



## **2013 CIVL Plenary – Annex 14**

### **Bidding procedures for FAI/CIVL Category 1 Championships**

#### **Proposals:**

1. Bid Submission: Bids for Cat 1 Championships shall be submitted to the CIVL President at least 4 months prior to the Plenary at which the bid will be presented and voted on.
2. Screening of bids: Once received, bid documents will be first checked for completeness, and then circulated to the relevant Subcommittee. All aspects of the bids will be examined by the Subcommittee (or a nominated subgroup), especially considering safety issues, but also including the suitability of the sites, task flying conditions for the time of year, experience of the organising team, and the budget. If the Subcommittee (or subgroup) is dissatisfied with any aspect of the bid, it will communicate its recommendations to the potential organisers, allowing sufficient time prior to the Plenary Agenda deadline, for the organisers to respond with explanations, or an amended bid, as necessary.
3. At the Plenary, the Subcommittee will state its views on the suitability of each bid it has reviewed. However, the final decision on bids continues to rest with the Plenary.
4. The bid documentation will include an Organiser Agreement which must be signed by the NAC and the Event Organiser at the time of submission of the bid (subject to the availability of the new OA, currently in preparation by the FAI Secretariat).
5. The bid fee (€640) will be abolished. The system whereby the top 3 teams in the WPRS pay their team entry fees directly to the FAI, as a deposit on the Sanction Fee, will be retained.

#### **Background:**

The current procedure, whereby bids are arriving immediately before the deadline for the Plenary Agenda, is not satisfactory. There is insufficient time to check the bids for completeness or make even a cursory review of the contents, and even less time for the organisers to respond to any shortfalls.

The four month lead time will ensure that the relevant subcommittee has the opportunity to study the bid in more detail, seek further information or clarification where necessary, and give the organiser the opportunity to improve the bid, if required.

The requirement of potential organisers to sign the Organiser Agreement at the time of bidding, is in line with bidding procedures in other FAI commissions. The Organiser Agreement is currently being revised by FAI to facilitate this procedure. With a signed OA submitted with the bid, it is felt that a bid fee is no longer required. In addition, because the top teams pay their entry fees to FAI, there are (normally) more than sufficient funds held to cover the Sanction Fee and any outstanding expenses (for officials, etc.) that may be required.

## **Objectives:**

- The aim of the proposal is to ensure that bids for Category 1 Championships are of the highest quality before they are voted on at the Plenary. The review will help ensure that the organisers have fully considered all aspects and implications of the undertaking.
- Potential organisers are encouraged to communicate with the Subcommittee while they are preparing bids to ensure all aspects are suitably covered. Meanwhile, the Subcommittees are expected to ensure they have members expert in all aspects (organisation, safety, rules, locale, FAI Steward, finance) to advise and guide potential bidders.
- A new modular edition of the 'Guidelines for Organisers of Category 1 championships' is due to be published in early 2013. This will provide potential organisers with considerably more detailed guidance on preparing bids, as well as for the preparation and running of the events themselves.
- The Annex A (bid template) and Annex B (sample budget) documents will remain in their current format, and are available on the CIVL website. The information submitted in Annex A becomes part of the Organiser Agreement. A separate document, Guidelines for the Presentation of Bids, is updated annually, and contains the specific deadlines for submission of bids, location and dates of the Plenary, and contact information. It is also available on the CIVL website.

## **Implications:**

The changes outlined above are in accordance with the FAI General Section. However, they require certain changes to Section 7. Details below:

### **Section 7a:**

#### **2.3.2 Preliminary Bids**

It is strongly recommended that a preliminary bid is received by CIVL three years before the proposed event.

#### **2.3.3 Detailed Bids**

The detailed bid shall be submitted to the CIVL President 4 months prior to the CIVL Plenary at which it will be presented, which should be two years before the proposed event. Bid documents will normally be published as part of the Plenary Agenda, giving time for delegates to study the bid prior to its presentation. Full details of the bid documents and deadlines can be found on the CIVL website. See also the 'Guidelines for Category 1 Championship Organisers' document, also on the CIVL website.

Even in the case of previously 'un-awarded' championships, there must be at least a year between the bid and the event.

#### **2.3.4 Competition Sites and Flying Area**

These should be chosen with safety as the primary consideration. Where airspace restrictions would limit competition flying and the bid organisers anticipate relaxation of these restrictions for the first category event, a letter from the relevant Civil Aviation Authority confirming this must be submitted with the bid.

### **2.3.5 Screening of Bids**

All bids for Category 1 events must be assessed by the appropriate subcommittee with regards not only to safety, but to all aspects including the experience of the organising team and financial constraints. The subcommittee will give the organisers the opportunity to revise bid documents if necessary, prior to the final Plenary Agenda deadline. The subcommittee will give its recommendations on bids reviewed to the Plenary.

### **7.1.3 Method and Timing of Payment**

~~Deposit payable when presenting the bid (all first category events): €640, refundable if the bid fails.~~

### **Section 7b – Paragliding:**

Changes identical to above, but in chapters 2.4.2 to 2.4.5. & 7.1.3.

### **Section 7c – Paragliding Accuracy:**

2.3.2 and 2.3.3 to be changed as S7a

Add new point (2.3.4): as 2.3.5 above. Renumber rest of chapter accordingly.

7.1.3: Delete sentence on bid fee, as above.

### **Additional Section 7 change proposal:**

#### **Proposal:**

Delete: Chapter 6: Check Lists for Championship Organisers, in Sections 7a, 7b and 7c

#### **Reason:**

More detailed and up to date information is provided on the CIVL website in the following documents: 'Guidelines for Category 1 Championship Organisers', and 'Template for Category 1 Bids'. The 'guidelines' in this chapter do not constitute 'rules', and deleting them would serve to 'de-clutter' Section 7 slightly.