FAI Ballooning Commission
CIA

Fédération
Aéronautique
Internationale

C I A JURY MEMBERS HANDBOOK

The requirements of this HANDBOOK are compulsory at all CIA Events
(Sporting Code - Section 1, 5.10.3 and 7.1.15.1.2)

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CIA INTERNATIONAL JURY

Special note: *The use of the words **he or his** in this document does not imply gender but is used in place of **he/she or his/her***

INTRODUCTION

This Handbook is issued by the CIA JURY BOARD under the authority of the CIA

- As a guide for prospective CIA Jurors,

- To assist CIA Jurors on International Juries perform their duties at Category 1 Sporting Events.

The requirements of this Handbook are compulsory at all CIA Events (S1: 5.10.3 and 7.1.15.1.2). (A2001)

A Nominated Jury is one in which the President and the Members are appointed by the CIA. The President and Members of a Jury at an FAI Category One Sporting Event must represent different NACs and must be on the CIA register of approved Jurors to be eligible to serve. The President of a Jury may not be of the same nationality as the organizing NAC.

The far reaching duties and responsibilities of International Juries are laid down in detail in the FAI Statutes and By-Laws, the Sporting Code General Section and Section One, the respective Event Rules, and this Handbook. The President is responsible for making sure his Members have copies of these and any other relevant documents to enable them to carry out their duties. In addition, he must make sure that Jury Members have a sufficient knowledge of the English language. He must also ensure that all Jury Members hold a valid FAI Sporting License. (A1998, A2010)

All Jury Members **MUST** possess a thorough knowledge of all the above documents, and in particular the relevant sections governing their position, which are as follows:

A.	JURY	1.	General Section, Chapter 4
		2.	Section One, Chapter 5 and 7
		3.	Event Rules, Chapter 4, 5
		4.	FAI Code of Ethics (A2007)
B.	COMPLAINTS, PROTESTS AND PENALTIES	1.	General Section, Chapter 5
		2.	Event Rules, Chapter 5 and 13
	In addition the CIA COMPETITION OFFICIALS HANDBOOK (COH) is recommended. It contains rules for event organisers, advice on event rules and a penalty guide. The use of the COH is mandatory at all CIA events. (A2012)		
C	APPEALS	1.	Statutes 1.10, 5.6.1.4 and 5.6.1.5
		2.	General Section, Chapter 9
D.	RESULTS & PRIZE GIVING	1.	General Section, Chapter 3

This Handbook should be read in conjunction with these rules and gives further instructions on:

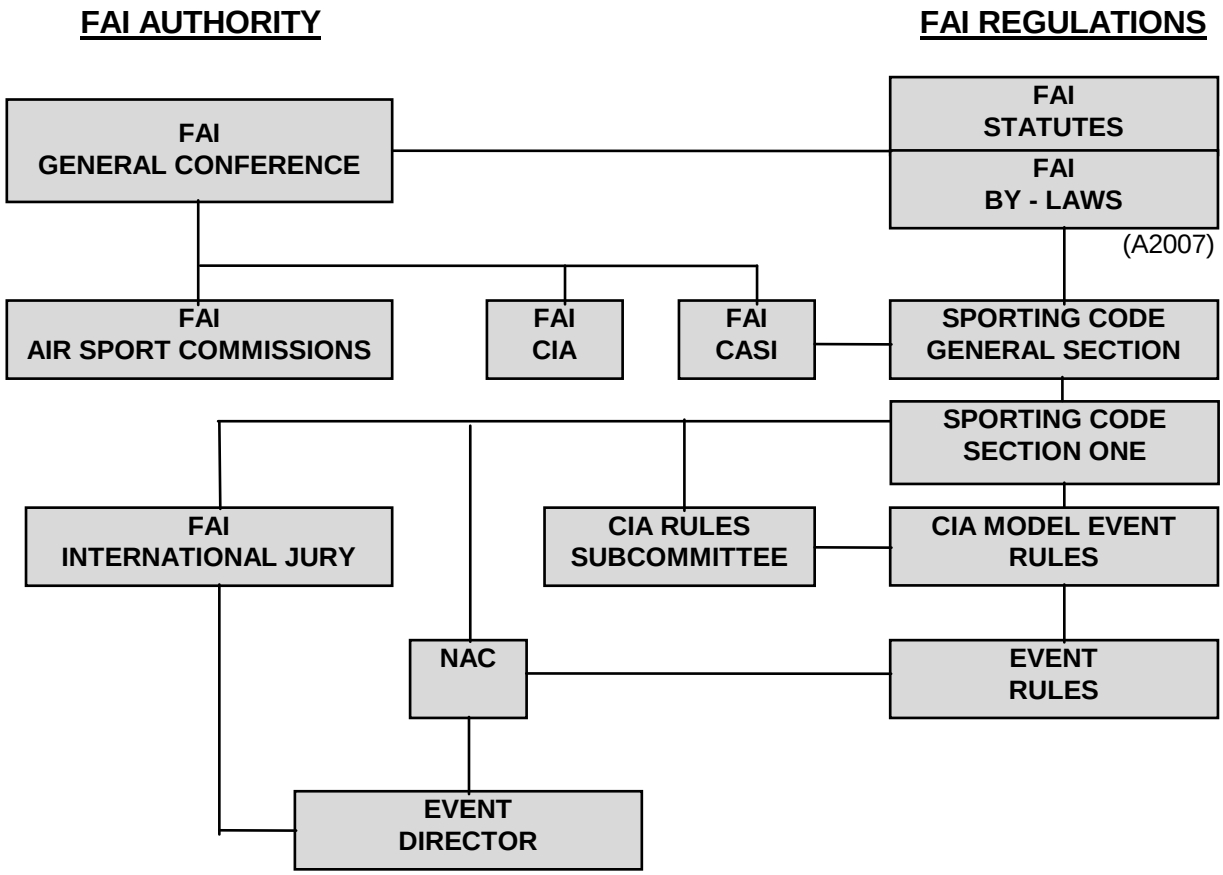
- The procedures when hearing a protest,
- Jury duties at the end of the event,
- The function of Jury Members during a Championship,
- Appeals to the FAI.

Additional advice on event operations is found in the Competition Operations Handbook, COH (A2004)

All changes since previous printed version (2012) are marked with a vertical line in the margin. (**A2013**)

CHAPTER 1 - PROSPECTIVE JUROR'S GUIDE

1.1. ORGANIZATION, AUTHORITY AND REGULATIONS



1.2. THE CIA JURY BOARD

The Jury Board was set up at the 1991 CIA Plenary Meeting to:

a) Prepare, maintain and publish the CIA JURY HANDBOOK as laid down in the Sporting Code Section One 5.10.3 and 7.1.15.1.2. (A2001)
b) Establish and administer a Juror grading system which will specifically outline qualifications and criteria, including an OPEN BOOK TEST, for three different levels of Jurors. The system will incorporate a provision for training and regrading at all levels.
c) Prepare, maintain and publish a list of CIA approved Jurors, to be used by CIA Category 1 event organizers for selection of Jurors to be appointed by the CIA.
d) Prepare and publish an annual NEWSLETTER for all CIA approved Jurors.
e) Establish a procedure to obtain and maintain case histories of protests handled in CIA Category 1 events.

Nominations of Jurors in each grade, who meet the criteria and an OPEN BOOK TEST, shall be accepted unless disqualifying evidence is claimed. The grading structure shall be limited to three levels, and the criteria and specific qualifications for the different levels shall be specified.

Selection of candidates will be based upon their completion of an application form which outlines their ballooning experience in the field of competition, and in particular their experience as a Jury Member, as a Competition Official and as a Competitor. They will be classified according to the requirements specified by the CIA Jury Board and published in this Handbook. Persons wishing to receive an application for Jury Member should ask the CIA delegate of their NAC.

International Jurors must be holders of a valid FAI Sporting License. Applicants, candidates and approved Jurors shall have the approval of their NAC or their CIA delegate (A2010).

1.3. JUROR QUALIFICATION LEVELS

The three CIA approved Juror qualification levels will allow CIA approved Jurors to serve on Juries at FAI Category 1 Sporting Events according to the table set out below:

ENTRY LEVEL	INTERMEDIATE LEVEL	SENIOR LEVEL		
		QUALIFICATION LEVEL		
SPORTING EVENT	**CAPACITY**	**ENTRY**	**INTERMEDIATE**	**SENIOR**
WORLD CHAMPIONSHIPS	PRESIDENT	NO	NO	YES
	JURY MEMBER	NO	YES	YES
CONTINENTAL CHAMPIONSHIPS	PRESIDENT	NO	YES	YES
	JURY MEMBER	YES	YES	YES
OTHER CAT 1 EVENTS	PRESIDENT	NO	YES	YES
	JURY MEMBER	YES	YES	YES

Important Note: Jurors or applicants wishing to be considered for service on any event in FAI Class B (Airships) are required to take and pass the Jury Board Open Book Test 5.

1.4. INITIAL APPLICATION PROCEDURES

In order to become an International Juror, all candidates must make an application on the approved application form **(Appendix H**) to the Jury Board. All applications must be signed by the applicant's CIA delegate or his NAC, and must be addressed to and received by the CIA Secretary in time to allow the candidate to take the required CIA Jury Board OPEN BOOK TEST(s) before 31st December in any year. Candidates should carefully check the published qualification requirements **(Appendix C)** and indicate on the application form for which level they believe they meet the published requirements.

Applications received by the Jury Board will be verified, and the candidates categorized, according to the published qualification requirements. Candidates will then be invited by the Jury Board to pass an OPEN BOOK TEST according to the qualification level and type retained.

Candidates failing to submit the required test papers before the 31st December deadline will remain on the Jury Board candidates list for one additional year.

The passing grade for any Open Book Test shall be 90%. Candidates failing to achieve the 90% result in any test will be informed that they failed without being given the details as to the failed test(s) or questions. They will be invited to resubmit the required test paper(s) as soon as possible but within an indicated deadline. If they fail again, or do not resubmit, no further test will be allowed until the Jury Board has reconsidered the application.

Open Book Tests, passed and verified by the Jury Board up to the 31st December in any year, will qualify the respective candidates to appear on the Jury Board list of approved Jurors to be published with the Agenda for the CIA Plenary Meeting the following March, for ratification and final approval by the CIA. Should any disqualifying evidence be claimed during the application and approval process to prevent approval by the Jury Board or the CIA, then the candidate shall be invited and the disqualifying evidence be put in his presence, and the candidate shall have the right to reply.

The CIA approved Jurors will appear on the CIA list of CIA APPROVED JURORS, published with the CIA Plenary Meeting minutes, which shall then be used for the selection of Jury Members for events held that or subsequent years.

1.5. REGRADING APPLICATION PROCEDURES

In order to be upgraded, all approved Jurors must make a regrading application on the approved application form **(Appendix H)** to the Jury Board, highlighting new experience according to the published qualification requirements. All regrading applications must be signed by the applicant's CIA delegate or his NAC, and must be addressed to and received by the CIA Secretary in time to allow the candidate to take the required CIA Jury Board OPEN BOOK TEST(s) (if necessary) before 31st December in any year. Candidates should carefully check the published qualification requirements **(Appendix C)** and indicate on the regrading application form for which level they believe they meet the published requirements.

