



# FAI Hang Gliding & Paragliding Commission

*Fédération  
Aéronautique  
Internationale*

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## Jury & Steward Handbook

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*Maison du Sport International  
Av. de Rhodanie 54  
CH-1007 Lausanne  
(Switzerland)  
Tél. +41 (0)21 345 10 70  
Fax +41 (0)21 345 10 77  
E-mail: [sec@fai.org](mailto:sec@fai.org)  
Web: [www.fai.org](http://www.fai.org)*

Editor's note: The CIVL Jury and Steward Handbook is designed to bring together the information needed by current CIVL officials at FAI sanctioned events and to provide an insight into the work that those considering volunteering as future officials could expect to do. It is updated regularly to include related changes to the Sporting Code and principles established by the CIVL Bureau.

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

## **FEDERATION AERONAUTIQUE INTERNATIONALE**

**Maison du Sport International, Av de Rhodanie 54 – CH-1007 LAUSANNE Switzerland**

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# 1 FAI (CIVL) OFFICIALS

## 1.1. General

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

## 1.2. Travel Expenses

The competition organiser is responsible for paying all reasonable travel and subsistence costs of officials for the duration of the competition and Section 7 of the FAI Sporting Code details the standards that apply. He is also responsible for paying a daily incidentals allowance to jury members only, not stewards, to cover minor expenses; officials will not be obliged to produce receipts for such items. The daily amount should be agreed between the organiser and the jury president prior to the event and should, as a minimum, be the local equivalent of 10 euros. Jury members should be prepared to sign a receipt for the cash payment.

Volunteers serving as steward or jury members should keep costs to a reasonable minimum for the organiser. In addition, if requested, all effort must be made to provide receipts for meals and other expenses that volunteers expect the organisers to reimburse them for directly. In addition, it is essential that officials agree with the organiser any large expenses, like airline tickets, before purchasing them. There are a number of different options for reimbursement of travel costs:

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

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

**Option 3.** The same as the previous option, except that if the ticket purchase is a long time in advance of travelling, if the organiser so agrees, can request an advance payment from the CIVL. Again it is essential to obtain written agreement from the organiser as above before purchasing the ticket(s) but send the invoice to the CIVL Treasurer - a scanned copy will speed matters up – with a standard expense claim form. The CIVL reimburses the official for the ticket and adds the amount paid for travel costs to the sum that needs to be paid by the organiser to the FAI (e.g. the sanction fee). The claim should be sent, together with the written agreement from the organiser and invoices, to the FAI (sec@fai.org), the CIVL President and the CIVL treasurer or another appointed bureau member who will authorise payment from the FAI.

### **1.3. Period Of Work**

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Work for the steward will commence even prior to the practice event and carry on throughout the entire lead time to the 1<sup>st</sup> Category event and the jury president will also have work to do prior to this event; these are covered in Sections 2 and 3 of this handbook. For work at the competition venue jury members should be in place by the commencement of pilot registration. Stewards will need to be there in good time to advise on the setting up of the registration process and other preliminary matters and should agree a suitable date with the organiser.

### **1.4. Steward payments**

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In part recognition of their valuable and time consuming work, CIVL-appointed stewards at 1st Category events and authorised test events are recompensed 50€ per competition day plus 2 days. This payment is to be made after a correctly completed expenses form is submitted to the FAI Secretariat and approved as required by current CIVL procedures.

### **1.5. Trainee steward expenses**

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The travel, accommodation and meal expenses of CIVL-appointed trainee stewards are paid for by CIVL. In addition, an allowance of 10€ per competition day can be claimed. Travel plans and costs should be pre-agreed with the J&S Coordinator and the Steward. Reimbursement will be made after a correctly completed expenses form is submitted to the FAI Secretariat and approved as required by current CIVL procedures.

### **1.6. Liability & Insurance**

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

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

## **2 CIVL JURY MEMBER JOB DESCRIPTION**

### **2.1. Introduction**

The purpose of this document is to maintain standards for jury procedures and behaviour at competitions, thus ensuring a high quality of jury work, which will positively reflect on FAI/CIVL.

The Jury is the neutral and independent element between the organiser and the competitors. Sometimes, it is the only representative of FAI/CIVL and has therefore the duty to represent these bodies. The Jury should take the time to explain its function to the people involved in running the meet and those participating in it.

The Jury's main role is to ensure that the event at which it is officiating is run in a fair and safe manner in accordance with the General and Specialist sections of the FAI Sporting Code and the approved Local Regulations. Jury members should remember that it is the published rules and penalties which they must uphold and they have no power to vary those.

