremony. Even if there is no formal rental agreement (offered free of charge by the town hall, for example), written permission with the dates of both events, should be secured.

Determine whether essential services are available and included (power, telephone, wifi connection, furniture, toilets, cleaning services etc). The following elements should be provided, if not in a single building, at least within a short walk of each other:

- GPS up/download area and scoring office (preferably partitioned or in an adjoining room)
- Communication/transport/retrieve coordination desk/area (preferably partitioned or in an adjoining room). NB Live tracking may need plenty of space and power/cables for charging up to 200 units.
- Organisers' office/admin centre to allow several staff to work
- FAI Officials office/meeting room and Press Room
- Public area with welcome desk, multiple, large information boards for posters, photographs, press cuttings, scores
- Briefing room big enough for all staff and team leaders to meet at one time, with seating and audio-visual equipment
- Lockable office or storage area for valuable equipment.
- Toilets, rubbish & recycling bins
- Parking within a short walk

Start planning the layout for registration, and the subsequent layout during the competition. If the same venue is to be used for Opening/Closing Ceremonies and/or receptions, consider the logistics of the timings and change of use. Think about decorating the HQ area(s): Posters, flags, models, photoboards etc for public/pilot/press interest and to create a convivial atmosphere.

The Pilot Briefing room may be in a separate location to the Headquarters, but preferably, it should be within a couple of minutes walk. For the Mandatory Safety Briefing, you will need one room big enough to hold all pilots and staff at one time. This must be equipped with a good sound system, and preferably large screen and projection facilities to show maps, photographs etc.

During the rest of the event, a smaller room may suffice, to hold Team Leaders and staff comfortably. A microphone is advisable, depending on the size of the room and the acoustics.

Similarly, audio-visual facilities, for presenting Meteorological information, for example, are useful. If the Briefing Room is permanently available during the competition, it can be a good place to put information for Team Leaders (labelled files, filing trays or 'pigeon holes').

Holding important Briefings outside is not often advisable as the acoustics can be bad, bad weather can be a problem, and people are more easily distracted. It may also discourage questions. The obvious exception is Task Briefings held on launch or on an airfield immediately prior to launch.

It may seem obvious and convenient to co-locate the scoring function with retrieve coordination. However, the scoring team can become very busy in short bursts with pilots queuing to download their tracks, and the area can be hectic and noisy. The retrieve coordinator may require a quiet area where he can answer phones or talk on the radio to pilots, team leaders and drivers. It is important to be aware that if there is an incident, the retrieve coordinator may be involved in conversations of a sensitive nature, especially if Live Tracking is used. It is advisable to ensure he has the facility to work undisturbed by pilots at such times.

An organiser's office area is essential, equipped with PCs, printer/scanner, laminating machine, stationery, etc. There are always new documents to create and print, pilot cards to replace, daily pilot lists, receipts etc. It is useful to have someone manning the office in the mornings prior to the briefing, and again later in the afternoon/evening as pilots return. A secure storage area for launch/goal/target equipment, task boards etc, is also useful.

## **7.2 Launches**

If improvements or maintenance work is planned for the launches, this should be initiated as soon as practicable after the bid is accepted. Keep the Steward informed of progress if any of this work is a condition of the bid, or as a requirement following the Test Event.

Consider the schedule of routine maintenance work of the access routes, parking areas and launches themselves (strimming, road repairs, scrub clearance). Ensure windsocks, streamers and other launch aids are in place or renewed prior to the start of the competition.

If portable toilets are required, book them in advance and ask for confirmation of the cost, including delivery and regular cleaning and water supply management. If existing facilities are to be used, such as airfield buildings, a café/restaurant or other public/municipal facilities, ensure the relevant personnel are aware of the dates of the events and the number of people to expect.

For tow/winch launch events, ensure you have written agreement for the use of the airfield from several days prior to registration (for practice flights), until the last competition date. Similarly if you are renting winches or tugs and their respective operators, that dates and costs are confirmed in advance.

## **7.3 Goalfields and Target Area**

Ensure all planned goal fields (and target field) have the required written permissions for use. Check or confirm that grass will be cut or crops harvested by the start date of the competition. Check that there are sufficient high visibility windsocks and streamers available. For lesser used

goal fields, double check the GPS coordinates match the turnpoint lists. Consider access for retrieve vehicles.

If the general public, spectators or press are going to be encouraged to be present, consider access, parking, barriers and facilities such as toilets or refreshments.

Accuracy: Even if the field is regularly used for locating the target, double check for obstacles and that the measuring area of the target is flat. A target mat (10 or 20m diameter) pre-marked with the required measuring circles can be useful, especially if it may need to be moved during the competition to suit different weather conditions. It can also be a useful promotional tool for printing sponsor logos. If circles are to be marked directly on the ground, ensure the centre point is clearly marked, that the distances to the circles can be measured accurately and can be marked clearly so that they can be easily identified from the air. Check Section 7C for facilities that should be provided (shade, toilets, refreshments, other equipment).

## **7.4 Accommodation**

The bid documentation probably included some information about local accommodation options and costs. Ensure this information is easily accessible on the website. Many pilots will look for the lowest cost options, typically campsites. If preferential rates can be negotiated, so much the better. Teams sometimes prefer to find group accommodation.

The Tourist Office may be a useful resource in this respect, and may even undertake to handle enquiries. If not, and/or if there are not a great deal of options in the vicinity, consider trying to find whether there are houses or apartments to rent.

Think ahead about options for FAI Officials, essential staff who are not local, VIPs and Press. Some better class accommodation (equivalent to a 3 star hotel, for example) may be required for some visitors.

## **7.5 Transport & Retrieve**

Depending on your bid, you may be providing transport to launch for pilots and staff, and a retrieve service for pilots. This requires careful planning and coordination. If you have local volunteers with their own minibuses, check they are available for the duration of the event, that their vehicles are serviceable, safe and adequately insured, and what recompense they require (fuel, contribution towards wear and tear, driver fee etc). If you are renting buses, make provisional bookings and get prices confirmed. Check for any insurance restrictions (named drivers, etc). Start making a list of drivers prepared to work the whole event.