Subsequent Open Book Tests for all Juror qualification levels and types may be requested at any time by the Jury Board from approved Jurors. Regrading will be based upon the Juror's resubmitted evidence and the results of the appropriate Open Book Tests. Jurors failing to achieve the 90% result in any test will be informed that they failed without being given details as to the failed test(s) or questions. They will be invited to resubmit the required test paper(s) as soon as possible but within an indicated deadline. If they fail again, or do not resubmit, no further test will be allowed and the Juror will be downgraded to the level at which a successful result was achieved.

Jurors having queries, problems or disputes regarding this Handbook or any other matter concerning their duties and responsibilities should contact a member of the Jury Board (see Appendix B for details).

1. 6. RETRAINING PROCEDURES

The FAI Statutes and By-Laws, the Sporting Codes and the respective Event Rules are updated continuously. New rules and procedures are added and rules are renumbered. To ensure that Jurors are familiar with changes in the basic documents, the 2001 CIA Plenary decided on a rolling retraining program.

Jurors whose latest test is more than 5 years old shall pass a retest that will be distributed to the jurors concerned by the Jury Board. The test will be an Open Book Test with questions from the latest versions of the normal tests. For Entry Level Jurors the majority of the questions will be on the FAI Sporting Codes and Event Rules. For Intermediate and Senior Level Jurors there will be additional questions on Event Rules and Event Scoring. (A2001)

The retest requirement is waived for jurors who have served at CIA events within the previous 5 years. (A2007)

Jurors failing to achieve the 90% result in any test will be informed that they failed without being given details as to the failed test(s) or questions. They will be invited to resubmit the required test paper(s) as soon as possible but within an indicated deadline. If they fail again, or do not resubmit, no further test will be allowed and the Juror will be downgraded to the level at which a successful result was achieved. (A2001)

1.7. DOWNGRADING PROCEDURES

Jurors can be downgraded or get temporarily or permanently removed from the list by:

- their own request
- on request of the NAC
- For not following the principles and procedures of the Jury Handbook
- For poor performance as jurors
- For not meeting their obligations to attend events assigned

The downgrading/removal process may include:

- Review of the situation by the Jury Board
- Notification to the Juror by the Jury Board of action taken
- Appeal process
- Decision by the Jury Board
- Final step: Notify the Plenary of Jury Board actions

(A2012)

CHAPTER 2 - JURY APPOINTMENT AND PROCEDURES

2.1. APPOINTMENT

Any FAI First Category International Sporting Event in aerostation, shall have a NOMINATED JURY of three or five persons and in which the President and Members are appointed by the CIA. The Jury President and Jury Members must represent different NACs and the Jury President may not be of the same nationality as the organizing NAC.

Organizing NACs, wishing to propose the Jury President and Jury Members for their event, must propose twice the number of approved Jurors (from the CIA's list of approved Jurors and qualified for the relevant category of event) than they wish to have on the Jury (six persons for a Jury of three, ten persons for a Jury of five).

At their last meeting before the event, the CIA Jury Board shall

- select from the proposed Jurors (if any) the eligible Jury President and Members, according to their qualifications, their experience, their availability and the number of Juries they served on during the previous two years,

- retain the non-selected eligible Jurors (if any) as alternate Jury Members to serve in case of necessary replacement,

- recommend the selected Jury and alternate Jury Members (if any) for appointment to the CIA Plenary. If there is no organizer proposal, the Jury Board shall select the Jury President and Members from the CIA Approved Jurors list.

The following appointment conditions apply to all approved Jurors:

- No Juror shall be appointed by the CIA to serve on more than two events during one calendar year.

- No Juror may serve on the Jury of more than one World or Continental Championship in the same FAI sub-class (all sub-classes in FAI classes A and B) in two consecutive events.

(***Example***: *A Juror appointed for the AX World Championship in 2006 may not be appointed for the AX World Championship in 2008, but could serve on a Jury for any other sub-class World or Continental Championship in FAI classes A and B).*

2.2. PROCEDURES

With the initial bid to organize an FAI First Category International Sporting Event, organizing NACs must submit the following detailed information to the CIA:

1. Planned Jury Members compensation. The costs to be covered by the organizing NAC must include as a minimum:

   - Travel from the place of residence to and from the event,
   - Standard boarding and food for the duration of the event,
   - Adequate transportation during the event (one car for the Jury).

Note: Acceptance of Jury appointment means that failure to attend may result in requests by organizers for compensation of extra costs incurred. (A1998)

2. The person at the event who shall be responsible for the reimbursement of costs to the Jury Members. It is suggested that this person should be the Event Director.

3. The time when all expenses shall have been reimbursed to the Jury Members. It is suggested that travel expenses shall be reimbursed at registration.

CHAPTER 3 - JURY DUTIES

3.0. THE FUNCTIONS OF THE JURY BEFORE THE EVENT

Conformity of ENTRY PROCESS with CIA APPROVED ENTRY PROCESS

The Jury is responsible for monitoring the entry process and adherence to entry conditions and dates, from the time that they are appointed. The Jury is not responsible for verifying that individual competitors meet all entry requirements – this is the responsibility of the competitor's NAC and the event organizer. If it is believed that the entry process is not being complied with, the Jury should first work with the event organizer to correct the situation.
The Jury may ask the CIA Bureau to become involved.

For information about No-shows at previous events affecting the entry process, the Jury should contact the CIA Secretary for advice. (N2010)

Conformity of COMPETITION RULES with CIA APPROVED RULES

When the event rules are available the Jury should compare both documents and if differences are found, check if they are permitted
(Competition rules are usually approved by the CIA Plenary, after review by the appropriate Working Group and/or Sub-Committee, or may be approved by the CIA Bureau. Competition rules should be verified as early as possible, ideally immediately after they become available to competitors. The only sure way to verify that the approved rules have been distributed is to compare them to a copy of the approved rules received directly from the CIA. Approved rules may be requested from the CIA Secretary.) (N2010)

3.1. THE FUNCTIONS OF THE JURY DURING THE EVENT

General

The Jury must take every opportunity to observe the general workings of the competition and have a feel for the general atmosphere. They must attend all briefings and take notes on changes or additions to rules and specific data on the tasks. The Jury should also be present at the launches, goals etc. whenever possible.

Juries for the Coupe Aéronautique Gordon Bennett and/or Single Flight Long Distance Competitions

The Jury President shall attend the event and remain at the event location until the completion of the event.

Other members of the Jury may attend the event, and may leave the event location (i.e. return to their home) as approved by the Jury President, and provided that they are highly available to confer as requested by the Jury President. Members of the Jury may be requested by the Jury President to travel to the event location and if requested shall do so. All members of the Jury are required to be present at the event location to hear a protest.

Jury Presidents must determine in advance how jury meetings will be held when members of the Jury are not at the event location. Juries may make use of available technology (including audio/video teleconferencing) – set up and access methods should be known and tested in advance.

Jury Presidents must inform the Event Director that they will be using these provisions and make appropriate arrangements for lodging, meals, etc. Additional travel costs are the responsibility of each member of the Jury. Additional telecommunication costs may be covered by the organizers with their prior approval.

Jury Presidents using the above provisions are required to describe their effectiveness and to suggest modifications and/or improvements in their Jury Report. (A2012)

Sporting Codes and rules and regulations

The President of the Jury has the right to require the organizers to abide by the FAI Sporting Code and the published rules and regulations for the event. If the organizers fail to do so, the **President** has the right to **stop** the event until a Jury Meeting has considered the situation. The **Jury** has the right to **terminate** the event if the organizers fail to abide by the FAI Sporting Code or the published rules and regulations.

Advice

Matters of advice, arbitration or rule interpretation shall be the responsibility of the International Jury acting on behalf of the FAI, and whose members have been appointed or approved by the CIA to deal with protests and monitor the conduct of the event. Jury Members must therefore be prepared to give advice and answer queries raised by the Event Director regarding the rules and the general running of the event. However, when replying to such queries and giving advice, care should be taken to represent the position of the Jury as a whole and not just the individual Jury Member. Procedures for competitor's queries are fully covered in the event rules and a competitor with such a query should therefore normally be directed to any competition official.

Caution: Be careful when giving advice on matters that may affect possible protests (A2007)

No-shows

It is the duty of the International Jury to confirm the Event Director's decisions regarding No-Shows. The event Jury must consider all available information before confirming the decision. The Jury's confirmation must be recorded in a written document to be published on the official Notice Board and forwarded by the event director to the concerned NAC without delay. (A2001)

The full procedure is described in the Sporting Code, Section 1: 5.6.6. (A2010)

Verification of results and scores

The General Section of the Sporting Code requires that the Jury "verify and approve the competition results". Verify is defined as "to determine or test the truth or accuracy of".

Throughout the event, a Jury Member, or Jury Members, delegated by the Jury President, must verify that the event is being scored fairly and accurately. Usually one or more of the jurors are experts in balloon event scoring and are able to verify the scoring with little or no disruption to the scoring staff. Jury Members with limited scoring experience should take every opportunity to work with other Jury Members, who have experience, to verify the scoring. In many cases the President will have all of the Jury work as a team to verify the results. Competition pilots are usually reliable watchdogs of the results, however, Jury Members should make sure they have a thorough understanding of the scoring formula and the method of scoring to enable them to intelligently overview the accuracy of the results before approving them **(see Appendix F, 1 to 6)** (A2003)

The President of the Jury will ensure that Jury Members' timepieces are accurate to the Event Director's official time for the duration of the event. Jury Members should check their own timepieces at each briefing.

Representation

Jury Members directly represent the FAI and are not members of the competition operations or organization staff. Courtesy therefore dictates asking permission from the Event Director for Jury Members to enter the operations room and the scoring room during the event. Courtesy also dictates that a low profile is maintained at all times and care taken not to interfere with any of the staff or their work. It is important to remember that Jury Members walk a very fine line between the competitors and the competition officials. You are looking after the interests of both groups. See "Jury PRESIDENT'S CHECKLIST" (Appendix G). (A2003)

Equal treatment

The Jury shall ensure that pilots are treated equally and that penalties are in proportion to the violations. (A2007)

Conflict of interest

The FAI Code of Ethics also applies to Juries at any event. A juror with a possible or perceived conflict of interest (of commercial or personal nature) must therefore declare such a conflict well before the event, but at the latest when the conflict becomes apparent. Procedures are laid down in the FAI Code of Ethics and the Sporting Code.

(A2007)

3.2. PROCEDURES WHEN HEARING A PROTEST

Attendance at Jury meetings is compulsory for all Jury Members. For special reasons, such as a conflict of interest, an emergency or personal illness, a Jury Member may be replaced by an eligible replacement. The Jury President will nominate one of the replacement Jurors approved by the CIA for the event. In exceptional circumstances, the Jury Board President has the right to nominate a replacement not having been approved by the CIA for the event. (A2007)

A QUORUM (the number of members who must be present for the business done to be legal and binding) for a Jury meeting is three, including the President. This number is the same for all nominated Juries, whether of three or five members.

3.2.1 There are some very important points to remember when hearing a protest. These include:

a) The Director has full discretion to make operational decisions within the scope of the Sporting Code and the rules and regulations for the event and concerning all competitors, and these should not be grounds for protest unless they place a competitor at a disadvantage to others.

b) If there are no rules or penalties applicable to the facts, the Jury must look at the decision of the Director and decide if this was an appropriate and fair decision under the circumstances.

c) It is not the function of the Jury to alter a rule in any way, or to change fixed penalties. They may however alter a variable penalty if they consider the Director's award to be inappropriate.

d) The Jury shall hear both sides on the matter of any protest and apply correctly the relevant FAI regulations and rules for the event. The facts of any protest shall be established by hearing evidence from the competitor concerned, the Director and any other relevant witnesses. Jury Members must make every effort not to pre-judge an occurrence.

e) Jury Members are not Competition Officials and, although they are required to monitor the conduct of the event, they must take care not to get involved in any way in the running of the event.

