CIVL TERMS OF REFERENCE – 2013

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14. Training Officer.
15. Environmental Liaison Officer.
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17. Communications Officer.All Officers, Committee and Working Group members shall ensure compliance with the FAI Statutes, By-laws, Sporting Code and CIVL Internal Regulations and Terms of Reference.

1. CIVL purpose

The FAI Commission Internationale de Vol Libre – CIVL – (or Hang Gliding and Paragliding Commission) is the international body for hang gliding and paragliding.

CIVL shall:
- Administer hang gliding and paragliding for FAI.
- Promote FAI aims and objectives.
- Seek to further the development of our disciplines.
- Work on continuous improvement in standards and safety.
- Select the organisers and venues for Category 1 events and ensure high standards of organisation of these events.
- Promote international training standards.
- Reward excellence in performance and outstanding contributions to the sport through awards, medals and diplomas.
- Attend to matters that concern flight safety, training and qualifications, air space, and equipment, liaising with external bodies as necessary.
- Maintain and evolve Section 7 of the FAI Sporting Code, to ensure Category 1 rules continue to provide fair and satisfying international championships, responding to developments in the sport.
- Maintain and evolve the CIVL Internal Regulations and Terms of Reference, to ensure CIVL procedures are effective to meet its aims within the parameters of the FAI Statutes, By-laws and General Section of the Sporting Code.

2. CIVL aims

2.1. Structure
CIVL shall:
- Motivate delegates to work in and for CIVL, supporting CIVL's purposes and aims.
- Encourage more input and participation from active competition pilots in CIVL's work.

2.1. Safety
CIVL shall:
- Identify safety issues and confront them. This includes all aspects of safety in competitions: gliders, equipment, pilot skills and training, competition rules, competition structures and formats (task setting, scoring options, etc.) and organisation factors.
- Liaise with appropriate external bodies, including, test houses, manufacturers and standards authorities.

2.2. Competition
CIVL shall:
- Promote high level competitions to determine internationally recognised champions.
- Provide strong leadership in all matters concerning high level competition.
- Ensure the highest standards of organisation for Category 1 events.
- Be proactively supportive in the organisation of Category 1 events, from selection process to completion.
- Maintain a group of experienced jurors and stewards.
- Develop, maintain and supply tools for organisers covering various aspects of running a competition that can be used for both Category 1 or 2 events.
- Ensure that current FAI sponsoring and partnership are globally beneficial to our disciplines.
- Support and exploit wherever possible FAI sponsors and partners, ensuring they are aware of the promotional opportunities available within our disciplines

2.3. Records and badges
CIVL shall:
- Promote standards of excellence in all disciplines.
- Encourage the establishment of Continental records.

2.3. Training programs
CIVL shall:
- Create and promote international training standards for all aspects of hang gliding and paragliding (competition, towing, tandem…).

2.4. Communication
CIVL shall:
- Ensure that information on our organisation and our sports is kept up to date, is well presented and easily accessible to the public.
- Promote CIVL's purposes and aims to Delegates and pilots. Encourage feedback.
- Ensure information, results and documents are kept up to date and readily available to those who need them.
- Encourage more Officers to actively contribute to and update information on the website.
- Develop Basecamp as the primary internet-based collaborative working tool for the Bureau, Committees, Working Groups and Officers.

2.5. Funding
CIVL shall:
- Ensure sufficient funding via sanction fees and IPPI card revenue to cover CIVL expenses, software developments, equipment purchases and staffing needs.
- Maintain Category 2 competition sanction fee income. Keep current the FAI/CIVL sanction fees system.
- Maintain IPPI card income.
- Research and develop additional revenue opportunities that may recoup some software

and equipment investments, for example

3. Bureau

It shall:
- Establish clear responsibilities.
- Work with Subcommittees, Working Groups and Technical Officers. Ensure that they are active during the year and report progress to the Bureau regularly.
- Ensure Delegates are regularly informed of Bureau activity and encourage Delegates to contribute to CIVL work during the year.
- Ensure all CIVL documents, including the Internal Regulations, are maintained and readily easily available on the website.
- Ensure adequate planning and preparation to make the Plenary as efficient as possible.
- Work with external bodies, including manufacturers, test houses, standards authorities and others.
- Determine and fulfil staffing needs with agreement of the Plenary.

4. President

The President shall:
- Represent CIVL.
- Convene the Plenary, Bureau and Committee meetings where appropriate or ensure that they are convened.
- Prepare the Agenda for Plenary and Bureau meetings and supporting documentation, or ensure they are prepared.
- Prepare a yearly report for submission to the Plenary.
- Attend, when possible, Committee and Working Group meetings. As a minimum, ensure that minutes are received and reviewed.
- Chair the Plenary and Bureau meetings and direct discussions appropriately.
- Review and approve the minutes of Plenary and Bureau meetings.
- Ensure that all necessary documentation is published by the required deadlines.
- Prepare a yearly report for submission to the FAI General Conference.
- Submit special reports as required by the FAI General Conference, FAI Executive Board or FAI President.
- Attend meetings of the FAI General Air Sport Commission Presidents Group and the meetings of the FAI General Air Sport Commission.
- Delegate to a Vice President any of his duties for a temporary period when necessary.