When calculating numbers, consider also transport for launch staff. Normally, FAI Officials should be provided with their own vehicle(s) so that they have more flexibility on timing and where they go.

Even if you are not providing transport for pilots, you may need extra vehicles to transport staff.

If you are running a retrieve service for a cross country competition, you will need an experienced Retrieve Coordinator fluent in the local language and English. Liaise on how this will be done and what equipment or facilities are required.

Drivers should know the area and know how to use a GPS to locate pilots by coordinates if necessary or have an assistant with gps, radio skills and appropriate language skills to communicate with the driver and pilots. They should have radios with booster aerials on the roof, a mobile phone (with credit), first aid kit on board, and an up to date, clean, pilot list every morning.

### **7.5.1 Check in procedures**

It is important to set out clearly for pilots, Team Leaders and Staff, the pilot check-in procedures. It is strongly recommended that it is made mandatory for each pilot to check in personally according to these procedures. This could be by SMS to a specific check-in number, or by signing out at the Headquarters, for example. Even if the retrieve service or goal marshal records pilot numbers, and/or pilots call in by radio, pilots should be clearly briefed that they must also check-in personally, since errors can occur in translation or relaying pilot numbers or names.

You will need a check-in coordinator, even if you are not providing a retrieve service, to ensure all pilots have been checked in after each task. A cross reference to pilots who have downloaded their tracklogs provides an additional security check. It is essential to collect contact details of all team leaders, drivers and their vehicle details (at registration).

If you are not providing a retrieve service, it may be useful to put information on the competition website about vehicle hire and/or drivers available for teams coming from afar, especially other continents.

## **7.6 Parking**

If access to the take-off, or parking spaces close to launch are restricted, consider how to minimise congestion and facilitate parking. Nothing upsets pilots more than delays getting to launch. However, it is important to ensure roads and parking areas do not get blocked, as access may be required by emergency vehicles. If you make rules or restrictions, ensure they are well documented and clearly explained to team leaders in advance. Consider also parking requirements (20 to 30 minibuses/cars) in town and close to the HQ.

## **7.7 Equipment**

It can be useful to have someone in charge of procuring and maintaining all necessary equipment. Check with key staff (Meet Director, Safety Director, Launch & Goal Marshals, Chief/Event Judge) about what equipment they expect the organisation to provide for them. Duties of an equipment manager can include: ensuring staff radios are distributed, collected and charged daily; that essential and spare equipment and materials are always available at launch and goal fields (see later); drivers are provided with maps and booster aerials, first aid kits, (for Accuracy) that target equipment is installed and maintained as required; etc.

If you are providing a Live Tracking and/or Fast Retrieve service, you should have people dedicated to running these functions, including monitoring who has what, and the daily charging of electrical equipment, as necessary. They may appreciate some help, however!

Communications equipment can be an important safety aspect, including handheld & base station radios, mobile and fixed antennas, and cellphones. A source of low cost SIM cards running on the network with the best coverage is useful for both pilots and staff.

Equipment for headquarters may need to be procured well in advance, installed and checked: telephone/wifi/routers; audio-visual equipment (microphone and speaker as a minimum), screen etc for briefings; IT systems and stationery for office use and registration. Check with the scorer on what he will provide and what he may require. Ensure sufficient power outlets, extension leads, multiplug sockets, surge protectors/UPS systems.

## **7.8 Food, Beverages & Lunch packs**

Your essential staff will usually have enough to do each morning, without having to think about procuring their own food. If the Competition Organiser is providing lunchpacks for pilots and Team Leaders, it is little extra cost and effort to provide them for the staff too. It is easy to have a stock of bottled water in the Headquarters Office so that staff drivers can ensure they have something in their vehicles. Staff working late into the evening (scorers, retrieve coordinators, HQ Office staff etc), should be considered. Either they should have a small budget to buy their own refreshments, something should be available for them, or someone should bring in a take-away for them if they are too busy to go out, or are too far from local sources.

Although generally appreciated by pilots and Team Leaders, the provision of lunch packs can be a logistical nightmare. Points to consider: are they included in the fee paid by Team Leaders, Drivers and Assistants? Don't forget staff and officials. Also pre-booked Press and VIPs. Options: Vegetarian, special diet/allergy and cultural-based restrictions. Distribution: at HQ before transport leaves for launch? Or take to launch for distribution? Make or buy? = Cost vs. Convenience. What about rest days? What if the day is cancelled early in the morning?

Be warned: The numbers never match. There will always be complaints. Every day. Ensure that whoever has this responsibility is well organised, efficient, calm, and importantly, thick-skinned!

## **7.9 Event Programming**

It is useful to provide pilots and Team Leaders with a printed programme of the event, with the Pilot Pack at Registration. Details should include:

- General programme (practice, ceremonies, flying days, social events)
- Timings and venues for briefings
- Detailed timings and logistics for Opening Ceremony, and later, for Closing Ceremony
- Timings and venues for social events, stating whether food is included or any extra costs
- Typical daily schedule with timings for transport, briefings, land by and report back times

The programme, and changes to the programme or daily schedule, should be posted on the noticeboards at HQ, on the website/blog and communicated to Team Leaders, either in their 'pigeon-holes' or via text messages.

Setting the schedule for the days leading up to the first competition day can be complicated. Typically the following elements need to be planned in:

- Registration: There may be time slots over 1 or 2 days
- Equipment checks: It may be easier/more appropriate to do some of these at launch or goal/target on practice days
- Mandatory Safety Briefing: It should be before the Official Practice Task
- First Team Leaders' Briefing: Agrees nominal scoring parameters and task/safety committees
- Official Task: For registered pilots. All organisational aspects should be in place (logistics, launch, goal, scoring)
- Opening Ceremony: Timing is not flexible as VIPs & Press are invited.
- First Competition day/task:

All pilots participating in the Official Practice Task must be registered and have attended the MSB. Some pilots may be late arriving. Planning the Opening Ceremony on the same day as the Practice Task may not be feasible unless it is a short task and a late starting Opening Ceremony.