3.2.2 The following is a suggested outline of the procedures for handling a protest:

a) Except for a protest made under GS 5.4.1, a protest shall be presented by the Event Director to the Jury President without delay. The Jury President shall note the time of receiving on the protest document.
Note: GS 5.4.1 refers to GS 5.1.2 and deals with complaints made before the event regarding entry, eligibility or refusal of an entry (A2012)

b) The Jury President shall verify:

- That the relevant dispositions concerning protests and the treatment of protests, as stipulated in the Sporting Code and the rules for the event, have been respected,
- That the published time limits concerning protests have been met,
- That the protest fee has been deposited. (A 2007)

A protest made in good faith by a competitor, but failing any requirement not under his control, shall be accepted by the Jury President. If satisfied, the Jury President shall call a Jury Meeting within the stated time limit.

c) All protests shall be treated equally and separately unless, and only for protests by different competitors or teams concerning the same occurrence, all parties directly involved agree to treat the respective protests as one. A team protest is defined as a protest involving all the members of an officially entered team. It shall be identified as such and must have been presented to the Event Director by the Team Leader. A team protest shall be treated in the same way as a competitor's protest, except that all the concerned team competitors must not be heard if they decide to be represented by the team leader.

d) Before any Jury meeting called to treat a protest, the Jury President shall make sure that all the relevant information and facts concerning the protest are available. Normally, the Event Director will delegate the task to assemble information and facts concerning matters to be considered by the Jury to the Stewards.

e) When calling a Jury meeting, the President of the Jury shall allow for operational and competition priorities. As a rule, witnesses and other concerned parties shall only be called during periods when they are not involved in competition activities.

3.2.3 The following is a suggested outline of the procedures for meetings of the Jury:

a) The Jury President shall ensure that the full proceedings of the meeting are truly recorded.

b) The protest file, including all the relevant documents, information and facts, should have been studied and understood by the Jury before inviting interested parties to make their presentation or to give evidence.

c) The Jury President shall make sure that all interested parties were given notice of the meeting in good time and that those concerned have been duly called to appear at the Jury meeting. Their absence from the meeting shall then not hold up the proceedings.

d) The Event Director and the protester have a right to give both written, oral, photographic and electronic evidence before the Jury. Stewards may attend the meeting as observers. The concerned parties shall be heard by the Jury, meaning that they must be requested to make their presentation and to give evidence. The protester should be given the right to be assisted by an interpreter or assistant of his choice. All others may be allowed to attend only at the Jury President's discretion. (A2007)

e) The Jury President has authority to conduct the meeting as he sees appropriate. All speakers should address everything they say to the Jury President, and only one speaker should be recognized by the Jury President at a time. Normally the meeting will proceed as follows:

1. Opening statement by the Jury President (at this moment the Jury Member acting as recording secretary should record those persons invited, those requested to give evidence, present and absent).

2. Jury President to summarize the protest presented and stating that the protest was made in accordance with the Sporting Code rules, that the protest fee was received by the Jury, and that it can therefore be admitted.

3. Jury President to ask if the protester wishes to withdraw his protest. If the protester decides to withdraw, the protest fee shall then be returned and no hearing will take place.

4. Jury President to invite the protester to present his protest.

5. Jury President to invite the Event Director to present his statement.

6. Jury to hear evidence from any other persons relevant to the protest. The Jury President may allow witnesses to be questioned briefly by the protester and the Event Director.

Note: The Jury may ask questions at any time.

7. Protester and the Event Director to be invited to summarize their respective positions and to make their final statement.

8. Jury to retire for the deliberations and to reach their decisions (It is highly advisable to restrict the deliberations to the Jury Members only). (A2007)

9. Decisions shall be reached by a simple majority.
If there are three Jurors it is two for simple majority. If there are five Jurors it is three.
If requested by any Juror, decisions shall be reached by secret ballot (GS 4.3.2.6.4). (A1997)

   The last decision to be made by the Jury concerns the question whether or not the protest fee is to be returned to the protester. The Sporting Code stipulates that "normally" the protest fee is returnable only if the protest is upheld (or was withdrawn, see item #3 above). In practice it is usually readily apparent whether the protest fee should be returned or not.

10. The Jury President is responsible for recording the meeting proceedings, and he shall report the result and a summary of any relevant considerations in writing to the Event Director without delay. Although the Event Director will usually only publish the decisions, the full report to go on file should be detailed enough to give persons reading the report a full understanding of the reasoning involved. Jury Presidents must understand that the detailed report of the proceedings must also be sent by the Event Director to the organizing NAC and to the FAI, and that in case of an appeal against the Jury decision this report is a very vital document. The report must also include whether

the Jury decisions were unanimous or simple majority votes and all Jury Members must sign the written report. Jury decisions come into effect with the publication of the Jury report.

11. The Jury President shall make sure that the report is made public by the Event Director and that, in case where the protest fee is to be returned to the protester, the fee is promptly returned to the protester. In case where the protest fee is not returned to the protester, the Jury President shall keep the fee until the end of the event, when it will be sent to the FAI Secretary General (within 28 days of the conclusion of the event). GS 5.4.4

3.3. THE JURY'S DUTIES AT THE CONCLUSION OF THE EVENT

At the end of an event the Jury will stand by until the time period for protests after publication of all and any final task results has elapsed. The Jury will continue its functions until all reports of Jury meeting decisions have been made public by the Event Director.

The final action of the Jury is to verify and approve the competition results of the event. Provided the event has been conducted in accordance with the Sporting Code and rules for the event, and the decisions of the Jury, the Jury will declare the event valid and report this declaration to the Event Director in writing (**see Appendix D for the Jury Report Form).** The final competition results, approved by the Jury, must be published by the Event Director prior to the prize giving.

Within 8 days of the conclusion of the event the Jury President must inform the FAI Secretary General of the number of protests made, together with the numbers of protests withdrawn, upheld or failed, and the respective Jury decisions **(see Appendix E).** The record of Jury actions, the decisions and the reasons, and copies of evidence shall be included in this Jury Report to the FAI Secretary General. (GS 3.16.2.2 and 4.3.2.6.2)

The record of Jury actions consists of:

A copy of all documentation used by the Jury when hearing a protest including, if applicable, the written complaint and complaint answer, written protest and protest decision, summary of statements of officials and witnesses, etc. If the protest involved scoring, a copy of the Task Sheet, Observer Report(s) and all the relevant published task results. (In other words, all documents that determined the outcome of the protest by the Jury).

These reports, which are the only source of information available to FAI in case of appeals, shall also be sent by the Jury President to the CIA Jury Board Chairman to allow the CIA Jury Board to establish case histories of protests handled, and to compile a reference book of rulings from previous events. (1997)

Although Jury Presidents are allowed to retain the protest fees for up to 28 days after the event, it is recommended to include the protest fees (or the proof of money transfer) in this report. (GS 5.4.4)

3.4. EVENT DEBRIEFING

After the event, a debriefing with officials and competitors should be performed. It is suggested that the debriefing is organized and chaired by the Jury President. See Appendix G, JURY PRESIDENTS CHECKLIST. (A2001)

3.5. APPEALS TO THE FAI

The right of appeal to FAI rests exclusively with the NAC concerned, and the FAI Air Sport General Commission (CASI) is the institution responsible for the treatment of appeals.

Competitors who are dissatisfied with the decision of the Jury should discuss their dissatisfaction with their NAC. An appeal to FAI must be received at the FAI Headquarters within 90 days from the announcement of the decision leading to the appeal.

Should the appeal be admitted, Jury Presidents will be given notice of the appeal in good time, and they should then be prepared to be called as interested party by the FAI Appeals Tribunal.

APPENDIX A

PUBLICATION HISTORY

June 1991	1st draft resulting from constitution of the Jury Board at the 1991 CIA Meeting		
July 1991	2nd draft	August 1991	3rd draft
August 1991	4th draft		
March 1992	1st Edition	May 1993	2nd Edition
March 1994	3rd Edition	March 1995	4th Edition
June 1996	Version 5/1996	March 2001	Version 6/2001
March 2003	Version 7/2003	March 2004	Version 8/2004
March 2007	Version 9A & 9L/2007 (9A for A4 and 9L for Letter size paper, same text)		
March 2010	Version 10/2010		
March 2012	Version 11/2012		
July 2013	Version 12/2013		

Note: Versions 7 and 8 were not distributed as they were never made complete

AMENDMENT HISTORY

1997

General Section, Statutes and Bylaws amended January 1, 1997.

3.2 Hans Åkerstedt to prepare new replacement pages with the new Jury voting rules and changes to Jury Board address list. These pages will be distributed with the Newsletter.

1998

2.2 Acceptance of Jury appointment means that failure to attend may result in requests by organizers for compensation of extra costs incurred.

2.2 In addition, he must make sure that Jury Members have a sufficient knowledge of the English language~~, as Juror interpreters are not allowed at FAI-CIA Category One Sporting Events~~.

1999

The updated Jury Handbook to be brought to the same format and standard as other CIA documents. The new Handbook to be available for downloading from the CIA web. The application forms to be available as a separate document.

2000

C, 1-3 Entry Level Juror: Delete: - Must have some piloting experience in aerostats
Senior Level Juror: Add: - Must have Pilot-in-Command experience in aerostats

2001

Intr The use of the Jury Handbook is compulsory at CIA events.

1.2 Ref to SC 1

1.6 Jurors who took their latest test more than 5 years ago shall pass a retest which will be distributed to the jurors concerned by the Jury Board.

3.1 NO-SHOWS 3.4 Debriefing G. Checklist

2003

C.3 Error in Pilot Experience corrected. Pilot in Command experience needed for Senior level, not for intermediate

F/1, 4 Printing error corrected
Text added. The forms in Appendix F/2 to F/6 are given to assist Juries in their duties

- F/2 "VERIFICATION AND APPROVAL OF RESULTS IN SUB-CLASS AX CAT 1 EVENTS"
- F/3 "VERIFICATION AND APPROVAL OF SCORING"
- F/4 "WORKSHEET TO VERIFY COMPUTATIONS FOR LAND RUN TASK (LRN)"
- F/5 "WORKSHEET TO VERIFY COMPUTATIONS FOR ELBOW TASK"
- F/6. BENCHMARK TESTS FOR SCORING SOFTWARE
  Computer programs for task scoring, LAND RUN, ELBOW and Great Circle calculation can be downloaded from the CIA Jury Board web pages.
  Calculation of Great Circle distance is described in the Sporting Code, Section 1.

F/3,-1 Result added

F/5 Elbow calculation page added

F/6 3 new pages added Benchmark test pages

2005

C.2 Requirements, end of line 4 is changed to:
…and produce evidence showing experience in hearing a protest as a Juror, Event Director, Steward or Juror Trainee.

2006

App G Minor corrections to Appendix G, A2 d) and f) Change CD to ED.

App C Appendix C. 2 & 3. Corrections to Pilot experience for Senior level.