The Jury will rule on protests which may affect the outcome of individual pilot or team scores. This factor will also affect meet officials if re-scoring or rule interpretations are indicated. For these reasons, the role of the Jury should be well understood by all officials and competitors. The initial pilots' briefing is an ideal time to explain this role with a handout or a presentation.

All jury members should be present at the start of registration for the championship. Exceptionally the Jury President may authorise one juror to arrive later providing this is in time for the start of the championship.

### **2.2. FAI/CIVL Jury Work**

#### **The Jury...**

- Is the neutral element between competitors and organisers.
- Is composed internationally of members from three different countries to ensure neutrality.
- Does not get paid to be at a championship.
- Must have a thorough knowledge of the rules of the competition as well as the duties of a Jury member.
- Is composed as follows:
  - At least two experienced members, and
  - One junior member (if possible).
- Must check travel arrangements and visa requirements. Although travel to the event is the responsibility of the organiser; these arrangements should be made in consultation with individual jury members who should also check themselves what visas are required.

### **2.3. Duties of the Jury**

#### **The Jury President...**

- Directs the Jury's work.
- Organises Jury meetings.
- Organises the presentation of the Jury's results.

- Is the senior FAI representative at the event, represents the FAI President and should be prepared to make a short speech on behalf of the FAI at any formal ceremony or other function.
- Has the power to stop the competition at any point if the organiser fails to follow FAI rules and procedures. This includes situations where FAI safety rules or guidelines may be compromised; this is particularly important and the Jury President should get advice from the steward on this aspect of the competition.

#### **2.4. Before the event the Jury President...**

- Makes sure that the designated members are available or the CIVL bureau appoints a replacement.
- Ensures that the Jury members receive and read a copy of the Local Regulations.
- Makes sure that sufficient copies of the respective rules (General Section, Section 7 and Local Regulations) are available.
- Checks with the CIVL Comps Coordinator that the required team payments to cover sanctions fees have been paid to FAI.
- Organises an internal initial briefing with the Jury members with the purpose of: :
  - meeting the other members,
  - making sure that they understand the Local Regulations in language and intentions, the scoring equipment and system, etc,
  - discuss the Local Regulations and any necessary changes,
  - agreeing procedures,
  - preparing the presentation on the role of the jury and the way to make complaints and protests.
- Reads and makes sure he understands all applicable rules.
- Brings all necessary documents to the competition (General Section, Section 7, Local Regulations, archive file of previous protests).
- Checks on the FAI website which NACs are suspended.
- Verifies, usually in advance at online registration, and in conjunction with the screening committee if one is appointed, that all pilots meet the qualification requirements as per Section 7 and the Local Regulations.
- Verifies at registration (with assistance of Jury members) that all pilots hold valid FAI sporting licences from current member countries
- Confirms the daily incidental costs allowance with the organiser (1.2)

He should also arrange for the jury, steward, Director/Organiser, Safety Director and, where applicable, the Chief Judge to meet to clarify how the jury will work and the procedures for protests. Safety aspects should also be discussed at this meeting

#### **2.5. During the event Jury Members....**

- Monitor the conduct of the event, arbitration and rule interpretation.
- Ensure that the meet director (MD) obeys the rules. If he doesn't, he shall be informed the meet is no longer sanctioned by the FAI.
- Interpret the rules with the following hierarchy: General Section, Section 7, Local Regulations.
- Decide together (all three members) and inform the meet director first. Should avoid offering personal opinions and be careful not to create any prejudices.
- Are present throughout the event and easy to reach.
- Maintain a good working relationship with the Stewards.
- May consult Stewards on rule interpretations.

- Attend all meetings.
- Monitor the scoring procedures.
- Aim to provide regular reports, with photos or links to videos, to the CIVL website content coordinator, and a summary report as soon as possible after the prize-giving ceremony.

## **2.6. Jury Check Lists**

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A number of check lists and aide memoires have been constructed by experienced jury members in the past and an example is included in the download zip file for this handbook. These are useful for ensuring that nothing is missed in preparation of events and while they are in progress. It is recommended that future jury members use these as a basis for check lists appropriate to the event for which they are to be used.

## **2.7. Accident Reports**

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Both the Jury President and the Steward need to ensure that the MD/SD follows up on reports of incidents. Where necessary, the Steward should advise team leaders that the Sporting Code makes this their responsibility and that penalties might be applied to the team if a report is not produced. The Jury President should advise the MD that he has the power to award such penalties. The CIVL standard incident report form should be used and completed forms should be appended to the Steward Report.

## **2.8. After the event the Jury President**

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- Approves the final results.
- Ensures correct medals and diplomas are ready to present at prize-giving
- Writes a detailed report of the competition to CIVL, including all protests.
- Sends copies of all protests and corresponding decisions to the FAI Secretariat within 8 days.
- Adds important findings to this report.