## **7.10 Flight Verification & Scoring**

### **7.10.1 Cross country**

Section 7a and Section 7b cover this in detail. See also 7.1 above for facilities and equipment required.

Technology changes rapidly. At the time of writing, the technology in Live Trackers has not been sufficiently reliable to use for scoring purposes. But this may change. With some equipment, the pilot can send his tracklog by email via a mobile phone. However, to enable it to be validated by the scorer, the tracklog must also include the g-record. Such procedures must be trialed in Cat 2 events, before they can be considered by the Plenary to be included in Section 7 rules for Cat 1 events.

For remote goals, some event organisers have experimented with a scorer travelling to the goalfield to allow pilots to download their tracks to the scorer's laptop on site. This can save some time for the scoring team and reduce hassle for the pilots.

While there are always a few pilots who complain about queues to download tracklogs at HQ, most pilots enjoy the conviviality of the HQ and scoring area. It is important to ensure that there is a good atmosphere, with space to chat, a logical queuing system, and that the scorers are not overwhelmed with too many pilots at one time.

Consider having a desk just outside the scoring area with the 'run report' slips that pilots must complete before downloading their tracks. The reports are important means of finding out pilots' views on the safety of the task.

The organisers should liaise with the scorer in advance on issues concerning infringements of airspace, restricted areas and competition limits. The rules and penalties on infringement of airspace are clearly set out in Section 7, and should be stated also in the Local Regulations. If airspace is an issue, it can be advisable to set a competition limit, lower than the airspace. In this

way, a sliding scale of penalties may be applied to pilots depending on the level of infringement. It is important to make sure that the rules set for the competition can be accommodated in the scoring system.

The difference between GPS or Barometric altitude measurements can cause controversy. The scorer can advise on this, and an explanation of procedures should be clearly presented. The earth model selected is another aspect that may be subject to change. The FAI has been using the FAI sphere, but there has been some move to changing this to WGS84 ellipsoid. FS should be updated to meet the rules in force. The scorer should liaise with the CIVL Software Working Group, and should have downloaded a copy of the latest version of the 'CIVL Scoring System' at: <http://www.fai.org/civl-documents> under 'Preparing for competitions'.

Task setters should also liaise with the scorer when considering features such as large turnpoint cylinders, goal cylinders, end of speed section, start times etc, to ensure that there are no problems envisaged with scoring the task. The scoring parameters will already have been agreed at the first Team Leaders' briefing, and will be published on the noticeboard and the website.

It is useful for the Meet Director to be in communication with the scoring team to discuss or resolve any issues arising, and deal with any complaints.

### **7.10.2 Accuracy Events**

A simple Excel spreadsheet is used to record the scores for each pilot each round. The worst score is dropped as the 5<sup>th</sup> round is scored. It is possible to enter the scores directly into a spreadsheet as they are called. However, the scores must also be recorded manually so that the pilot can physically see his score on the score sheet, and sign next to it. This is done within a few metres of the target. This provides an indisputable record that the pilot agreed the score he was awarded. At the end of each round, the scorer should check the paper scores against the electronic version. If a pilot is awarded a re-flight, this is noted on the score sheet. If a score was recorded prior to the re-flight being awarded, it is deleted. Pilots who were at launch but did not fly the round are recorded DNF. Pilots not at launch are recorded ABS.

It is useful, at the end of the competition, to ensure that the final score sheet, which will be signed by the Chief Judge and the Jury President, includes the individual round scores, as a copy of this can be used as a proof for subsequent claims for Records & Badges.

### **7.11 Production & Publication of Results**

From a logistical standpoint, the sooner all pilots are retrieved back to HQ, the sooner all the tracklogs can be downloaded and the provisional scores for the task can be produced. If one or two tracklogs missing, there is the facility to produce provisional scores with those pilots marked as NYP (not yet processed). This at least allows the majority of the scores to be checked by pilots and Team Leaders, and any issues resolved, while waiting for the last pilots' tracklogs. Pilots who were at launch but did not fly the round are recorded DNF. Pilots not at launch are recorded ABS. This can be an important distinction in the scoring program.

It is common practice to put the task scores and the overall scores to date directly on to the website. It is important to identify which scores are still provisional and which are final. The time the scores were produced is generally included on the scoresheet. It is recommended, and can

add to a convivial atmosphere at HQ, to post printed score sheets on the noticeboard(s). This is useful for those without the means (or inclination) to connect to the internet, and for the public to see.

## **7.12 Dealing with complaints and protests**

This is covered extensively in Section 7 and in the Steward & Jury Handbook. Procedures and timings are generally also included in the Local Regulations. Official complaints in writing, in English, should be directed to the Meet Director. The Meet Director should make sure he is clear about whether a pilot is making a formal or informal complaint. He should also make a note of the complaint, if not presented in writing, the time it was made, and when and how it was answered. The Meet Director may need to liaise with the Scorer, Safety Director or other officials before answering the complaint. If the pilot is not satisfied with the response, he should make a formal Protest, preferably through his Team Leader, in writing, in English, within the specified timeframe, and should be delivered to the Meet Director. The Meet Director passes this to the Jury for deliberation.

All competition staff should be careful how they respond to general complaints from pilots or Team Leaders, as careless, speculative or opinionated comments may cause difficulties for the Meet Director if a formal complaint is made later and staff comments are cited in support of the complaint. Staff should be briefed to be cautious and not to volunteer opinions on issues related to safety, for example, nor to repeat hearsay or rumour, nor to speculate on any subject or incident on which he does not have the facts.

Complaints can be made on any aspect of the competition (fairness, safety, task setting, penalties, even logistics), although they are most often issues with scoring implications. Sometimes complaints are made about the behaviour or score of another pilot or group of pilots. Sometimes multiple complaints or joint complaints are made about the same incident. This can lead to bad feeling or an unfriendly atmosphere. Such situations are best dealt with swiftly and, once decisions made and the outcome of protests are known, should be published. It may be appropriate to address the incident or clarify factors surrounding the incident at the next briefing.