App F Appendix F 1-6. Printing errors and addition of F/5 and F/6

2007

Intr FAI Code of Ethics added

1.1 FAI Council deleted

1.6 Retest not required if juror has served on a CIA jury in the previous 5 years

3.1 Caution under advice added. Equal treatment and proportional penalties added. Conflict of interest added

3.2 Conflict of interest added

App B Changed addresses and new members

App E Phone numbers and Email addresses added

F/1 Note on Benchmark tests
Various changes. Item 5 added

F/2 Scoring parameters added in table

App G FAI Code of Ethics and Competition Operations Handbook added in checklist added
Entry list clarified. Official time clarified

2010

Introduction:	1.2 and Appendix G: References to FAI ID-card deleted.
3.0:	Jury duties before the event added.
3.1: No-shows:	Reference to JHB appendix deleted. It was a temporary appendix.
Appendix D & E:	Jury Reports redesigned.
Appendix F/1:	VERIFICATION AND APPROVAL OF RESULTS FOR EVENTS WITHOUT OBSERVERS added.
Appendix G:A1.b:	FAI and CIA Protocol documents added
Appendix G:A1.d:	"adopted" replaced by "approved" and advice on verifying rules added.
Appendix G:A1.e:	Verifying conformity to entry process and Jury's duties regarding entry process and dates. New
Appendix G:	C: Before Prize giving added – previous G: C becomes G: D.

2012	Front page	New FAI address
	Introduction	B. Use of COH added
	Jurors Guide	1.7. Downgrading/removal procedure
	Jury Duties	3.1 Juries for Gordon Bennett and similar events added
	Jury duties	Clarification of 3.2.2.a)
	Appendix B	Sàndor Hidas, new Jury Board member
	Appendix E	New FAI address
	Appendix E/2	Suggested Jury Report structure added
	Appendix G	Suggested Event Debriefing and Jury Report structure added
	Appendix H	4. Computer experience level added.
2013	Appendix G	Release of performance bond

APPENDIX B

THE CIA JURY BOARD (March 2012)

CHAIRMAN:	**Hans ÅKERSTEDT**	Tel.:	+46-8-765 8331	(home)	
	Sveavägen, 7	Fax:	+46-8-767 8331	(home)	
	LIDINGÖ	Mob:	+46-70-572 5033	(mobile)	
	S-181 60 SWEDEN	Email:	hasse.akerstedt@telia.com		
					(A2007)
MEMBERS:	**Jean Claude WEBER**	Tel.:	+352-445508	(home)	
	5, rue de Dippach	Fax:	+352-252952	(home)	
	L-8055 Bertrange				
	LUXEMBOURG	Email:	jcweber@pt.lu		
					(A2007)
	Garry LOCKYER	Tel:	+1-403-241 7367	(home)	
	31 Schooner Close NW		+1-403-830 6303	(mobile)	
	Calgary, Alberta T3L 1Z2				
	CANADA	Email:	garry.lockyer@shaw.ca		(A2007)
	Sándor HIDAS	Tel.:	+36 (0)1291 7121	(home)	
	HU 1185 Budapest		+36 (0)70 778 8228	(mobile)	
	Honvéd u. 97	Mobile:			
	HUNGARY	Email:	zhidas@t-online.hu		
					(A2012)

APPENDIX C

INTERNATIONAL JUROR - QUALIFICATION LEVELS AND CRITERIA

1. ENTRY LEVEL JUROR

Objective: To provide a recognizable identity for potential Jurors for international competitions of Free Balloons and Airships.

Rationale: Persons who have gained some experience in aerostat competition and wish to advance for consideration as International Juror.

Requirements:
- Must be a member in good standing of his NAC.
- Must have gained some experience in local, national or international competition in aerostation as a competitor or official.
- Must have successfully passed the OPEN BOOK TEST #1 on the FAI Sporting Code.

2. INTERMEDIATE LEVEL JUROR

Objective: To motivate Entry Level Jurors to conscientiously continue to upgrade their skills in aerostat competition officiating and Jury duties.

Rationale: Persons who have experience in the technical staff of international and local aerostat competition and some Jury experience at national or international events.

Requirements:
- Must satisfy the requirements for Entry Level Juror.
- Must have Jury experience at National Championship or FAI Category 1 aerostat competition, and produce evidence showing involvement in hearing protest as a Juror, Event Director, Steward or Juror Trainee. (A2005)
- Must have successfully passed OPEN BOOK TEST #3 on competition rules.

3. SENIOR LEVEL JUROR

Objective: To encourage and motivate Intermediate Jurors to upgrade their knowledge and skills to a level at which they will be recognised by their peers as highly competent Jurors.

Rationale: Persons who have experience in international aerostat competition as a competitor, Jury member or official.

Requirements:
- Must satisfy the requirements for Intermediate Level Juror.
- Must have Pilot-in-Command experience in aerostats. (A2003)
- Must have been Event Director or Senior Scoring Official, or their respective deputy, at international Category 1 aerostat competition.
- Must produce evidence showing involvement in hearing at least 3 protests as a Juror at aerostat Continental, World or international events approved by the Jury Board.
- Must have successfully passed OPEN BOOK Tests #2 on the FAI Sporting Code and #4 on Event Scoring.

Note: Any CIA approved Juror, or Juror applicant waiting for approval, may attend international events as "trainee". To do this he must first approach the President of the Jury for his/her agreement, then he must get permission from the Event Director to be at the event. He will be required to pay all his expenses, including travel, hotel and meals. This is not a qualifying requirement; it is just an opportunity for additional experience.

APPENDIX D

IMPORTANT NOTE: This report has to be presented to the Event Director at the conclusion of the event.

JURY FINAL REPORT FORM

We, the undersigned members of the Jury for the

_____

(Name of the event)

declare that:

1. **In our opinion the event has been conducted in accordance with the Sporting Code and the rules for the event.**

2. **All protests have been dealt with and all Jury reports have been made public.**

3. **The final results have been verified and are valid.**

Jury President: .....
Name

.....
Signature

Jury Member: .....
Name

.....
Signature

Jury Member: .....
Name

.....
Signature

Date and place: ....

APPENDIX E page 1

IMPORTANT NOTE: *This Report, together with details of all protests, has to be sent by the Jury President to the FAI Secretary General within 8 days of the conclusion of the event and to the chairman of the CIA Jury Board.*

FÉDÉRATION AÉRONAUTIQUE INTERNATIONALE
Secretary General
Maison du Sport International
Av. de Rhodanie 54
CH-1007 LAUSANNE
Switzerland

Tel: +41(0)21-345.10.70
FAX: +41(0)21-345.10.77
Email: info@fai.org

Cc: CIA Jury Board chairman, Hans Åkerstedt, hasse.akerstedt@telia.com

_____
(Place and date)

REPORT OF THE JURY PRESIDENT TO THE FAI

EVENT DETAILS

TITLE/NAME: _____

DATE: _____ LOCATION:_____

ORGANIZING NAC: _____

NUMBER OF FLIGHTS: _____ NUMBER OF TASKS: _____ NUMBER OF COMPETITORS: _____

DISQUALIFICATIONS: YES / NO

EVENT PERSONNEL

EVENT DIRECTOR: _____ DEPUTY EVENT DIRECTOR: _____

CHIEF SCORER: _____ SAFETY OFFICER: _____

STEWARDS: 1._____ 2:_____ 3:_____

FAI JURY

Jury President: .....
Name

.....
Signature

Jury Member: .....
Name

.....
Signature

Jury Member: .....
Name

.....
Signature

(continued on page 2)

APPENDIX E page 2

REPORT OF THE JURY PRESIDENT TO THE FAI (continued)

COMPLAINTS AND PROTESTS

NUMBER OF COMPLAINTS: _____ TOTAL NUMBER OF PROTESTS ADMITTED: _____

NUMBER WITHDRAWN: _____ NUMBER UPHELD: _____ NUMBER FAILED: _____

AMOUNT OF PROTEST FEES RETAINED: _____

Sum is included - proof of transfer to FAI is included. *(Indicate applicable alternative)*

A signed copy of the Event result is included with this report.
Also included you will find the Jury decisions (reports as transmitted to the Event Director) pertaining to the above protests, and all other documents regarding above protests.

DATE & PLACE: _____signed:_____
Jury President

Note: Please give your Jury's general comments on this event, your Jury's recommendation(s) regarding rules and regulations (if any), and recommendation regarding the release of the Performance Bond (A2013)

Please send this report including comments and recommendations as a Word file to simplify spreading information to relevant CIA subcommittees. (A2012)

Suggested report structure

Recommendations: (Re. event administration, competition, rules etc.)

General Comments: (See suggested subjects for Jury Report, page 36) (A2012)

APPENDIX F/1

VERIFICATION AND APPROVAL OF RESULTS

GS 4.3.2.7.2 stipulates that the last act of the Jury is to verify and approve the competition results. Given the complexity of the scoring system involved, the number of competitors and the number of tasks normally flown in a Category 1 event, this appears to be quite a daunting task. However, the excellence of the modern computer programs used for the scoring process, the high standard of Scoring Officials and staff found at Category 1 events, and the fact that competitors themselves keep a very careful eye on the results and will quickly complain if there are any errors, will ensure that most of the scoring process will be correct.

It is felt, therefore, that the Jury should confine themselves to a general overview of the scoring system together with a more detailed look at the "exceptions to the rule" along the lines set out below.

1. The President of the Jury, or his nominee from the Jury members, should take the responsibility for verifying scores.
2. The accuracy of the computer scoring program should be verified after the first task scores are available by manually calculating the results and checking them against the computer output. This should not be necessary for further tasks unless any problems are disclosed.
3. For each task a general scrutiny of the task file should be made, paying particular attention to the following:

   a) Check that the Observer Report Forms show clearly the competitor's result and how it was arrived at.

   b) Check that the scoring system has been set up with the correct task data for all goal references, distance limits etc. (A2007)

   c) Check out the reasons for all penalties and the NO RESULTS shown on the task results sheet.

   d) Check each Observer Report Form for any notations in red (Chief Scorer) and follow through on possible penalties. (A2007)

   e) Check out all Observer Supplementary Report Forms. Ensure these have been seen by the Chief Scorer and penalties applied where necessary.

   f) Check any other notes etc. on the task file as these often refer to infractions of the rules.
4. Remember that errors are most likely to arise from "exceptions" rather than the routine direct measured scores with no problems.
5. Verification of task results should be completed before the time competitors are allowed to ask for assistance and submit complaints expires, as in theory, the results automatically become “Final” when that time has elapsed. Verification of task results is usually done by inspecting the book of results for a particular flight.

   Keep in mind that the Scoring Team and in particular the Chief Scorer, are balancing “time to post results” with “quality of results.” It is not unusual for a Chief Scorer to post “Provisional” or even “Official Version 1” results before every scoring situation has been completely dealt with – results could be significantly delayed if results (for many competitors) were held up while the Scoring Team dealt with a difficult situation (usually involving one or a few competitors).

   You may want to inspect results before the Chief Scorer has completely finished the scoring of a task or a flight. Whenever you ask a Chief Scorer if you may have a book of results, you should also ask them if they have completed all scoring activities so that you can adjust the depth of your inspection and your expectations.