5. Vice Presidents and Secretaries

They shall:
- Bring to the Bureau's attention relevant matters and issues.
- Contribute to Bureau discussions and undertake actions as agreed by the Bureau.
- Carry out any duty as delegated by the President. It can include working with and/or tracking the progress of Committees, Working Groups and Officers.
- Ensure all Bureau business is pursued and concluded efficiently.
- Review the minutes of Plenary and Bureau meetings.

5.1. Administrative Secretary

The Administrative Secretary shall:
- Assist the President in preparing the Agenda and supporting documentation for Bureau and Plenary meetings.
- Prepare a yearly report on the Bureau activity for submission to the Plenary.
- Ensure that minutes of Bureau and Plenary meetings are taken. Review and and prepare them for approval by the President.

- Send the Agenda, minutes and annexes of the Plenary to FAI secretariat by the required deadline.
- Ensure that Agenda, minutes and annexes of the Plenary and other mandatory documents are published on CIVL website by the required deadline.

5.2. Financial Secretary

The Financial Secretary shall:
- Work in line with FAI recommendations and procedures.
- Check regularly that CIVL's income and expenditure are on track with budgets.
- Develop the budget for the year ahead, according to the CIVL action plan.
- Verify that expense claims from Officers are correctly submitted, are within agreed budgets and are submitted to the President for approval. Deal with enquiries arising.
- Prepare and send to the President interim budget reports.
- Prepare for sending to the Delegates a final budget report for the past year, the budget for the coming year and a provisional budget for the following year.

6. Committees, Working Groups and Technical Officers.

They shall:
- Communicate and cooperate as necessary with other Committees, Working Groups and Technical Officers.
- Report regularly to the Bureau and produce written reports for the Autumn Bureau meeting and for the Plenary on work completed and work on-going.
- Communicate with members and group contacts using email and voice-over-internet services like Skype, and CIVL/FAI provided or recommended internet-based collaborative working tools.
- Share information regularly with the Communication Officer for distribution to a wider audience.
- Maintain positive relations with relevant organisations and expert groups covering the interests of pilots, manufacturers, test houses and organisers, as well as issues such as safety and training standards.

7. Safety Officer

The Safety Officer is de facto a member of the Hang Gliding, Paragliding, Paragliding Accuracy and Aerobatic Committees..
He/she shall:
- Monitor safety aspects relating to competitions and records of all CIVL disciplines.
- Liaise regularly with FAI safety bodies and with other CIVL Committees.
- Monitor work carried out by other international organisations for making standards that will affect hang glider or paraglider competition pilots.
- Promote the physical and moral qualities, technical knowledge and skills required by hang gliding and paragliding pilots to fly safely.
- Work on continuous improvement in standards and safety.
- Encourage member nations to contribute information and statistics on hang gliding and paragliding incidents.
- Encourage the analysis and dissemination of information that may contribute to the improvement of safety (incident statistics, site selection, task setting, equipment, pilot skill levels, training methods, etc.).
- Identify issues that are cross-discipline and encourage parties to work together.
- Educate pilots with anti-doping WADA rules.

8. Hang Gliding, Paragliding, Paragliding Accuracy and Aerobatic Committees.

They shall:
- Monitor all aspects of their disciplines relating to competition and records, especially safety.

- Play an active role in encouraging potential organisers to host Category 1 events, and in studying incoming bids for Category 1 events, particularly with respect to safety.
- Monitor the progress of the organisation of Category 1 events once selected, in conjunction with the appointed Steward and with the Competition Coordinator.
- Ensure the CIVL rules for international championships (Category 1 and 2) remain relevant and encourage feedback from organisers and pilots.
- Take note and discuss recommendations for rule changes noted in Jury and Steward reports.
- Explore and encourage ways of making competitions more spectator and media-friendly (i.e. live tracking, task setting, video coverage, commentary, etc.).
- Explore ways to make Category 1 events less costly to organisers.
- Follow closely technological advances in equipment design, keeping safety in mind, and develop proposals to adjust the rules if necessary.
- Maintain positive relations with relevant organisations and expert groups covering the interests of pilots, manufacturers, test houses and organisers, as well as issues such as safety and training standards.
- Encourage feedback from organisers and pilots on safety issues arising. Encourage the collection and analysis of incident reports. Liaise with the Safety Officer and develop proposals to adjust the rules if necessary.
- Promote the physical and moral qualities, technical knowledge and skills required by hang gliding and paragliding pilots to fly safely.
- Explain and promote the FAI-WADA anti-doping policy.
- Encourage more nations to be part of the World XC Online contest (paragliding and hang gliding cross country).