### **7.12.1 Accuracy Events**

If a pilot refuses to sign for his score, this is deemed a complaint and he must talk to the Event Judge before he talks to any other person. If the pilot still does not accept his score, he should then repeat his complaint to the Meet Director. If the pilot is still not satisfied, he can then make a formal protest, preferably through his Team Leader, in writing, in English, within the specified timeframe, which should be delivered to the MD. The MD passes this to the Jury for deliberation. A Protest template is included in S7C. It is useful to have blank copies printed out and available to Team Leaders, as necessary.

## **7.13 Post event duties**

Unfortunately, the Competition Organiser's duties do not finish with the Closing Ceremony! There will be much packing up and clearing up to be done, moving out of the headquarters building(s),



dismantling temporary structures, returning rented equipment, paying bills, finalising the accounts and thanking all the volunteers, local helpers, sponsors and supporters of the event. There are a number of official tasks from an FAI perspective also.

#### **7.13.1 Transmission of signed official results to FAI**

The final results should be printed out and signed by the Jury President. If the JP does not undertake to send this document to FAI, immediately after the event, then the Competition Organiser must do so. The scorer should send the full results, in the correct format, to the Competitions Coordinator as soon as possible, and within 7 days of the Closing Ceremony.

#### **7.13.2 Return of FAI flag, unused medals etc**

If the Jury President or Steward does not take away the FAI flag and any unused medals, they should be returned to the FAI Office.

#### **7.13.3 Transmission of media archive & promotional material to FAI**

It may take a month or more for you to complete the event media archive, with copies of newspaper and article cuttings, listings of links to website articles, photo archives, blogs, tv coverage etc. A copy of this archive, plus examples of promotional material (posters, stickers, press releases etc), should be sent to the FAI Office for their archives.

#### **7.13.4 Confirmation and return of balance of Sanction Fee**

Once the Jury President has completed his report and checked for any outstanding monies due from the organisation to FAI Officials, the FAI Office will calculate the Sanction Fee and deduct this from the amount received from the entry fees of the three top teams. The calculation will be checked with the Competition Organiser and when agreed, will be refunded.

## 8 Procedures in Case of Accident, Casualty & Emergency

### 8.1 Introduction

Unfortunately, however vigilant we are to make our events safe, hang gliding and paragliding are risk sports. These notes are intended as general guidance to Competition Organisers who may have to deal with a serious accident. Competition Organisers of FAI Category 1 Championships will be sent a copy of the latest edition of the FAI document, Guidelines in the Event of a Casualty or Serious Accident in FAI Airsports Events. Although this document is largely focused on aircraft operating from an airfield, it is largely relevant to paragliding and hang gliding.

Remember that in accepting the organisation of an event on behalf of the FAI, organisers have both responsibilities and potential liabilities.

### 8.2 Planning and Preparation

Much has already been covered in earlier chapters, but here is a check list of actions that the Competition Organiser should ensure have been completed before the event starts:

- Raise NOTAM for the event, if needed
- Check Event Insurance to cover liability, rescue charges and other costs. Remember you may also be liable for accident or injury to staff, officials or spectators.
- Advise local police, rescue and other medical emergency services of dates of event
- Investigate national laws, rules and procedures in the case of an air accident or fatality. Always operate in accordance with them
- Ensure you collect at Registration full contact details of all pilots (and Team Leaders), insurance and Next of Kin (NOK) information, special medical conditions or needs
- Ensure this information is readily (centrally) available during the competition
- Make a plan for dealing with incidents or accidents

Ensure that the key staff are involved in producing the plan: Competition Organiser, Meet Director, Safety Director and PR/Communications Officer. Other key people who should be fully cognisant of the plan include: Launch Marshal, Goal Marshal/Chief Judge, HQ Manager, Retrieve Coordinator.

The plan should include the following elements:

- Handling the incident itself (overall coordination, who goes to the scene, who calls emergency services, communicating with emergency services, confirmation of pilot identity and extent of injuries)

- Communication with pilots in the air who witnessed incident; changing frequency to avoid distressing competitors still flying
- Collecting witness statements (MD/SD); Accuracy: collecting video coverage if at target
- Contact with Team Leader; informing NOK and team members
- Accuracy: keeping all people not immediately dealing with the incident clear of the casualty
- Recovering glider and equipment
- Informing FAI
- Official statements/Press statements – release of names, extent of injuries
- National accident investigation procedures
- Continuation of task/event

Additional preparatory actions:

- Make a list of all staff, volunteers and officials who have any formal First Aid training.
- Make a list of medical/emergency numbers, including hospitals, local doctors, paramedics for easy reference.
- Print out a few blank copies of the CIVL Incident Report Form, which are useful for pilots, team leaders and staff to use when collecting or collating incident information.
- Identify at least one further radio frequency that key staff can switch to in order to handle an incident without using the main competition safety frequency.
- Brief video operator at target not to continue filming; to save footage of incident if recorded; and to switch off any live feed to large screens, tv, internet etc.

## **8.3 Dealing with an Incident**

### **8.3.1 Incidents reported**

In cross country competitions, incidents are usually witnessed as pilots fly in gaggles. In such cases, reports are likely to be received by radio on the main competition safety frequency. The Safety Director and Meet Director will have experience in handling these reports and establishing immediate procedures and actions. Much will depend on the nature of the incident, how quickly it can be confirmed whether the pilot requires medical assistance, whether a witness pilot can/should land to assist, etc.

From the perspective of ground staff, it is vital that all reports of incidents that are received during a task are fully verified. It is possible that more than one incident can occur. Do not automatically assume that multiple reports will refer to the same incident.

Live tracking can be both a help and a hindrance in terms of dealing with an incident. At 2013, the software is not always sufficiently reliable to identify or pinpoint the precise location of a pilot suspected of being involved in an incident. Devices can stop working and the pilot will appear to be no longer flying. GPS coordinates from the software can be error-prone. Further, be aware

that with reports of an incident, Live Tracking spectators will speculate on which pilot(s) may be involved.