   Finally, please remember that the point of verifying task results is to get a general sense (overview!) of how the Scoring Team is going about scoring the event. The point is NOT to “nit pick” items that do not have a material effect on the results. (New A2007)

Following the guidelines set out above should be sufficient to show up any problems and enable the Jury to verify and approve the competition results in accordance with the Sporting Code

VERIFICATION AND APPROVAL OF RESULTS FOR EVENTS WITHOUT OBSERVERS

As stated above in the Jury Handbook, the "Jury is to verify and approve the competition results." If Observers are used, this can be accomplished as described above. A key document in verifying results is the Observer Report Form, a standardized document designed to capture all the relevant information about a flight. It is completed by Observers, verified by competitors and clarified and summarized by other Scoring Team members (such as Debriefers). If the Jury has any questions about a competitor's results, they can review this and other documents.

For competitions without Observers, using flight loggers to track competitors' flights, the method of capturing data and the ability of the Jury to verify results changes significantly – the form used to capture flight data is not standardized, the amount of data captured is much less, the data is largely provided by each competitor and there are no Observers that can be interviewed if additional information is required. Therefore Juries may have to use other methods or skills to verify that the results are correct.

Juries are not expected to examine in detail every decision made by the Scoring Team – they are expected to gain an understanding of the scoring process so that they are confident that correct results are generated. There are (at least) two ways of achieving this: by having the Scoring Team describe and demonstrate their processes and by the Jury selecting a (small) sample of results and reviewing them in detail to verify that the results are correct.

Observing the Scoring Process

This is accomplished by having the Chief Scorer (or their delegate) demonstrate how the Scoring Team processes information and equipment (such as flight loggers), analyses flight logger data and combines flight logger based results with measuring team measurements to score each task. This demonstration is usually a "guided tour" of the scoring process, from the time a competitor returns to the Competition Centre through to publication of the results for a task.

Jurors should watch for major steps such as:

- Efficient and accurate receipt of Flight Report Forms, flight loggers and any unused markers.
    - All returned materials are clearly identified as belonging to (or from) a specific competitor.
    - Competitors should not have to wait (queue) for more than a few minutes (5 – 10?).
    - It should be determined within a few minutes if the competitor's GPS/Flight Logger will be required.
    - All required data is present on the Flight Report Form.

- Efficient and accurate downloading and storage of Flight Logger data.
    - Downloaded data is reviewed (not necessarily examined in detail) to determine that a valid track has been recorded and whether or not a competitor's GPS/Flight Logger will be required for scoring. The point here is to determine at an early time, when a competitor and their GPSs are likely to be readily available, whether or not their GPSs will be required, so that the Scoring Team does not have to later track down (wake up!) a competitor to get their GPSs (so that the scoring process can continue).
    - Flight logger data (for event and competitor GPSs) is named and saved so that it is clear which flight and competitor the data belongs to. Depending upon the flight loggers used and the format of the track data, there may be no way to definitively "link" flight logger data to a flight/competitor. There may not be any pilot specific, logger supplied data in the track, so file naming conventions may be the only way to provide such a link.
    - Flight logger data is stored in such a way that those that need access to it, have access but cannot delete or alter it, and those that should not have access, do not.
    - Competitors are able to request and get copies of their track data.

- Detailed analysis of flight logger data.
    - The various members of the scoring team have a defined process (series of steps) to efficiently and consistently analyze flight logger data. In other words, all competitors are scored using the same repeatable process.
    - This step may include the use of common goal and target information, perhaps created for a specific flight or task.

- Measuring Team measurements are available to the Scoring Team and merged with flight logger data based results.
    - Check that all Measuring Team measurements are actually in the task results.
    - If the Scoring Team has measurements from the Measuring Team when they are analysing track data, they can use them to verify what they "see" in the track data.
    - Early integration of Measuring Team information with track based results can shorten the time to enter and publish tasks results.

- Key "data points" and/or decisions are recorded so that it is clear how a competitor's results were determined.
    - The Flight Report Form is not a standard document and may not be designed to record all relevant scoring information. Also, this document is completed by competitors while they are competing – all the required data may be on the form, but it may not be in exactly the right format or in exactly the right location, so some "tidying up" may be required. This may be accomplished by the scoring team moving key data items and adding other data (such as Measuring Team measurements) to another document, perhaps one custom designed for a specific flight. While this practice makes it much easier to see how a competitor was scored, it is potentially a source of error if data is not faithfully moved from one document to another, so Juries should determine (by sampling) that information is accurately and consistently recorded.

- All results, including performance and point penalties, are entered into the scoring system, and the results are published according to the rules for the event.

The Jury President should schedule such a tour with the Event Director and/or Chief Scorer. While ideally the tour should take place as early as possible, it may be best to conduct it as the results for the <u>second</u> flight are being processed. This will allow the Scoring Team to work out any process issues discovered while scoring the first flight. The tour should include a description of the process and a demonstration/explanation while the process is being executed.

At the completion of such a tour, and after any questions the Jury might have about the scoring process have been answered, the Jury should have a good understanding of the process and be confident that the process will produce valid results.

Detailed Verification of Results

To perform a detailed verification of results, Jury members will need skills using "mapping software" (such as OziExplorer or MemoryMap), and have access to such software, a computer to run it on, an electronic version of the competition map and competitor's flight logger data.

Detailed instructions on how to perform the following tasks are beyond the scope of this document. At least one Jury Member should:

- Verify that the electronic competition map is accurately calibrated. Many events provide electronic maps and their associated calibration files to all competitors and officials – if so, you should use them. If not, you may have to calibrate the map yourself. If a map is properly calibrated, the grid coordinates (usually UTM) displayed by the software should closely match the grid coordinates for all points on the map. The easiest locations to check are the intersections of grid lines. Displayed coordinates should within 10 to 15 meters of the locations coordinates.
- Be able to load, display and inspect tracks and other items such as waypoints (used to display goals, targets, distance limits and prohibited zones).

Once a track and any other items needed for a particular flight are loaded into the mapping software, you should be able to examine the track from the launch point to the landing point, verifying all decisions made by the Scoring Team. If your review does not agree with how a competitor was scored, you should ask the Scoring Officer to explain, at a mutually convenient time, how the competitor was scored. (New 2010)

The forms in Appendix F/2 to F/6 are given to assist Juries in their duties. (A2003)

- F/2 "VERIFICATION AND APPROVAL OF RESULTS IN SUB-CLASS AX CAT 1 EVENTS" (A2003)
- F/3 "VERIFICATION AND APPROVAL OF SCORING"
- F/4 "WORKSHEET TO VERIFY COMPUTATIONS FOR LAND RUN TASK (LRN)"
- F/5 "WORKSHEET TO VERIFY COMPUTATIONS FOR ELBOW TASK" (A2003)
- F/6. BENCHMARK TEST FOR SCORING SOFTWARE (A2003)

Note: The purpose of the Checksums is to trace changes in different versions of the result sheets. Here they are just examples and may not be the same in "your" event. Scoring programs have different ways to calculate to these.

Regardless of how a checksum is calculated, the checksum should change whenever a change is made to the results. Note that a change in performance may not always result in a change in points.

Things to check include the calculation of points and that scoring around the median point is correct especially if more than one pilot is the "middle man". Check also that all scoring formula parameters are printed on the score sheet. (A2007)

Computer programs for task scoring, LAND RUN, ELBOW and Great Circle calculation can be downloaded from the CIA Jury Board web pages.

Calculation of Great Circle distance is described in the Sporting Code, Section 1. (A2003)

APPENDIX F/2

FAI-CIA INTERNATIONAL JURY

VERIFICATION AND APPROVAL OF RESULTS IN SUB-CLASS AX CAT 1 EVENTS

EVENT NAME:

FORMULA ONE: **1000 - [(1000-SM) / (RM-W)] x (R-W)**

FORMULA TWO: **1000 x (P+1-L) / P**

FORMULA THREE: (A2003) **1000 x [(P + 1 - A) / P] - 200**

P	=	Number of competitors entered in the event	M	=	P/2 rounded to the next higher number ("median rank")
W	=	Winning result in the task	RM	=	Result achieved by the median ranking competitor
L	=	Competitor's rank	R	=	Competitor's result (meters, etc.) in the superior half
A	=	Number of competitors in group A	SM	=	Points score of median ranking pilot using FORMULA TWO

For each task a general scrutiny of the task file should be made, paying particular attention to the following:

a) Check that OBSERVER REPORT forms show clearly the competitor's result and how it was arrived at.
b) Check the computer printout from the task setup sheets to ensure all goal references, distance limits etc. have been correctly entered into the computer from the task sheets.
c) Check out the reasons for all penalties and the NO RESULTS shown on the task results sheets.
d) Check each OBSERVER REPORT form for any colour coded notations and follow through on possible penalties etc. **(A2007)**
e) Check out all OBSERVER SUPPLEMENTARY REPORT forms. Ensure these have been seen by the Chief Scoring Official and penalties applied where necessary.
f) Check any other notes etc. on the task file as these often refer to infractions of the rules.
g) Verify results and points calculations for 8 randomly chosen competitors (4 from superior half and 4 from lower half).

FLIGHT # : _____ TASK # : _____ DATE & TIME: _____ CHECKED BY: _____

P:	**M:**	**RM:**	**W:**	**SM:**	**A:**
1000 - SM =	**RM - W =**	**(1000-SM) / (RM-W) =**	F3 = **1000 x [(P + 1 - A) / P] - 200**		

RANK	PILOT #	RESULT	PUBLISHED POINTS	**CALCULATED POINTS**	TASK PENALTIES	COMP. PENALTIES	PUBLISHED TASK POINTS	**CALCULATED TASK POINTS**

(A2007)