## **2.9. FAI Licence and Pilot Qualification Verification Procedure**

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The suggested procedure for this is:

1. Pilot, complete with completed entry/registration form, shows FAI licence to Jury member who then checks pilot against list of qualified pilots. If all in order....
2. Jury member completes the declaration on entry/registration form by ticking both FAI licence and qualified box and signs it.....If all OK go to 3..... if all NOT OK go to 5
3. Pilot moves on to register with organisation.
4. Organisation checks that a Jury member has ticked and signed declaration for licence and qualification before accepting entry and registering pilot (if not return to queue!)
5. Pilot is requested to provide valid FAI licence and evidence of qualification before end of registration deadline.
6. If pilot unable to do this pilot is refused entry to the competition.

Notes:

1. The FAI Sporting Licence database may also be used to prove that a pilot holds a valid Sporting Licence.

2. Registration forms should have tick boxes for 'pilot qualified' and 'current FAI licence' and space for a Jury member to sign.
3. An up-to-date list of current member countries is available on the FAI website - [www.fai.org/members#active\\_members](http://www.fai.org/members#active_members)
4. The WPRS rankings database on the CIVL website ([www.fai.org/civil-events/civil-rankings](http://www.fai.org/civil-events/civil-rankings)) can be used to check that a pilot qualifies. (This list does not include any additional qualification criteria that may be specified in Local Regulations)
5. Be aware that the physical registration process is complex and the document checks made by the Jury are just a small part of the whole. The organiser is responsible for the detailed checking of a wide variety other documents and equipment.

## **2.10. Complaint & Protest Procedure**

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### **2.10.1. Complaint:**

Purpose: Correction of a decision (not an offence to anyone).

- From the Team Leader to the Meet Director.
- Free of form but preferably in writing.

If the complainant disagrees with the decision of the MD, a protest can be filed.

### **2.10.2. Protest**

A protest should be (General Section 4.3.2 refers):

- In writing, in English
- From the Team Leader to the Meet Director
- Accompanied by the protest fee (usually €50 or US\$50), which will be returned if the decision is in favour of the protest).
- Within the time limit specified in the Local Regulations.
- A clear and precise statement of any special occurrences related to the rules that are thought to be infringed.
- Not a general complaint about the organiser.

### **2.10.3. Protest Format**

A protest should use the standard protest format. NB: PG Accuracy has standard form in S7C, organiser should ensure copies are available to Team Leaders if requested.

1. Championship:
2. Protester:
3. Against which decision/against what (description of the event):
4. What does the protester want:
5. Which rules are affected:
6. Signature, date and time:

The protest is handed to the MD who will pass it to the Jury.

### **2.10.4. Jury Action on a Protest**

In outline, the Jury ....

- Deals with a protest as soon as possible.
- Reads it and decides about the procedure (will it be accepted?).
- Hears both sides.
- Applies the rules and decides.
- Writes a report to the MD, which will be published on the official board. If the protestant disagrees with the decision of the Jury, he can make an appeal.

### 2.10.5. Jury Procedure:

The Jury should accept a protest, which must be in writing, only via the Director or Deputy Director. The protest must be given to the Jury President although another Jury member may accept it on his behalf.

#### Subsequent Jury Actions

- i) Check with the Director that the protest was made within the permitted time limit, and that the Director has received and is holding the fee.
- ii) Read the protest carefully to ensure that it:
  - a. States the reason for the protest, and
  - b. States what the protester wants from the result.

If it is not clear what the protest is about, return it via the Director to the protester asking for clarification. If necessary, give extra protest time (e.g. one hour) for the protest to be rewritten. It is not possible to deal effectively with a protest which is just a general grumble against the organisers.

Remember that protests are made against a decision of the Director, so if he has not yet made one there are no grounds yet for a protest.

- iii) On accepting a protest the three Jury members should:
  - a. Read it carefully.
  - b. Decide what rules are involved and read all of them carefully.
  - c. Agree on the best way to deal with the protest.