### **8.3.2 First actions**

It is important to note timings (first reports, emergency services called, verification of pilot identity, extent of injuries etc), track staff involvement, subsequent actions etc.

As soon as possible, try to move communication to a separate frequency, reassuring competition pilots that the incident is being dealt with. If applicable, report back to pilots that the pilot involved in an incident is uninjured, or not badly injured.

In PG Accuracy competitions, incidents are likely to be on launch or at the target. In either case, competition flying may need to be halted for a while. At the target, it is important to protect the injured pilot from being moved before medical staff can check for back or neck injuries. Keep all unnecessary people at a distance, especially the media and public (Judges can do this). Try to prevent photographs/video coverage of the victim.

If helicopter evacuation is required, pilots may need to be alerted and the task/round may need to be stopped.

## **8.4 Aftermath of an Incident**

### **8.4.1 Incident Report Forms**

Whenever possible, the pilot involved in an incident should complete an Incident Report form. This is available on the CIVL website. It need not be the pilot involved who enters the information. Anyone with a CIVL ID can do it. As much information as possible, or is known, should be included (the pilot can remain anonymous). It is better that some data is recorded than none.

Alternatively, the pilot, or Team Leader can start by completing a printed version of the form, so that information is not lost or forgotten. The Competition Organiser should have forms available as an 'aide memoire'.

Try to get witness statements in writing as soon as possible after the incidents, and before they talk to each other or hear others' views on what may have happened, weather conditions experienced along the course, etc. The MD, SD or Competition Director can interview witnesses and complete the forms if necessary, but they should be checked and signed by the witness.

Collate all incident forms and statements with incident logs (of more serious incidents) showing timings and actions, as soon as possible after the incident. Keep copies of all statements and keep them secure.

## **8.5 Dealing with rumours**

Rumours circulate rapidly after reports of incidents and accidents. Do not believe them without independent confirmation from organisational sources. Do not confirm the rumours until the incident coordinator or Competition Organiser makes an official statement. Try to persuade those with unconfirmed incident information not to publicise it until official confirmation is received.

Unfortunately, it is extremely easy for information to be published very rapidly on blogs and social

media. It can be extremely distressing if the NOK of a victim finds out about an accident through such unofficial, unconfirmed channels.

## **8.6 Releasing information**

It is critical that names of casualties are not released, particularly to the media, but also to fellow pilots and others involved in or observing the competition, until NOK have been informed. All staff should be briefed not to confirm rumours, even if they have been personally involved, until an official statement is made. Do not even confirm that a particular pilot was not involved in a particular incident. There may have been more than one incident during the day.

The organisation should make an official statement (verbally, written statement, website announcement etc) as soon as information has been confirmed. This is essential to quash incorrect or misleading rumours, to avoid speculation, and to demonstrate to the media that official information is forthcoming. Statements can be updated regularly; only release confirmed facts and avoid opinions or assumptions, especially on the cause of incidents. For example:

1. "We can confirm that we have heard reports of an incident on launch/on the course line/at the goal field, but we have no further information at this stage. As soon as we have confirmation, we will issue a statement."
2. "We can confirm that there were two reserve deployments during today's task. We will confirm the names of the pilots involved in a second statement to be issued shortly."
3. "We can report no serious injuries from the two incidents during today's task. Pilot x from A and Pilot y from B, who both deployed their reserve parachutes in separate incidents today, have been retrieved. Pilot B has been taken to the local hospital to check out a possible minor injury, but is expected to be back later today."

All statements should be made in conjunction with, or in communication with the appointed PR Officer. The PR Officer can prepare more formal announcements and subsequent statements as necessary. A spokesman (usually the Competition Director, but may also be the MD or PRO) should be appointed to speak to the media.

For more serious accidents or fatalities, statements should be made as soon as the facts can be confirmed and NOK have been informed. Keep to the facts, stating the name and nationality of the pilot, extent of the injuries (when relevant), regrets/condolences, statement to the effect that the accident is under investigation, no conclusions possible, further statements will be made if more information comes to light. Draft statements are available in the FAI Guidelines document.

Statements should be posted on the website and on the competition noticeboards.

## **8.7 Next Actions**

At the next daily briefing, the Meet/Safety Director should inform pilots of the basic facts of the incident(s), follow up, and actions taken.

In the case of a fatality, the competition may be suspended for at least the following day. In any case, the Competition Organiser, Meet and Safety Directors should review the situation, especially

if any potential safety issues have arisen as a result of an incident. It may be appropriate to adjust competition procedures if it can be shown that safety can be improved.

Decisions on the suspension or stopping of a Championship should be made by the Competition Organiser/Meet Director. Such decisions should not be put to a vote, which adds controversy to tragedy.

#### **8.7.1 Communication with other authorities**

National laws will dictate which Air Accident Investigation organisations need to be contacted to report incidents. The emergency services may do this also.

Reports should also be sent to the NAC/Federation and to CIVL/FAI.

## 9 Press, PR and Marketing Communications

### 9.1 Introduction

This can be an extremely important aspect of a successful competition. Good press coverage is viewed as a measure of success by many, including grant authorities, local councils, sponsors, sports councils, tourism agencies and FAI. FAI is committed to improving media exposure to our sports, long term. Improved media exposure is essential to encourage sponsorship of our events.

Ideally, a Communications, PR and Media Officer should be appointed to coordinate activities and ensure consistency of image and information across the various media. He should be well informed about the discipline, be a good communicator in English and/or the local language, and efficient at writing and sending out press releases (print and email) and handling enquiries promptly.

A Media Communications person at FAI is available to help Category 1 Competition Organisers. The FAI can help promote your event through its international network of airports media channels. If you intend to produce video footage of your event(s), either for a stand-alone production, or for supply to TV and digital broadcast agencies, the FAI can help with information on distribution rights etc. See chapter 9 Press, PR and Marketing Communications

The Communications Officer should also be involved in discussions concerning procedures in case of an incident. Information dissemination is an extremely important part of this procedure and can take a huge burden off the Competition Organiser and Meet/Safety Directors.