Results verified and approved by:_____Date: _____Time:_____

APPENDIX F/3 page 1

FAI-CIA INTERNATIONAL JURY

VERIFICATION OF SCORING

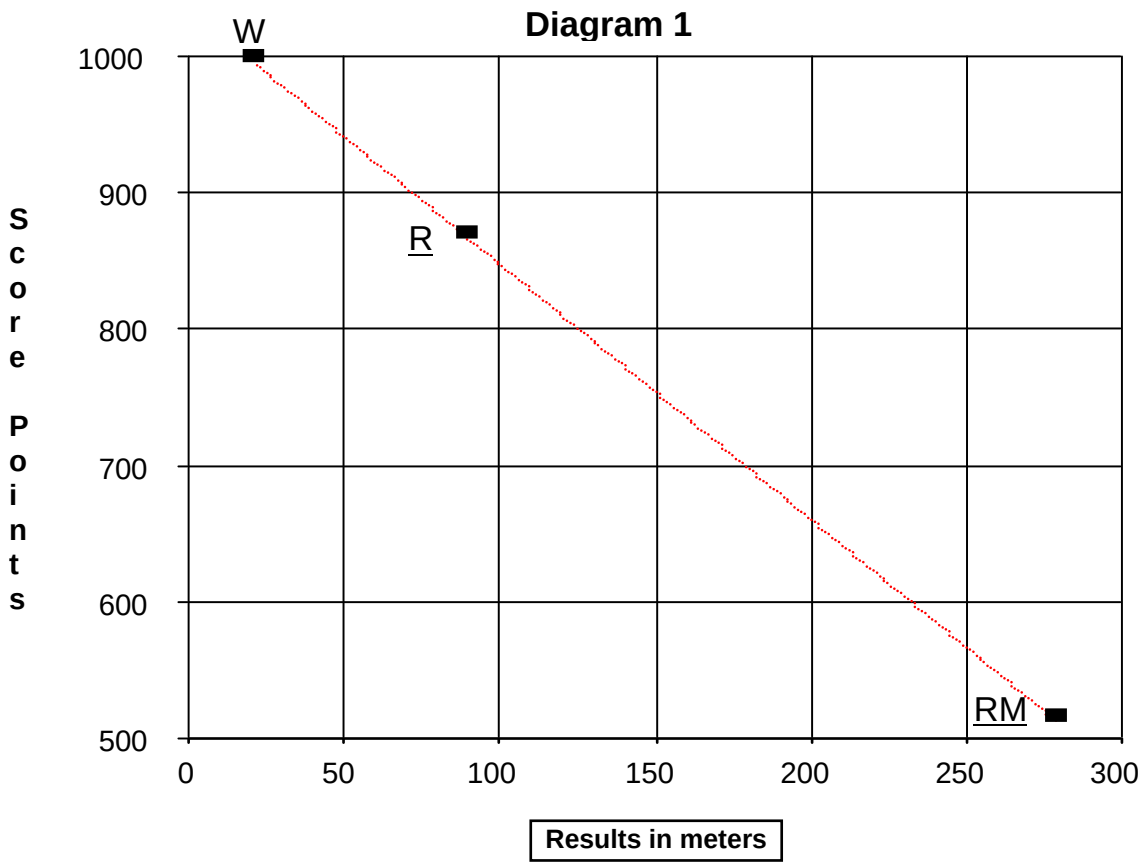
The best way to check scoring programs is to use a computer. If none is available or if you are unfamiliar with its use, a quick check can be made using just paper, pencil and a straight ruler. The Scoring Formula 1 creates a straight line between the best result and the median ranking result before point's penalties.
From the score sheet of the task, first find the values to be used in the calculation and verify that these values were correctly obtained and used.

P number of pilots entered in the event (established at the General Briefing and not changed thereafter),
M median ranking pilot in the task (P/2 rounded to the next higher whole number),
RM result of the median ranking pilot in the task after time and/or distance penalties, but before points penalties,
W best result after time and/or distance penalties, but before points penalties,
SM points score of the median ranking pilot using Formula 2 before points penalties (same for all tasks in the event, except when more than half have no result (use Formula 2 or Table 1 on next page).

Make a diagram on a large sheet of paper (A3 or similar size). Draw a straight line from W (at 1000 points) to RM at SM points. The points score for every pilot in the top part can now be read from the diagram. If carefully made, the points score can be read to single points.

Example: P=29 M=15 W=21 meters RM=279 meters SM=517 points
Find the points score for a pilot with the result of 91 meters.
Answer: 869 points

Result



APPENDIX F/3 page 2

FAI-CIA INTERNATIONAL JURY

VERIFICATION OF SCORING

Table 1

Score (**SM**) of the **M**edian **R**anking pilot for P-numbers from 10 to 110 and the difference between two consecutive rankings in the lower part of the scoring.

P Number of competing Pilots	**M** Median ranking Pilot	**SM** Score of Median Pilot	**Steps** between points in lower part
10	5	600	100.00
11	6	545	90.83
12	6	583	83.29
13	7	538	76.86
14	7	571	71.38
15	8	533	66.63
16	8	563	62.56
17	9	529	58.78
18	9	556	55.60
19	10	526	52.60
20	10	550	50.00
21	11	524	47.64
22	11	545	45.42
23	12	522	43.50
24	12	542	41.69
25	13	520	40.00
26	13	538	38.43
27	14	519	37.07
28	14	536	35.73
29	15	517	34.47
30	15	533	33.31
31	16	516	32.25
32	16	531	31.24
33	17	515	30.29
34	17	529	29.39
35	18	514	28.56
36	18	528	27.79
37	19	514	27.05
38	19	526	26.30
39	20	513	25.65
40	20	525	25.00
41	21	512	24.38
42	21	524	23.82
43	22	512	23.27
44	22	523	22.74
45	23	511	22.22
46	23	522	21.75
47	24	511	21.29
48	24	521	20.84
49	25	510	20.40
50	25	520	20.00
51	26	510	19.62
52	26	519	19.22
53	27	509	18.85
54	27	519	18.54
55	28	509	18.18
56	28	518	17.86
57	29	509	17.55
58	29	517	17.23
59	30	508	16.93
60	30	517	16.68
61	31	508	16.39
62	31	516	16.13
63	32	508	15.88
64	32	516	15.64
65	33	508	15.39
66	33	515	15.15
67	34	507	14.91
68	34	515	14.71
69	35	507	14.49
70	35	514	14.28
71	36	507	14.08
72	36	514	13.89
73	37	507	13.70
74	37	514	13.53
75	38	507	13.34
76	38	513	13.15
77	39	506	12.97
78	39	513	12.83
79	40	506	12.65
80	40	513	12.51
81	41	506	12.34
82	41	512	12.19
83	42	506	12.05
84	42	512	11.91
85	43	506	11.77
86	43	512	11.64
87	44	506	11.50
88	44	511	11.36
89	45	506	11.24
90	45	511	11.11
91	46	505	10.98
92	46	511	10.87
93	47	505	10.74
94	47	511	10.65
95	48	505	10.52
96	48	510	10.41
97	49	505	10.31
98	49	510	10.20
99	50	505	10.10
100	50	510	10.00
101	51	505	9.90
102	51	510	9.81
103	52	505	9.71
104	52	510	9.62
105	53	505	9.53
106	53	509	9.43
107	54	505	9.35
108	54	509	9.25
109	55	505	9.18
110	55	509	9.09

APPENDIX F/4

FAI-CIA INTERNATIONAL JURY

WORKSHEET TO VERIFY COMPUTATIONS FOR LAND RUN TASK (LRN)

In order to verify that the computer software and the data entry are correct for the LRN, the following sequence of steps can be used to determine the result manually. All calculations in steps 4 through 9 should be carried out to at least two places beyond the decimal. It is suggested that these calculations be carried out for one or two competitors selected randomly for each LRN.

Task number.			23	_____
Competitor number.			12	_____
Published result.			22.31	_____
1.	Co-ordinates for point A.		6840/3835	_____
2.	Co-ordinates for point B.		7829/3607	_____
3.	Co-ordinates for point C.		9023/3783	_____
4.	Length of side AB. *)	a =	10149.41	_____
5.	Length of side BC. *)	b =	12069.02	_____
6.	Length of side AC. *)	c =	21836.19	_____
7.	Compute s.	$s = \frac{(a+b+c)}{2} =$	22027.31	_____
8.	Compute area.	$A = \sqrt{s(s-a)(s-b)(s-c)} =$	22314955.1	_____

9. Adjust from square meters to square kilometers.

$$\text{RESULT = AREA} = \frac{\text{result of step 8}}{1000000} = \underline{22.31} \text{ sq. km.}$$ _____

*) Distances can be computed using co-ordinates and the Pythagorean Theorem as illustrated here for points A and B.

x = (easting co-ordinate of A - easting co-ordinate of B) * 10
y = (northing co-ordinate of A - northing co-ordinate of B) * 10

Distance = $\sqrt{x^2 + y^2}$.

If map scale other than 10 meters per unit is used then the corresponding adjustment needs to be made in the multiplier for determining x and y.

APPENDIX F/5

FAI-CIA INTERNATIONAL JURY

WORKSHEET TO VERIFY COMPUTATIONS OF ELBOW TASK

In order to verify that the computer software and the data entry are correct for the Elbow task, the following sequence of steps can be used to determine the result manually. All calculations in steps 4 through 9 should be carried out to at least two places beyond the decimal. It is suggested that these calculations be carried out for one or two competitors selected randomly for each Elbow task.

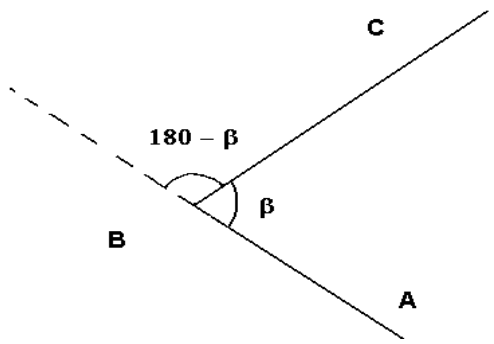
Task number.			23	_____
Competitor number.			12	_____
Published result.			103.6	_____
1.	Co-ordinates for point A.		2551/1552	_____
2.	Co-ordinates for point B.		2210/1760	_____
3.	Co-ordinates for point C.		2650/2200	_____
4.	Length of side AB. *)	a =	3994.3	_____
5.	Length of side BC. *)	b =	6222.5	_____
6.	Length of side AC. *)	c =	6555.2	_____
7.	Compute $V = \cos\beta = \frac{(a^2+b^2-c^2)}{2\times a\times b} =$		0.23545	_____
8.	Compute angle. $\beta = \arccos V$		76.38	_____
9.	Compute change of direction at point B. $180 - \beta$		103.62	_____

* Distances can be computed using co-ordinates and the Pythagorean Theorem as illustrated here for points A and B.

x = (easting co-ordinate of A - easting co-ordinate of B) * 10
y = (northing co-ordinate of A - northing co-ordinate of B) * 10

Distance = $\sqrt{x^2+y^2}$.

If map scale other than 10 meters per unit is used then the corresponding adjustment needs to be made in the multiplier for determining x and y.



(NEW page 2003)

APPENDIX F/6 page 1

FAI-CIA INTERNATIONAL JURY

WORKSHEET TO VERIFY SCORING PROGRAMS

In order to verify that the computer software produce the correct output the following tables can be used. Ask the scoring official to enter results and penalties and to print a result sheet. Then check that the result sheet produced is similar and has calculated the correct scores.

CASE 1

P = 38 M = 19 RM = 58 W= 1.18 SM = 526 A = 37

Rank	Pilot No	Original Result	Distance penalty	Result	Points	Task penalty	Comp penalty	Score	Notes
1	501	1.18		1.18	1 000			1 000	
2	502	1.47		1.47	998			998	
3	503	1.95		1.95	994			994	
4	504	2.00		2.00	993			993	
5	505	2.10		2.10	992			992	
6	506	4.12		4.12	975			975	
7	507	5.60		5.60	963			963	
8	508	7.10		7.10	951			951	
9	509	8.40		8.40	940			940	
10	510	9.87		9.87	928	25		903	Rule 8.4.5 Marker order
11	511	13.25		13.25	899			899	
12	512	15.63		15.63	879			879	
13	513	20.53		20.53	839			839	
14	514	20.84		20.84	836			836	
15	515	23.93		23.93	810			810	
16	517	49.00		49.00	601			601	
17	518	52.75		52.75	570			570	
18	519	58.00		58.00	526			526	
19	520	58.03		58.03	500			500	
20	521	62.62		62.62	474			474	
21	522	63.67		63.67	447			447	
22	516	46.00		46.00	626		200	426	Rule 10.11 rough driving
23	523	99.18		99.18	421			421	
24	524	99.83		99.83	395			395	
25	525	136.70		136.70	368			368	
26	526	147.00		147.00	342			342	
27	528	183.17		183.17	289			289	
28	529	190.00		190.00	263			263	
29	530	199.25		199.25	237			237	
30	531	237.45		237.45	211			211	
31	532	280.00		280.00	184			184	
32	533	290.00		290.00	158			158	
33	534	420.00		420.00	132			132	
34	527	147.50		147.50	316	200		116	Rule 11.4 Ground contact 1
35	535	810.00	110	920.00	105			105	
36	536	1 180.00		1 180.00	79			79	
37	537	140.00	1080	1 220.00	53			53	
38	538	No Flight		No Flight	0			0	
02E5	**Check sum**	**13E0**	**04A6**	**1886**	**532E**	**00E1**	**00C8**	**5185**	

The check sums are displayed in hexadecimal format to save space. They can be used to verify that the results printed by the event software are correct. They can also be used to check if different versions of result sheets from a certain task have the same data or if they have been changed since previous issue.