This normally will involve: interviewing witnesses, obtaining evidence from the Director, and/or studying papers, track logs, videos or photographs. Since the competition has to continue while this is going on, it may be sensible to see people separately rather than hold a formal "court" involving several key officials at the same time. However, it may be essential to see the Director and protester together and hear their evidence directly.

iv) When the three Jury members are agreed on how they want to handle the protest, they should arrange with the Director for a meeting with the officials they wish to see.

v) If the Jury decides to hold a formal court, seats should be arranged for the Director to sit on one side and the protester on the other. Both should be allowed to bring an interpreter, or an expert witness of their own choosing to answer questions. The Jury may itself require the presence of other officials, witnesses or papers.

vi) The Stewards may be present as observers, used as information gatherers, or appear as witnesses.

vii) When all the necessary evidence has been obtained, the Jury may either announce its decision, or end the meeting and on its own further consider the evidence and come to a decision. The Jury decision should be put in writing and signed by all three members. Copies should be made for the Jury Members, the Director, the protester, the notice board and for the files.

viii) If the protest is from the same country as one of the Jury members, it is usual but not mandatory for this member to abstain from any vote, and for this to be noted on the protest result.

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

#### **2.10.6. Compensating Scores**

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

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

#### **2.10.7. Appeals**

Team leaders and members should be informed of the protest appeal process.

All appeals must:

- Come from the representing NAC to FAI/CASI (see Chapter 9 in General Section)
- Be received within 90 days of the original protest.
- Pay the appeal fee.
- Check with CASI procedure.

### **2.11. Jury Qualification and Selection Criteria**

The composition of each jury and the experience of the selected jurors will make a significant difference to the effectiveness and credibility of that jury. The following has been found to work well.

#### **2.11.1. Composition**

The most effective composition for a Jury is:

- A very experienced Jury President
- An experienced first Jury member
- A trainee member

and

- All Jury members should be available for several years and express a long term commitment to being jury members.
- The Jury President should not be from the country of the organiser.

#### **2.11.2. Countries from which chosen**

The ideal is to guarantee quality and internationality but save expenses for the organiser. Preferably: least two Jury members from the same continent as the organiser.

### 2.11.3. Experience requirements

**Jury Position: President**

Category 1: considerable experience as a Jury Member

Category 2: experience as a Jury Member, preferably at a 1<sup>st</sup> Category event

Other Relevant Experience: essential

**Jury Position: First Member**

Category 1: previous experience as a Jury Member and other relevant experience

Category 2: previous experience as a Jury Member or other relevant experience

**Jury Position: Junior/Trainee**

Category 1: none but category 2 experience

Category 2: none but sufficient other experience

Other Experience: essential

Other relevant experience may be as:

Meet Director, Steward, Competitor, Team Leader, Launch Director, Scorer, or any other roles that give experience of FAI sanctioned competitions relevant to fulfilling Jury duties.

Ideally each juror should have attended a CIVL jury training seminar within the 3 years before the event at which he officiates if he has not served in this capacity throughout this period. This requirement may be waived by the CIVL Bureau where considered necessary.

The Jury President and/or experienced Jury Member should be prepared (in conjunction with the Steward and with the support of the organiser) to run a J&S Seminar to attract new recruits.

## Appendix A - CIVL SANCTIONED MEET JURY REPORT

The purpose of this report is to provide a review of a Jury's work and inform the CIVL Bureau and relevant subcommittees of the successes and problems occurring in CIVL sanctioned meets. From such reports, ideas for improving rules, organisations and the fairness of meets will develop. This report is in no way intended to be used as criticism of a given meet, but is simply one source of information useful for raising the standards of competition. Jury Presidents must be aware that although jury reports are not public documents, they should avoid comments which might be interpreted as an admission of liability on the part of either the organiser or the FAI.

The Jury report must include the following information:

1. Championship title
2. Organiser/Staff/Stewards
3. Location
4. Dates
5. Number of flyable days & number of validated days
6. Remarks on weather
7. Number of competitors
8. Winners, team and individual (1-3)
9. Safety
  - a. Summary of significant accidents (incident report forms appended only to Steward Report)
  - b. Other comments on safety
10. Summary of incidents, Jury actions, interventions or interaction with Steward, Organiser, Chief Judge etc.
11. Brief description of protests and decisions (attach copies of the protest forms and decisions for FAI Secretariat)
  - Protest by: .....
  - Nature of protest: .....
  - Jury decision: .....
  - Protest by: .....
  - Nature of protest: .....
  - Jury decision: .....

Continue this paragraph on a separate sheet if necessary.

12. General comments on championship.
13. Things to learn/improve.

14. Recommendations for changes to the Sporting Code.
15. Special events enhancing the competition
16. Declaration that the Championship has been conducted in accordance with the rules and that all protests have been dealt with.

Date and signatures of Jury President and other Jury members.

## **3 CIVL STEWARD JOB DESCRIPTION**

### **3.1. Introduction**

The purpose of this paper is to maintain standards for Steward procedures and behaviour at competitions, thus assuring a high quality of Steward work which will improve competition fairness, enhance safety and reflect positively on FAI/CIVL.