### 9.2 Media Plan

The media plan should provide for regular press coverage, starting at the time of the bid, then in the run up to, during and after the Practice Event and the Championships. Varying material should be prepared in English and in the local language.

#### 9.2.1 Media types

Consider the requirements of the following media:

- Local & National newspapers, specialist national magazines, sports magazines/colour supplements
- National magazines from other countries, International specialist magazines
- Local, Regional & National radio stations
- Local, Regional & National tv channels. Note that broadcast media have special requirements

- Internet/web channels – especially sports channels and video websites. Plus links to websites of print media
- Social media – Facebook, twitter & blogs

It may be worth discussing opportunities with potential media partners, such as a leading local/regional newspaper, or a specialist magazine. It can lead to more coverage for the event, while the partner benefits from a certain level of exclusivity and promotion for its own branding. Competitors like to see their names and photos in print. Timely coverage can be displayed in the HQ for competition and the general public to view.

### **9.2.2 Material ideas**

**Press Pack:** Consider preparing background information in the local language for regional and national newspapers, radio and tv. Airsports events are not always well known or understood, so basic explanatory articles are also useful. Include information on the positive impact of the event on the sport, the site, tourism, local economy etc. Add pilot profiles and photos, or links to where photos and video clips can be downloaded. Provide contact details and encourage them to attend the competitions, if possible. Distribute printed copies to local press and ensure all the documents are also available on the website.

**Press Releases:** Start producing these early, and then on a regular basis, and upload to the website. They are a useful way of keeping the media informed of progress and keeping the event in their minds. These can be angled to local or international/specialist press, as appropriate.

During the event, send email press releases of daily task results with website address for more details, photos, and upcoming events on the programme. Send reminder invitations for the prize-giving, and email the final results as soon as they become official, with photos.

**Press Day:** If there is much local/national media interest, consider inviting journalists to the site for the day some time prior to the start of the event. Plan ahead to provide a photo opportunities, meet local VIPs, pilots, and possibly offer tandem flights. Try to coincide the day with some newsworthy story (sponsorship deal, site improvements, pilot entries).

**Pilot profiles:** If you get early input to the online registration form before it is published, you can start gathering information with a few simple questions added to the form (how long flying/in comps, best position etc, online profile, photo etc)

Other material that might be useful includes: photo gallery (pilots, sites, in-flight shots), programme of events, links to videos, blogs etc.

Remember for Cat 1 events to send press releases (or links to them) to the FAI.

## **9.3 Logos & Titles**

If an event logo has not already been developed, this should be done quickly. Remember to use the full title of the event and incorporate the FAI logo if possible. The event logo should be used consistently on all public/official documents, including the website. It is useful to create different sizes of the logo for use in various applications (letterheads, press communications, posters, promotional items, click through banners for partner websites, etc).



Obtain the electronic files of the official FAI logos from the FAI Office. Download the FAI Branding styleguide from: <http://www.fai.org/about-fai/fai-branding>. It is important that you use the correct FAI logo appropriately. FAI branding will add significant kudos to the image of your event. The FAI logo should be used whenever possible, and especially on the website, posters, stationery and other printed matter where the full title of the event is used.

Remember also that FAI maintains certain media and advertising rights over its FAI sanctioned airsports competitions.

## **9.4 Website & Social Media**

**Website:** This is a key tool. As soon as the bid is accepted, you should ensure the website is operational and shows the dates of the Practice Event and the Championships, as a minimum. The competition website is an important communication tool, not just for pilots, but for sponsors and the media too. It is worth considering a local language version, especially if you expect grant aid, and support from local and regional authorities and local commerce. It is important to keep the website up to date, not only as preparations are under way, but on a daily basis during the competition.

During the competitions, it is worthwhile appointing someone to write a blog, as well as task/daily reports. Ensure links to pilot blogs, media partner websites etc, are in place. It is essential to keep the world informed of the progress of the competition.

**Social media:** If you have someone experienced in running social media tools, such as Facebook, it can be a useful means of communicating with pilots and the flying community generally.

## **9.5 Press Liaison**

It is important to have a plan in place for dealing with the press wishing to attend the event, particularly at launch or goal fields, for example. It is advisable to have a dedicated Press Officer to escort film crews and photographers. The Press Officer should speak the language of the press they are escorting. They should understand the competition set up, be able to provide background information, introduce them to appropriate people (pilots, organisers, VIPs) as well as ensure the safety of both the press people and competitors. It is important that competitors are not disturbed by their presence on launch, for example. Ensure the press are looked after in terms of accommodation, food/refreshments, transport (they may have a lot of equipment), and working facilities (room with internet access). If there are a number of press, photographers, cameramen and assistants to cater for, consider the budget implications and alert the Competition Organiser accordingly.

If news of the event starts to attract a lot of press attention, it may be worth considering setting up a press accreditation package. This helps the organising team keep track of how many journalists, cameramen and photographers to expect, who they are producing material for, and the logistics of them all being on site at the same time. It also ensures that you have bona fide journalists attending, and that you have a means of checking back later to see what publicity has been generated.

Press accreditation is important if there is restricted access at launch or in goal fields, or at the Accuracy Target, or if you have media partners that have negotiated some exclusivity of coverage.

### **9.5.1 Public Relations**

Similarly, you should have a policy in place if members of the public wish to observe the event from the launch or goal field/target, especially if these are public rights of way. Some competitions and venues are more 'spectator-friendly' than others. Consider creating a secure, enclosed area for spectators that gives them a good view of proceedings, but without allowing them to get in the way of competitors or organisers, or potentially creating a safety hazard. If spectators are going to be encouraged, some thought should be given to facilities (proximity of toilets, shade, refreshments).

Ensure posters and programmes that are displayed to the public state clearly times and access for spectators. The local Tourist Office may be able to help handle enquiries from the general public.