Note: Checksums are calculated differently with different scoring programs and may not become the same as in this example. (New page 2007)

APPENDIX F/6 page 2

FAI-CIA INTERNATIONAL JURY

WORKSHEET TO VERIFY SCORING PROGRAMS

CASE 2

P = 38 M = 19 RM = 1 000 W = 0.00 SM = 526 A = 29 Average of Group B = 158 Formula 3 = 63

Rank	Pilot No	Original Result	Distance penalty	Result	Points	Task penalty	Comp penalty	Score	Notes
1	501	0.00		0.00	1 000			1 000	
1	502	0.36		0.36	1 000			1 000	
1	504	0.78		0.78	1 000			1 000	
4	505	55.58		55.58	974			974	
5	506	63.41		63.41	970			970	
6	507	171.25		171.25	919			919	
7	508	190.00		190.00	910			910	
8	509	360.00		360.00	829			829	
9	503	0.48		0.48	1 000		200	800	Rule 10.11 rough driving
10	511	520.00		520.00	754			754	
11	512	520.00		520.00	754			754	
12	513	550.00		550.00	739			739	
13	510	500.00		500.00	763	25		738	Rule 8.4.5 Marker order
14	514	560.00		560.00	735			735	
15	515	600.00		600.00	716			716	
16	516	790.00		790.00	626			626	
17	517	920.00		920.00	564			564	
18	518	980.00		980.00	535			535	
19	519	1 000.00		1 000.00	526			526	
20	520	1 030.00		1 030.00	500			500	
21	521	1 060.00		1 060.00	474			474	
22	522	1 080.00		1 080.00	447			447	
23	523	1 140.00		1 140.00	421			421	
24	524	1 280.00		1 280.00	382			382	
25	525	1 280.00		1 280.00	382			382	
26	526	1 400.00		1 400.00	342			342	
27	528	1 500.00		1 500.00	289			289	
28	529	1 840.00		1 840.00	263			263	
29	531	No Result		No Result	158			158	
29	533	No Result		No Result	158			158	
29	535	No Result		No Result	158			158	
29	536	No Result		No Result	158			158	
33	532	No Result		No Result	158	25		133	Rule 8.4.5 Marker order
34	527	1 450.00		1 450.00	316	200		116	Rule 11.4 Ground contact 1
35	534	No Result		No Result	158	200		0	Rule 11.4 Ground contact 1
35	537	No Flight		No Flight	-			0	
35	538	No Flight		No Flight	-			0	
38	530	No Result		No Result	158		200	- 42	Rule 10.11 Rough driving
02D9	**Check sum**	**5169**	**0000**	**5169**	**4F0C**	**01C2**	**0190**	**4BE4**	

Note that results for pilots 524 and 525 are calculated according to rule 14.6.3, tied results.
Pilots with no results have received the highest of the average of remaining points (158) and the lowest score in Group A minus 200 (63).
Note: Checksums are calculated differently with different scoring programs and may not become the same as in this example. (New page 2007)

APPENDIX F/6 page 3

FAI-CIA INTERNATIONAL JURY

WORKSHEET TO VERIFY SCORING PROGRAMS

CASE 3

P = 38 M = 19 RM = 1 030 W = 12,96 SM = 526 A = 20 Average of Group B = 277 Formula 3 = 300

Rank	Pilot No	Original Result	Distance penalty	Result	Points	Task penalty	Comp penalty	Score	Notes
1	501	12.96		12.96	1 000			1 000	
2	502	15.49		15.49	999			999	
3	504	35.52		35.52	989			989	
4	505	50.93		50.93	982			982	
5	506	53.78		53.78	981			981	
6	507	55.16		55.16	980			980	
6	508	56.83		56.83	980			980	
8	509	58.75		58.75	979			979	
9	511	98.44		98.44	960			960	
10	510	61.76		61.76	977	25		952	Rule 8.4.5 Marker order
11	512	241.75		241.75	893			893	
12	513	250.00		250.00	890			890	
13	515	295.80		295.80	868			868	
14	503	16.25		16.25	998		200	798	Rule 10.11 Rough driving
15	516	610.00		610.00	722			722	
16	517	640.00		640.00	708			708	
16	518	640.00		640.00	708			708	
18	519	1 030.00		1 030.00	526			526	
19	520	1 080.00		1 080.00	500			500	
20	521	No Result		No Result	300			300	
20	523	No Result		No Result	300			300	
20	524	No Result		No Result	300			300	
20	525	No Result		No Result	300			300	
20	526	No Result		No Result	300			300	
20	528	No Result		No Result	300			300	
20	529	No Result		No Result	300			300	
20	530	No Result		No Result	300			300	
20	531	No Result		No Result	300			300	
20	533	No Result		No Result	300			300	
20	534	No Result		No Result	300			300	
20	535	No Result		No Result	300			300	
20	536	No Result		No Result	300			300	
33	532	No Result		No Result	300	25		275	Rule 8.4.5 Marker order
34	527	No Result		No Result	300	200		100	Rule 11.4 Ground contact 1
35	522	No Result		No Result	300	500		0	Rule 9.1 Five minutes late
35	537	No Flight		No Flight	0			0	
35	538	No Flight		No Flight	0			0	
38	514	269.13		269.13	881		1 000	- 119	Rule 7.5 Flight in PZ99
0292	**Check sum**	**15C4**	**0000**	**15C4**	**5731**	**02EE**	**04B0**	**505B**	

In this case the tied results (pilots 517 and 518) are calculated with Formula 1.
Pilots with no results have received the highest of the average of remaining points (277) and the lowest score in Group A minus 200 (300).

Note: Checksums are calculated differently with different scoring programs and may not become the same as in this example. (New page 2007)

APPENDIX G

CIA CAT 1 EVENTS - JURY PRESIDENT's CHECK-LIST

page 1/3

EVENT NAME: _____

A. BEFORE THE GENERAL BRIEFING

1. CALL A JURY PRE-EVENT BRIEFING AND CHECK:

a) All Jury members present, set and available (Accommodation, room and telephone numbers, meals Arrangements, transportation, expenses reimbursed. Check with Event Director if anything is amiss)

☐ Jury President: _____

☐ Jury Member: _____

☐ Jury Member: _____

☐ Jury Trainee: _____

b) Jury members' documentation (make sure latest editions are available):

☐ - SPORTING CODE GENERAL SECTION
☐ - SPORTING CODE SECTION ONE
☐ - FAI CODE OF ETHICS (A2007)
☐ - PROTOCOL for Award-Giving and Closing Ceremonies at FAI Championships (N2010)
☐ - PROTOCOL for CIA Sanctioned Events (2005) (N2010)
☐ - FAI CODE OF ETHICS (A2007)
☐ - JURY HANDBOOK
☐ - EVENT RULES
☐ - COMPETITION OPERATIONS HANDBOOK (A2007)
☐ - LAST MINUTE COMPETITION RULES MODIFICATIONS/INFORMATION (if any)
☐ - OBSERVER HANDBOOK (if any)
☐ - OFFICIAL ENTRY LIST (pilots entered. Make sure that a final entry list is published after the General Briefing) (A2007)
☐ - OFFICIAL COMPETITION MAP(S) (contest area, common launch point, PZ)

c) Jury Members' authority documents:

☐ - FAI Sporting License (A2010)
☐ - Event ID badge or pass
☐ - Event car pass (if any)

d) Conformity of COMPETITION RULES with CIA APPROVED RULES

☐ Compare both documents and if differences are found, check if they are permitted.
See Chapter 3.0. (N2010)

e) Conformity of ENTRY PROCESS with CIA APPROVED ENTRY PROCESS

☐ Verify that approved entry process was complied with.
See Chapter 3.0. (N2010)

2. ARRANGE A PRE-EVENT MEETING WITH EVENT DIRECTOR AND CHECK:

a) Implementation of all Sporting Code dispositions regarding the event

- ☐ - Complaints by NAC(s) regarding ENTRY and/or ELIGIBILITY
- ☐ - All Sporting Code required personnel available (stewards, observers)
- ☐ - All FAI medals (3) and certificates (10) available (if any)
- ☐ - Respective CIA Trophy available (if any)
- ☐ - FAI (and CIA) flags available
- ☐ - FAI anthem available

b) Jury meeting room arrangements

- ☐ - availability, access, keys

c) Briefing room arrangements

- ☐ - access and sitting arrangements (table and sufficient chairs)

d) Competition Center arrangements

- ☐ - Access permission (access to any place remains prohibited unless permission obtained by the Jury President from ED)
- ☐ - Permission to use equipment if necessary (telephone, fax, copiers, computers, etc.)

e) Jury transportation during the event

- ☐ - Car available
- ☐ - Person in charge of the car
- ☐ - Car park and access
- ☐ - Refuelling arrangements
- ☐ - Car pass

f) Communication during the event

- ☐ - Officials phone/fax numbers list
- ☐ - Event Director's Jury calling procedures during the event
- ☐ - Complaint and Protest transmission procedures
- ☐ - Place of Jury Mail and Info Box
- ☐ - Arrange for fast transmission of the following documents during the event (one copy for each Juror):
  - Official Competitors list (after roll-call at General Briefing)
  - All published MET SHEETS (prior to Competition Briefings)
  - All published TASK SHEETS and related documents (prior to Competition Briefings)
  - All published RESULTS (as soon as practicable)
  - All other published Pilot communications/information (as soon as practicable)

CIA CAT 1 EVENTS - JURY PRESIDENT's CHECK-LIST (continued) page 3/3

B. DURING THE GENERAL BRIEFING

1. CHECK THE FOLLOWING:

- ☐ - All Jury members present and seated at allocated places at opening
- ☐ - Announcement of place for OFFICIAL NOTICE BOARD
- ☐ - Announcement of publication time (fixed time) and place for replies to complaints
- ☐ - Announcement and written information on rules modifications
- ☐ - Announcement of shortened time limits for complaints and protests
- ☐ - Announcement of SAFETY and COMPETITION LIMITATIONS (AX MER II.12 & 12.4)
- ☐ - OFFICIAL TIME (GPS) (If no GPS is available. make sure that Jurors' watches are set accordingly) (A2007)
- ☐ - NO-SHOWS. Confirm the Event Director's decision. See Sporting Code, Section 1, 5.6.6. (A2001)

C. BEFORE PRIZEGIVING

1. CHECK THE FOLLOWING:

- ☐ Completed JURY FINAL REPORT presented to Event Director
- ☐ Completed FINAL RESULTS signed and presented to Event Director
- ☐ Prizegiving plan conforms with CIA and FAI prizegiving protocols.
  Note: CIA protocols have priority over FAI protocols. (N2010)

D. AFTER THE EVENT

1. CIA SANCTIONED EVENT DEBRIEFING

The event debriefing does not-have a standard format to follow, but there are a number of suggestions:

Chairman: Jury President

Date & Time: After the last competitive flight and before people start leaving the event.
Be careful not to conflict with competition work or social events.