The Steward is the independent representative of CIVL, attending the competition for the purpose of observing the conduct of the competition and giving advice to the organisers, team leaders and pilots. The Steward can and should liaise with the meet officials and Jury for the purposes of rule interpretations and factors affecting the fairness and safety of the competition. However, the Steward is not empowered to overrule officials. The Steward's main job is to facilitate the smooth running, safety and fairness of the event. The Steward should also collect information and report this information to the CIVL Competition Committee as well as being a source of technical information concerning the rules and scoring for the meet officials.

Well before travelling the Steward should check with the organiser to see if there are any visa requirements for visitors from his own nation. He should also check this for himself with the host nation's local embassy or consulate.

### **3.2. Steward - Basic Role**

The basic role of the steward at FAI events is defined in the FAI Sporting Code - General Section 4.3.4.2 as follows:

"Stewards are advisers to the Event Director. They watch over the conduct of the event and report any unfairness or infringement of the Rules and Regulations or behaviour prejudicial to the safety of other competitors or the public or in any way harmful to the sport.

They assemble information and facts concerning matters to be considered by the International Jury.

A steward has no executive powers and must not be a member of the Organising Committee. A steward may attend a meeting of the International Jury as an observer or witness."

Stewards advise the Event Director, team leaders and pilots on the interpretation of the rules and regulations and on penalties.

Requirements for the Steward at CIVL events are outlined in the Sporting Code Section 7:

"The CIVL shall appoint one or more stewards in consultation with the event organiser according to the needs of the Championship. If an entry of more than 100 is expected, at least two stewards may be required. Stewards shall be of different nationalities, and not that of the organiser unless specifically authorised by the CIVL Bureau. However, in the last minute absence of an appointed steward, a replacement of any nationality, and acceptable to the President of the Jury, may be invited. Stewards must be able to speak English, and have extensive experience of international hang gliding, paragliding or other FAI competitions. At least one steward should, if possible, be able to speak the language of the organisers. A minimum of one steward shall be present at each site throughout all competition operations"

To be effective a steward must:

- Be aware that he has no formal power or authority to make decisions. His role is one of providing advice and/or support to the Director, the International Jury, the Team Leaders and the competitors. Also, for Accuracy & Aerobatics, to the Chief Judge and other key competition staff.
- Possess a thorough understanding of the FAI General Section, Section 7 and the Local Regulations and have these documents available at all times during the event. As he must advise the Director, team leaders and pilots on rule interpretation, it is preferable that he has been involved in the approval process of the Local Regulations. It is helpful if he has had experience in the interpretation of complex documents. He should also ensure he is fully aware of rule changes to Section 7 that may come into force after the Plenary meeting and prior to the competition, and which might require amendments to the Local Regulations.
- Be pro-active before the competition, regularly checking progress with the organiser/MD, advising on all aspects of the competition organisation, the preparation of the Local Regulations, guiding the organiser/MD to ensure compliance with CIVL policy and the Sporting Code.
- Be able to anticipate, and recognise in advance issues that may cause competitors to consider that they have not been treated fairly by the organiser. The Steward should ensure that the information given to Team Leaders and competitors is unambiguous. He must be aware of difficulties created by language. He should ask himself "Was that briefing clear? How could the information be misinterpreted? Was the briefing consistent with the regulations? Were any changes, from what was required yesterday, clearly defined as different? Were all the items that were supposed to be covered, mentioned?". He should back up his judgement in these matters by enquiring of Team Leaders and/or competitors of their understanding. In addressing such issues he must not reduce the credibility of the Director.
- Be prudent in answering questions from Team Leaders and competitors. His answers must be consistent with the rules and regulations and what the Director has stated, or will state at briefings. If the Steward is unclear in any detail, he must confer with the Director.
- Be able to establish a good working relationship with the Organisers, the Team Leaders and competitors. By recognising potential problems in advance he should take steps to avoid them becoming issues. Many problems arise from a breakdown in communications. He should be aware of the strengths and weaknesses of the Director and his organisation.
- Be experienced in sporting events at the highest level and the stress under which all involved operate. He must be sensitive to the human aspects.
- Not take it for granted that all things are happening in accordance with the rules and/or the way they appear on the surface.
- He should ensure that the Registration procedure is set up to allow for all the processes necessary for the checking of documents, equipment etc.
- He should be looking at the systems the Organiser has in place to make sure that they are robust. "Are the scores being calculated correctly and is all the required information being presented in daily score sheets? How are the track logs being checked to verify turn points? What security is in place to ensure that GPS units and track logs cannot be tampered with? How are any official time pieces synchronised (synchronisation with GPS time is the best way)? What systems are in place to make sure a pilot's goal time is always accurately recorded?" These and a multitude of other questions should be asked continuously.