## **9.6 Creating a Media/Spectator Friendly Event**

There are a host of mechanisms that can be developed to help create a media and spectator-friendly event. Paragliding Accuracy and Aerobatics have a natural focus, but even for cross country competitions can be made attractive. Live tracking is an obvious start point. Ensure the link to the website display is widely distributed. Taking video footage of the launch and pilots arriving at goal can be swiftly edited after the task to create short videos of the day's task. Some sort of commentary can work well too. Similarly, photographs can be posted on websites to make attractive slide shows.

For Paragliding Accuracy, video footage of landings is mandatory, and this can be edited at the end of the day to show highlights. A commentator at the target works well, particularly if he has access to brief pilot profiles. Displaying the scores on a large screen can also be effective.

For any event, large screens could be installed in the HQ or at a nearby bar, restaurant or outside venue. These could take live feed from the target or the Live Tracking/Live Leader Board, or play videos of the highlights later.

Interactive activities involving the local community and/or general public can be useful for generating interest and support. Set up a poster competition among the children from local schools, then display the posters at the HQ or other local exhibition area. Set up a small exhibition on the theme of hang gliding or paragliding, with posters, photos, memorabilia, souvenirs, trade stands, kites etc. Print and distribute widely posters advertising the event. Local shopkeepers can display them to show support and welcome to the pilots. Decorate the town with bunting and flags.

Souvenirs can be a useful source of additional revenue to help fund extra social events for pilots, for example. Consider producing tee-shirts that can be purchased by spectators as well as friends and family of the competitors. They could be the same design as the competition shirts, or possibly the same design on a different colour so that competitors can be differentiated. Other promotional items such as postcards, stickers, mugs, baseball caps, pens etc, may also be popular. The Tourist Office may be able to advise and suggest points of sale.

### **9.6.1 Media archive**

It is recommended to create a media archive, starting as early as the bid process, and continuing right through the Practice Event and the Championships, to provide a complete record of the publicity and promotional opportunities that the event presented.

Keep a folder of cuttings from newspapers and magazines, as well as a list of links to websites, articles, video clips, photo archives, blogs and other material, that have appeared on the internet. File copies of Press Releases. Keep examples of all promotional items produced. Eventually, after the event, a copy of the media archive should be sent to the FAI Office for their archives.

The media archive can provide a useful reference for showing to sponsors and grant authorities, to demonstrate the publicity gained for the event, and potentially for subsequent requests for funds for other events.

### **9.6.2 Media Rights & Sponsorship**

If you have commercial sponsors, you should download the following document (<http://www.fai.org/component/phocadownload/category/753-branding?download=2939:fairulesadvertisingv1-3>) to understand how best to provide advertising opportunities for sponsors while protecting the interests of all parties and ensuring the impartiality of the organisers and the sportsmanship of competitors.

The Competition Organiser should also understand the issues surrounding Media Rights to FAI Events. Essentially, if you are negotiating with a film company to provide video coverage of the event, make sure that it is contractually agreed that you AND the FAI have rights to the final product, to use it for promotional purposes. If in doubt, check with FAI Secretariat before signing any contract or agreement.

### **9.6.3 In case of an incident**

The Communications, PR & Press Officer has an important role to play in case of an incident. It is essential that correct and appropriate information is issued, or is available, as soon as possible after an incident. The contact details of someone authorised to talk to the press on behalf of the Competition Organiser (if he is not available) must be included also.

It is advisable to prepare some information in advance, 'just in case', as the PR Officer may have to react extremely rapidly at a stressful time. See Chapter 8 for more details.

## 10 The Practice Event

### 10.1 Purpose

The primary purpose of the Practice Event is to test the organisation team, in the location, and the discipline, that will form the FAI Category 1 event the following year. Providing pilots with an opportunity to fly the site one year prior is very much a secondary purpose. For this reason, Section 7 clearly states that the Competition Organiser must arrange a practice event on the proposed site one year before, and as close as practical to the proposed dates of the Category 1 Championships.

### 10.2 Duration

The Practice Event needs to be long enough to ensure that the organisation has the opportunity to work together for several consecutive flyable days. A weekend competition will not suffice. It may be combined with another competition, such as a National Championships, providing the event is Cat 2 sanctioned, properly promoted also as the Practice Event, and meets Cat 2 requirements for open, international entries. Obviously a multi-class Category 1 Championships must be preceded by a multi-class Practice Event.

### 10.3 Sanctioning

The Practice Event must be sanctioned as a Category 2 event. It should be sanctioned as soon as possible after the bid has been accepted. If dates have not been finalised at the time of bidding, they should be decided as soon as possible after, and the event sanctioned without delay. This will help other international organisers plan their own Cat 2 events to avoid clashes which could impact revenues from pilot entry fees.

### 10.4 Rules

The Practice Event shall be run according to Category 1 rules – *as far as appropriate* - with the exception of Entry Requirements, Ceremonies and extra FAI Officials (Jury). Seek advice from the appointed Steward or Chairman of the relevant discipline Committee if necessary.

### 10.5 Personnel

The Competition Organiser, Meet Director and Safety Director, as named in the original bid documents, which form part of the Organiser Agreement, must each be present to fulfill their respective roles at the Practice Event. They are not allowed to compete in the Practice Event. If a change of these key personnel is required, either for the Practice Event or for the Championships,

a request must be submitted as soon as possible, to the CIVL President who will seek approval from the CIVL Bureau.

It is strongly recommended that other key staff, such as launch and goal marshals and scorers are in place for the Practice Event.

## **10.6 Financial Implications**

Typically, a Practice Event will not attract the same number of pilots as the Category 1 Championships and the entry fee is likely to be lower. While a Cat 2 event may easily be run on entry fees alone, with various costs scaling according to numbers, this is unlikely to be the case for a Practice Event.

The Competition Organiser needs to demonstrate that sufficient numbers of appropriately trained staff are available, working as a team. Although Opening and Closing Ceremonies need not incur too much expense, perhaps more 'formality' and less 'hospitality', there will be some costs involved.