Location: In the briefing centre (competitors or officials areas)

Notice of Meeting: The date, time and place of the Event Debriefing session should be published in the overall event schedule so competitors, officials and organizers can plan on attending. It is also suggested that the Event Debriefing be announced at the last flight briefing and possibly on the last task sheet of the event.

Participation:
Attendees:
Pilots
Officials
Crew
Organizers
Others
(Count and/or List of Attendees)

Suggested topics:

General Comments	Briefing Facilities
Administration	Social
Event Director	Costs
Debriefing	Communication
Scoring	Loggers
Flying Area	Maps
Safety	Refuelling

(A2012)

Notes: The Jury President should ask someone to take detail notes which the Jury President is responsible to finalize and send in to the EVENT DEVELOPMENT SERVICE SUBCOMMITTEE, THE CIA COMPETITORS SUBCOMMITTEE and the CIA JURY BOARD. The final document will be published on the EDS web site.

Suggestions: Generally the Jury President may need to start the discussion by asking some questions but afterwards the topics and discussion will flow from the competitors and officials in attendance.
Efforts should be made not to make this just a complaint session but a productive one with individuals coming up with suggestions or alternatives.
Check previous Debriefing Meeting notes on the EDS Web page for additional suggestions.

2. REPORTS

2.1. JURY FINAL REPORT FORM, See appendix D

This report has to be presented to the Event Director at the conclusion of the event.

2.2. REPORT OF THE JURY PRESIDENT TO THE FAI, See appendix E/2

This Report, together with details of all protests, and a signed copy of the event results, has to be sent by the Jury President to the FAI Secretary General within 8 days of the conclusion of the event and to the chairman of the CIA Jury Board.
Arrange for transfer of any non-refunded protest fees to FAI within 28 days. (GS 5.4.4) (A2010)

Suggested report structure

Recommendations (Rules, procedures etc)
Summary
FAI CIA Protocol. Opening / Closing Ceremonies Invitation Process
No Shows
Pre-Event Meeting
General Briefing
Competition
Rules
Event Debrief
- Simple statement that debrief was held / not held and reference to actual Event Debrief document.

(A2012)

2.3. EVENT DEBRIEFING REPORT, See Checklist, item D

This report shall be sent to the EVENT DEVELOPMENT SERVICE SUBCOMMITTEE, THE CIA COMPETITORS SUBCOMMITTEE and the CIA JURY BOARD. (A2001)

2.4. EVENT PERFORMANCE BOND RELEASE RECOMMENDATION & REPORT

This Recommendation and Report shall be sent to the CIA President within 8 days of the conclusion of the event.

At its meeting in March 2013 in Rio, the Jury Board decided to amend the Jury Handbook by adding to Annex G “Procedures for the release of Event Performance Bonds”, based on the provisions approved by the CIA 2011 Plenary and published in the standard CIA Organiser Agreement. **(A2013)**

PROCEDURES FOR THE RELEASE OF EVENT PERFORMANCE BONDS

2.4.1. Refund Conditions

In the event of any circumstances set forth below, the FAI may retain all or part of the Performance Bond, as follows:

(i) If the International Jury decides to terminate the Sporting Event in accordance with the provisions of FAI Sporting Code General Section paragraph 4.3.2.4., thus invalidating the Event, 100% of the Performance Bond shall be retained.

(ii) If the President of the International Jury decides to interrupt the Sporting Event in accordance with the provisions of FAI Sporting Code General Section paragraph 4.3.2.4, in order to allow the

Jury to consider the Organizer's failure to abide by the FAI regulations, and if the Event is restarted, then 20% of the Performance Bond shall be retained for each full day or part thereof lost due to interruption, but the amount retained may not exceed 75% of the Performance Bond. For this purpose a "part" of a day is a period including one flight opportunity.

(iii) If the report from the Jury (ref CIA Jury Handbook Chapter 3, paragraph 3.3) confirms that, although the provisions of FAI Sporting Code General Section paragraph 4.3.2.4 were not invoked, the Organizer was in breach of a Contractual Commitment, then 20% of the Performance Bond shall be retained for each separate such breach, but the amount retained may not exceed 75% of the Performance Bond.

(iv) If the International Jury decides the Organizer has not met the full obligations to Officials or CIA and FAI representatives, as agreed upon in the Sanction Application or formal agreements with individuals, the FAI may retain the outstanding amount. The full amount retained will be forwarded to the individuals involved.

(v) If the International Jury decides the Organizer either has not met the full obligations to Competitors or prevents one or more Competitors to fly part or all of the event, the FAI may retain part or all the Performance Bond and the amount referred to the entry fee paid by the Competitors will be forwarded to the individuals involved.

(vi) In the case that the organizer does not meet deadlines established and published in the event Sanction Application an appropriate penalty may be applied. The key deadlines are:

a) Invitation process. The penalty is 10 CHF per day if the start day as defined in the Sanction Application is delayed.

b) Submission of championship rules to the CIA Rules Subcommittee for review 60 days prior to the CIA meeting the year of the event. Late penalty is 10 CHF per day.

c) Creation and maintaining an event website containing current information for competitors, officials, sponsors, media and the public starting 1 year before the start of the event or 30 days after the sanction is granted for Events being held at the same year of the sanctioning. Late penalty is 10 CHF per day.

d) Sending results and at least 3 pictures to FAI within 24 hours of the closing ceremony. Late penalty is 100 CHF per day. **(A2013)**

2.4.2. Evaluation Criteria

FAI and CIA documents, which are in effect at the time of the signing of the Organizer Agreement, will be used to as the basis for evaluation of the event and to determine if there will be any penalty applied to the Performance Bond. They include:

(i) FAI Statutes and By-Laws

(ii) Sporting Code General Section and Section 1 – Aerostats

(iii) FAI First Category Event Sanction Procedures

(iv) CIA Sanction Application for the event as completed by the Organizer with assistance from the CIA

(v) Event Rules approved by the CIA Rules Subcommittee

(vi) Competition Operations Handbook or appropriate operations manual for the competition

(vii) class/type

(viii) Safety Handbook

(ix) Jury Handbook

(x) Officials, Observer and Debriefer Handbooks if applicable

(xi) Protocol for CIA Sanctioned Events

2.4.3. All or part of the Performance Bond may be retained by FAI in the event of the Sporting Event being declared invalid. **(A2013)**

2.4.4 Retention of Performance Bond Process

The Organizer will be informed in writing by the CIA President of the retention of any specific amount in application of the above provisions within 20 days of the receipt of the report from the Jury President. The Organizer may submit a written request, to be received by the FAI or the CIA President within 30 days of receipt of the written notification of the retention from the CIA President, to have the CIA Plenary, at its next meeting, review the application of the above provisions. The CIA Plenary may decide to confirm or reduce, as circumstances dictate, the amount retained. In no circumstances may the amount retained exceed the amounts outlined above.

If the Recommendation and Report to the CIA President from the International Jury indicate that there will not be any retention of the deposit, the process to return the funds through the FAI, will be started as soon as possible. Normally this is within 30 days of the end of the event.

(A2013)

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APPENDIX H CIA JURY BOARD - JUROR APPLICATION/REGRADING FORM PAGE 1

CIA JURY BOARD, INTERNATIONAL JURORS

FIRST APPLICATION	REGRADING APPLICATION

Please indicate above if this is your initial or your regrading application

ENTRY LEVEL	INTERMEDIATE LEVEL	SENIOR LEVEL

Please indicate above for which Level you wish to apply

1. APPLICANT'S IDENTIFICATION

LAST NAME:	FIRST NAME:	
NATIONALITY:	DATE OF BIRTH:	
PROFESSION:		
ADDRESS:		
POST CODE:	CITY:	COUNTRY:
TEL. HOME:	FAX HOME:	
TEL OFFICE:	FAX OFFICE:	
EMAIL:	MOBILE:	

2. FAI SPORTING LICENSE AND NAC APPROVAL

IMPORTANT: To be approved by the CIA you must hold a **valid FAI Sporting License** in Aerostation, and your application must have been signed by your NAC (the NAC you are allowed to represent in FAI International Sporting Events) or by the CIA Delegate of this NAC, **to certify that you are a member in good standing of this NAC.**

No OF FAI SPORTING LICENSE: (please enclose photocopy)	ISSUED BY NAC OF:
NAME OF NAC OFFICIAL OR CIA DELEGATE SIGNING THIS APPLICATION:	
NAC OFFICIAL'S POSITION:	
DATE: _____	SIGNATURE: _____

CIA JURY BOARD - JUROR APPLICATION/REGRADING FORM **PAGE 2**

3. BALLOONING EXPERIENCE

TYPE OF LICENSE HELD	YEAR QUALIFIED	CURRENT	YEAR LAPSED	HOURS P1
HOT AIR BALLOON : YES/NO		YES/NO		
GAS BALLOON : YES/NO		YES/NO		
HOT AIR AIRSHIP : YES/NO		YES/NO		
GAS AIRSHIP : YES/NO		YES/NO		
OTHER AEROSTAT : YES/NO		YES/NO		

4. EXPERIENCE AS A JURY MEMBER

List every event with a status of National Championship or higher you have attended as a member of the Jury. Give dates and names of events, indicate category and if you were Jury President by ticking the appropriate boxes below.

YEAR	NAME OF EVENT	WORLD	CONTINENTAL	FAI CAT 1	NATIONAL Champion-ship	NUMBER OF PROTESTS	PRESI-DENT

Please indicate your overall GPS, computer and programming experience level on a scale from 1 to 5, where 1 is no or little experience and 5 is expert level, meaning that you have designed own scoring program or similar. At least one person in an event jury must have enough knowledge as much of the jury work is checking results and scoring programs.

Computer level

Figure from 1 to 5

(A2012)

CIA JURY BOARD - JUROR APPLICATION/REGRADING FORM **PAGE 3**

5. COMPETITION EXPERIENCE

List all competitive events with a status of National Championship or higher at which you were a competitor.

YEAR	NAME OF EVENT	RANK

6. COMPETITION OFFICIAL EXPERIENCE

List events with a status of National Championship or higher at which you worked as an Official (other than Jury Member listed under 4)

YEAR	NAME OF EVENT	POSITION HELD

CIA JURY BOARD - JUROR APPLICATION/REGRADING FORM **PAGE 4**

7. ANY OTHER RELEVANT EXPERIENCE OR INFORMATION

8. OPEN BOOK TESTS

To qualify you must also pass the following CIA JURY BOARD Open Book Tests.
Please indicate below (by circling the appropriate test number) which Tests you wish to take and, if you have already passed some or all of the Tests, the year and your achieved result(s).

JURY	TEST 1			TEST 2			TEST 3			TEST 4			TEST 5		
LEVEL		%	YEAR		%	YEAR		%	YEAR		%	YEAR		%	YEAR
ENTRY	YES			NO			NO			NO					
INTERM	YES			NO			YES			NO					
SENIOR	YES			YES			YES			YES					
BX													YES		

Please indicate and rate your linguistic knowledge

LANGUAGE	100%	75%	50%	25%
ENGLISH (written)				
ENGLISH (spoken)				
OTHER (specify)				
OTHER (specify)				
OTHER (specify)				

Signature: _____ Date: _____