- Ensure the Scoring Parameters template document is completed at the first team leaders' meeting and subsequently published. See: <http://www.fai.org/civl-documents> under 'Event Organisers/Preparing for Competitions'
- For Paragliding Accuracy competitions, check how the scores are communicated from Judging team to competitor and official scorer. Is the wind speed on finals being measured consistently? Is the wind speed communicated to relevant pilot when he asks? Do pilots on launch have regular updates on wind speed and weather conditions at the target? Does every Daily Briefing feature weather forecast, reflecting site selection and safety considerations?
- Be visible, watchful and observant. Take notes of incidents that may be unsafe or cause for complaint or protest. Record time of briefings, launch opening, complaints or protests being submitted. Be able to provide objective, accurate and factual evidence.
- During task advisory committee meetings consider whether turn points set are safe in the prevailing conditions and advise the meet director and, if necessary, the Jury President if he considers they are not.
- If a Second Steward is appointed, to work closely with him on all aspects at all times.
- If a Trainee Steward is appointed, to ensure he is properly briefed on all aspects of the Steward's role, and particularly on tasks allocated. He should be involved in meetings, discussions and report writing, as far as is practicable. Practical feedback should be provided to the trainee and a report compiled for the CIVL J&S Coordinator after the event. (Further training guidelines may be provided)
- Be prepared (in conjunction with the Jury, and with the support of the organiser, as appropriate) to run a J&S Training seminar to attract new recruits.

### **3.3. Availability**

Stewards should be available as much as possible to the MD and SD. It is understood that they cannot be physically available at all times. Flying the task is not an option but flying, as an efficient means of reaching goal or the HQ for example, is possible but only in coordination with the MD or SD. When doing so stewards should be in radio contact with the MD.

### **3.4. Steward - Specific Responsibilities**

The requirements of the Sporting Codes are by necessity rather general. The specific duties are expanded below.

#### **3.4.1. Watching over the conduct of the event**

The Steward should be aware that many of the participants in an FAI Category 1 World Championship event are operating at a high level of stress. This is true, not only of the competitors but also of the Organiser, and his helpers. It is important that the Steward avoids being loaded by the organiser with routine activities that prevent him from overseeing the competition in a relaxed but thorough manner.

The Steward should:

- Be involved with the production of the Entry Requirements and the Local Regulations from an early stage. This includes ensuring that the LRs produced for the test competition are in the required format for Category 1 events (as specified in the Sporting Code) and contain all the relevant information. The final LRs for the actual Category 1 event should only require minor changes. During this process the Steward should take the opportunity to remind the organiser that it is a NAC responsibility to set the insurance requirements

for the meet and determining suitable levels of cover; the FAI does not dictate the level of cover needed. Where the organiser also provides cover to competing pilots the Steward should check that the cover so provided is equivalent to that which the organiser stipulates for entry to the meet.

- Where possible attend the CIVL meeting at which the Local Regulations are approved.
- Attend the test event (if one is held) and
  1. Ensure the organiser is aware that it should follow the Cat 1 rules as far as possible
  2. Report to the CIVL Bureau on organisational competence, suitability of sites and of published turn points and goal fields.
  3. Examine whether emergency first response arrangements are adequate and should try to establish with the organiser before flying commences what the maximum wind limits are for the competition area.
  4. At the finish of the test competition he should comment on these limits in his report as well as detailing all essential improvements to organisation, sites and safety provisions in his report.
  5. He should report to the CIVL Bureau his opinion on whether a second steward will be required for the 1st Category championship.
  6. At the test event he should agree qualification criteria for paragliding 1st Category events with the organiser.
  7. At test events he should remind the competition organiser that he is responsible for providing a suitable sum for out-of-pocket expenses for jury members at the championships. A guide figure is US 10\$ or €10, though this may vary depending on local costs in the country concerned.
- FAI officials need to communicate effectively and monitor radio and will often have personal communications equipment (radio, cell 'phone) available for this purpose. At the test event the steward should establish what type of equipment is needed and confirm that the Organiser can meet any shortfall in the officials' equipment at the championship.
- Contact the Organiser as early as possible before the meet to establish rapport, offer support and detect potential problems.
- Attend all briefings.
- Make notes of all statements by the Organiser or other competition officials, including times of all events such as launch opening, closing, briefing times, etc.
- Listen carefully to all announcements and check that the language used is able to be easily understood by those participants who do not have the official language as their first language.
- Collect, and have on hand at all times, all documents issued by the Organiser, including Local Regulations, Addendums and rule clarifications. These should also be "language checked". If documents are not dated and time stamped, record the time, date and place of issue.
- Collect information, statements and documents concerning points of contention in regards to rule application and interpretation.
- Confirm with team leaders and competitors that announcements and documents are able to be correctly interpreted.
- Check that briefings are adequate, that all information required by competitors is included, and consistent with the Sporting Code(s) and all other written documentation. Be particularly aware of "literal translations" that when retranslated may mean something different.
- Establish a relationship with Team Leaders and competitors to identify impending problems or difficulties that participants are experiencing (do not promise to fix these problems .... maintain credibility).