Other logistics will need to be in place, such as Headquarters, briefing room, AV equipment, portable toilets on launch. The website must be in place and kept up to date, the media machine must be operating. The Steward's costs will need to be covered.

It is strongly recommended that additional funding is secured for running the Practice Event. If applications for grants to government, sporting or regional authorities are being made, it is a good idea to 'sell' the idea of a 2 stage, 2 year process, with perhaps a lesser amount requested for the Practice Event.

## **10.7 CIVL Steward**

As soon as practicable after acceptance of the bid, CIVL will appoint a Steward to provide advice and guidance to the Competition Organiser. The Steward will attend the Practice Event and report back to CIVL on the suitability of all aspects of the organisation, in particular the key personnel, venues, logistics and manpower. The costs of the Steward to attend the Practice Event (travel, hotel and food) is covered by the Competition Organisation. If a further visit is required later, to verify work has been completed on a launch site, for example, these costs will also have to be paid by the Competition Organisation.

Don't hesitate to contact the Steward if you need some advice or guidance on any aspect. Do let the Steward know of any material changes to any of the organisational aspects before the Practice Event.

## **10.8 Steward's Report**

The Steward should alert the Competition Organiser during the Practice Event about any issues that could be or need to be improved before the next year. Try to set aside a time at the end of the Practice Event, before the Steward leaves the site, for a meeting to go through some or all of these aspects. This is also a good time to outline to the Steward plans for the following year

concerning Ceremonies, Social Events, Media Coverage and other aspects that will probably involve more planning, effort and expense than for the Practice Event.

The Competition Organiser will be sent a copy of the Steward Report once it is finalised. Copies are also sent to the CIVL Bureau and the Chairman of the relevant discipline Committee. The report is available to Delegates on request. The report will contain a list of recommendations for improvements, and a list of items that must be attended to, probably with deadlines, which have hopefully been agreed beforehand with the Competition Organiser.

The Steward will be in contact about the progress on these issues, but it is courteous to keep him informed during the year. If there are serious issues to address that may result in a withdrawal of the sanction and cancellation of the event, the CIVL President and FAI Office will also want to be informed about progress.

## **10.9 Local Regulations**

The Local Regulations should be prepared well in advance of the Practice Event. The Section 7 template must be used. Enlist the help of the Steward to determine which elements are not appropriate for the Practice Event, or which will be different from the Cat 1 Championships the following year. This will certainly include Entry Requirements, entry fees, deadlines, dates and the general programme. The Competition Organiser/Meet Director is at liberty to set some Entry Requirements however, providing the rules governing Cat 2 events are not contravened.

The Local Regulations do not need to be approved by CIVL, but they should be verified by the Steward, and then published on the competition website.

The better prepared the Local Regulations for the Practice Event, the less work is required the following year.

## **10.10 Preparations**

It is essential that the site is properly prepared in advance of the Practice Event. If improvement works for launches, for example, had been promised in the bid, then they should be completed in good time. Of course, some details may have had to change, such as the location of the headquarters, for example, or the type of transport. Such aspects are less critical, but the Steward will judge whether they are suitable for a Category 1 Championship. If you know in advance that plans will change between the Practice Event and the main event, ensure the Steward is aware, and where possible/appropriate, show the Steward the new HQ location, goalfield or other elements.

Aspects such as providing shade and toilets on launch should also be adhered to for the Practice Event. Again, this will allow the Competition Organiser to better assess the costs and logistics involved, ready for the following year.

The FAI-appointed Steward is generally well-aware of the financial implications of running a Cat 1 event. Therefore, if plans have to be down-scaled due to a financial shortfall, alert the Steward to avoid surprises and what can appear to be broken promises.

Again, it is well worthwhile preparing items such as pilot & display turnpoint maps, task boards, noticeboards and such like, for the Practice Event, as you will receive valuable feedback on their effectiveness.

### **10.11 Following the Rules**

It is strongly recommended that the organising team follow the rules and procedures as closely as possible to those set out for a Category 1 event. If you have not run a Cat 1 Championship before, this is the only way to get an idea of the tasks, timescales and manpower required. The Steward will be looking for an efficient Registration process, Equipment checks (as necessary) and Mandatory Safety Briefing. Also under scrutiny will be the effectiveness of Daily Briefings, Task Setting, Launch Marshalling, Transport & Retrieve Operations, Goalfield/Target Management and Scoring.

While it is not essential to run a team as well as individual competition, it can be a good idea to encourage team entries. Not only might this encourage more pilots to attend, but it is good practice for the scorers, and gives the organisation a better idea of the interplay and dynamics involved that can create a positive, competitive atmosphere.

Be aware that Section 7 rules can change between the Practice Event and the Category 1 Championships. The Steward should advise you on aspects that will affect your planning, but it is worthwhile consulting the CIVL website after the February Plenary meeting prior to the Championships.

### **10.12 Complaints and Protests**

There is no FAI appointed Jury at a Practice Event. The Local Regulations should state how complaints and protests will be dealt with. This could be the 'normal' practice for Cat 2 events in your country. Another possibility is to state that a representative Jury will be elected if a protest is made. Consult the Steward about this. Much will depend on the scale of the event and whether enough acceptably 'neutral', reliable and knowledgeable people will be on site. Alternatively, it is worth simply stating that in the event of a complaint, the Meet Director's decision is final.

### **10.13 Pilot Feedback**

It could be a good idea, towards the end of the competition, to try to obtain some feedback from competitors at the Practice Event. A simple survey can be used to solicit their views on what was good, what was not, how the organisation could be improved, value for money, and what they would like to see different at the Category 1 event the following year. A small incentive to complete the forms may be necessary!

This information can be useful to provide a different perspective from say, feedback from the Steward, staff and sponsors. It may be helpful to determine the priority issues for the pilots, for consideration prior to the main event the following year. Sometimes, a small insignificant (to the organiser) improvement can be found to make a big difference to the enjoyment and satisfaction of the pilots!