- Monitor the status of scores, check that briefings clearly state when protest time elapses and that all competitors have adequate opportunity to lodge complaints and/or protests.
- Review all systems for accuracy and soundness of operation by observing various points (launch, goal, scoring, film judging, etc)

### **3.4.2. Launch System**

Check that:

- The launch system is understood by the launch marshals.
- For Paragliding Accuracy competitions, that there is adequate shade and water at launch
- Adequate instructions exist, and it will work under all the likely (and unlikely) weather conditions.
- The system records any times of launch closure if this is required to determine if the day is valid.
- Adequate assistance is available for competitors to move their equipment to launch and for them to launch safely.

### **3.4.3. Goal system**

Check that:

- Goals are adequately defined.
- Goals have been physically checked and there are safe landings and no dangerous obstacles on the approaches and surrounding area.
- The goal line is marked and defined in a manner that allows goal crossing to be determined unambiguously and preferably in a manner that allows the pilot to view for themselves whether close finishes are valid or invalid.
- The system used to record goal crossing minimises the possibility of pilots being missed, mistakenly identified or errors being introduced.
- Adequate crowd (and Team Leader) controls exist.

### **3.4.4. Target Area (Paragliding Accuracy)**

Check that:

- All equipment is located appropriately and working correctly and back-up systems are available
- Target area is marked out correctly, and that scores can be measured efficiently
- Spectators (and Team Leaders) are kept outside the 10m circle

### **3.4.5. Scoring System**

Check that:

- The chosen scoring programme parameters are selected and are reasonable for the site and conditions. Assist the Meet Director or scorer in this selection, if necessary.
- The scores are being correctly calculated in accordance with the published scoring formula. Do not assume that computer based scoring systems are in fact correct.
- For Paragliding Accuracy – scores are communicated to pilots in English before they are signed for and communicated accurately to the scorer

### **3.4.6. GPS Evidence**

Check that:

- The computer scoring program is functioning properly.

- The organisers have the proper hardware (e.g. connecting cables) to accommodate all the GPS units allowed in the competition.
- The organisers have acquired turn point co-ordinates using a reasonable averaging method.
- The turn points (if virtual) are in areas safe for gliders to navigate over and land if necessary.
- The GPS format, co-ordinate system and map datum is clearly indicated in the rules.
- A map is provided clearly indicating the position of launch, turn points and potential goals.
- An aeronautical chart of an adequate scale is provided to pilots which must show clearly all restricted airspace and restricted areas.
- The scorers understand the procedures for altitude verification

#### **3.4.7. Safety**

- Check that:
  - Adequate arrangements are in place to respond to pilot injury.
  - Mechanisms are in place to stop the task if necessary due to unsafe conditions.
  - For Paragliding Accuracy – mechanisms are in place to stand down pilots at launch, specifying the time of next briefing, and that pre-flyers are available when the competition is restarted.
- Advise the Meet Director on safety matters.
- Review each task for safety before it is set. This may be in co-operation with the Safety Committee and should include a review of the suitability of turn points and goalfields in the prevailing conditions.
- Record instances where safety is compromised and report these to the Safety Director and Jury President if identified before a task is to be run.

#### **3.4.8. Accident Reports**

Both the Steward and the Jury President need to ensure that the MD/SD follows up on reports of incidents. Where necessary, the Steward should advise team leaders that the Sporting Code makes this their responsibility and that penalties might be applied to the team if a report is not completed. Incident Report forms can be completed by the MD/SD, team leader or pilot concerned by going to the WPRS website and logging in under their respective id. Organisers might wish to supply paper copies of the CIVL Incident Report Form to collect data for uploading later. See: [www.fai.org/civil-documents](http://www.fai.org/civil-documents) (under Safety).

### **3.5. Reporting References to the Rules and Regulations**

As a Steward you are required to submit a complete report on the competition to the CIVL Bureau for distribution to Delegates and the relevant Competition Committee. Part of this report will concern rules and regulations. Specifically you should:

1. Report rule problems, in the first instance to the Meet Director, and in the second instance to the Chairman of the Jury.
2. Record instances where meet fairness is compromised.
3. Record instances where meet safety is compromised.
4. Record clarifications, decisions, problems.
5. Record rule changes (before start) or apparent need for rule changes.
6. Report cases where Section 7 or the General Section were invoked to supersede the Local Regulations. Note: In all cases where you are required to provide rule interpretations, avoid contentious on the spot judgements. Make no decision until you have thoroughly considered all rules relating to the situation.
7. Record any failure to follow General Section and Section 7 rules.

### **3.6. Other Steward Duties**

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Besides watching over the meet conduct and application of the rules, the Steward has other duties to follow:

- May serve as meet assistant when needed (launch aid, etc); however, he should be free to perform his duties (see 3.1).
- Assist airworthiness and compliance checks of gliders.
- Supply input to Meet Organiser/Director concerning meet set-up, safety, logistics, etc.
- Report ideas for meet improvements.
- Complete a report for the CIVL Bureau and Competition Committee. This report may be used to substantiate protests and meet validity, but is most important for improving future meets. The CIVL Steward Report Form should be used for this purpose. It is a guide for you to complete your report. This report is one of the most important parts of your job.

### **3.7. Steward Check Lists**

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A number of check lists and aide memoires have been constructed by experienced stewards in the past and these are included in the download zip file for this handbook. They are useful for ensuring that nothing is missed in preparation of events and while they are in progress. It is recommended that future stewards use these as a basis for constructing a check list appropriate to the event for which it is to be used.

## **Appendix B - FAI SANCTIONED MEET STEWARD'S REPORT**

(Confidential within the FAI and CIVL, this report is only published to the FAI Secretariat, CIVL Delegates and the relevant Competition Committee)

The purpose of this report is to inform the CIVL Delegates and Competition Committee of the successes and problems occurring in FAI sanctioned meets. From such reports, ideas for improving rules, organisations and the fairness of meets will develop. This report is in no way intended to be used as criticism of a given meet, but simply is one source of information useful for raising the standards of future competitions. For practice competitions it also highlights the organizational aspects which will need to be put in place or improved for the forthcoming Category 1 event.

A. Steward Name:

B. Competition Title:

C. Location:

D. Dates:

Please provide a complete report to include answers to the following questions.

I – ORGANISATION: Comment on the meet organisation including the following:

1. Overall organisation
2. Quantity of officials
3. Experience of officials
4. Suitability of meetings and briefings
5. Suitability of weather information
6. Suitability of facilities
7. Transportation
8. Information dissemination (announcements, schedules and decisions)
9. Pilot assistance
10. Retrieval
11. Launch control for fair access and efficiency
12. Total number of scheduled days and number of rounds achieved

### **For Category 1 Championship:**

13. Opening and closing ceremonies including presentation of Jury and Steward
14. Other social events
15. Media liaison
16. Facilities provided for FAI officials e.g. standards of food, accommodation, transport, incidental expenses etc.
17. Other organisational comments

## 18. Recommendations for organisational improvements for future events

### **For Test Event for Cat 1 Championship:**

19. Social events including opening and closing ceremonies, prize giving etc. Plans for next year.
20. Media liaison this year, and plans for next year.
21. Facilities provided for Steward and plans for next year.

### II – RULES: Comment on rule issues, including the following:

1. Adequacy of local regulations
2. Addendums or changes
3. Fair application of local regulations
4. Use of Section 7 and General Section (how and why)
5. Your need to provide rule interpretations (how and why)
6. Goal/target set-up and operation
7. Timing regulation
8. Scoring systems (use and application)
9. Protests handling and resolution
10. Changes important to Section 7 that you think will improve fairness or effectiveness.
11. Other rule comments

### III – SAFETY: Comment on safety issues including the following:

1. General meet safety
2. Occurrence of accidents
3. Availability of medical personnel
4. Use of safety officer
5. Launch safety
6. Pilot skill relating to safety of completing all phases of the tasks (launch, X-C flight, landing).
7. List of pilots given an exemption from entry qualifications for the championship (Cat 1 only).
8. Suggestions for future safety enhancements

### **For Test Event for Cat 1 Championships:**

1. List essential improvements that must be adopted for the 1<sup>st</sup> Category event
2. Other recommendations that would improve the event next year.

## Appendix C - CIVL JURY AND STEWARD APPLICATION FORM

Name:

Address:

Tel:

Fax:

e-mail:

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

Previous experience (please use continuation sheet if necessary):

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

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

Signature ..... Date.....

Please email to [civil\\_comps@fai.org](mailto:civil_comps@fai.org) or fax to +1 509 692 9440

Otherwise, mail to CIVL c/o FAI, Maison du Sport International, Av de Rhodanie 54 – CH-1007 LAUSANNE Switzerland