9. Competition Coordinator

A CIVL remunerated role for which there is a separate Job Description and a contract between FAI and the appointed officer. In summary, his role includes:
- Screen applications for sanctioning of events to be entered on the CIVL Sporting Calendar.
- Run the CIVL World Pilot Ranking System (WPRS), which includes receiving and uploading competition results and managing pilots and results database.
- Communicate as necessary with event organisers around the world.
- Ensure that local organisers have the approval of their national federations for planned sanctioned competitions.
- Communicate on these and matters relating to competition sanction fees with CIVL Bureau and the FAI Secretariat.
- Maintain the Judges, Jury and Steward databases.
- Communicate regularly to the Bureau, and produce written reports for the Autumn Bureau meeting and for the Plenary.

10. Jury and Steward Coordinator

He/she shall:
- Communicate regularly with the Jury and Steward volunteers.
- Send the Bureau a list of those available for upcoming Jury and Steward positions, including trainees, together with recommendations, before the Autumn Bureau meeting.
- Inform those appointed and those not appointed as Jury and Stewards for the following year's competitions.
- Inform the appointed Officials about travel and other organisational arrangements.
- Ensure Stewards or Jury presidents who are training new recruits are prepared, and that feedback forms are completed afterwards. Forward information to the CIVL President.
- Ensure Bureau Financial Secretary is in copy of communications regarding expenses for trainees and possible advances to officials from bid/team fees.
- Highlight any suggested changes to Jury and Steward Handbook and checklists.
- Communicate with the competition organisers to confirm who are the appointed Jury and Steward.

- Ask, after the events, for any feedback from organisers on performance or behaviour of the Jury and Steward.
A detailed job description is available for this role.

11. Software Working Group.

It shall:
- Develop technology in all fields and, when accuracy and security have been established, recommend its adoption.
- Provide advice on the practicality and effect of proposed new projects and scoring rule changes.
- Maintain and improve current CIVL databases.
- Design and make available further databases to improve or simplify the aims and work of the CIVL Bureau, Committees, Working Groups and Officers.
- Maintain and improve the ranking scheme.
- Develop and improve systems to help organisers (i.e. website template, pilot registration module, retrieve and scoring systems etc.). Make them available for Category 1 and 2 events.

12. Records and Badges Officer.

He/she shall:
- Ensure that rules governing FAI records and badges in hang gliding and paragliding are properly structured to provide an achievable measurement of individual flight performance.
- Work with the Software Working Group to ensure rules for both records and badges allow the use of new technology where its accuracy and security are proven.

5.1. Records
- Recommend revisions to the regulations for world and continental hang gliding and paragliding records as necessary.
- Continue to seek ways of simplifying the procedures related to claiming records, while ensuring their integrity. Refine and keep up to date the record claim form..
- Ensure, the standards and approval system for electronic flight verification systems keeps track with technology developments.
- Respond quickly to record claim enquiries.

5.2. Badges
- Ensure rules governing hang gliding and paragliding badges continue to be relevant as the sport develops.
- Seek ways to further promote and improve the badges scheme to pilots and NACs.
- In conjunction with NACs, continue to explore ways of simplifying the process for pilots to claim badges
- Ensure badges are available from stock.
- Respond quickly to badges enquiries.

13. Sporting Code Officer.

He/she shall:
- Maintain Section 7 of the Sporting Code.
- Ensure it is not in conflict with FAI Statutes, By-laws and General Section, and is updated to reflect any changes.
- Implement changes agreed by the Plenary, by the specified deadlines.
- Liaise with other Committees for their proposed revisions of relevant chapters in Section 7. Propose revisions, corrections, adjustments as necessary to Section 7 to the relevant Subcommittees and then, via reports to the Bureau, to the Plenary meeting.

14. Training Officer.

He/she shall:
- Monitor training aspects of CIVL disciplines relevant to competitions.
- Promote knowledge, skills, judgement and airmanship as being basic to competition flying.
- Keep current and up to date, the safety and training programs for hang gliding and paragliding (Safe Pro and Para Pro).
- Be responsible for the promotion, maintenance and further development of the IPPI programme.

15. Environmental Liaison Officer.

He/she shall:
- Liaise with the FAI Environmental Commission, receive reports and collate any information relevant to CIVL sporting disciplines.
- Analyse how our sports impact the protection of the natural environment.
- Encourage pilots and competition organizers to take environmental protection into account.

16. Airspace and Navigation Liaison Officer.

He/she shall:
- Liaise with the FAI Commission on Airspace and Navigation Systems.
- Monitor air regulations world wide and seek to minimise their effect on hang gliding and paragliding.
- Resist regulations requiring hang gliders and paragliders to carry any form of transponders.
- Report on proposed airspace legislation or rule changes that may impact free flying

17. Communication Officer.

He/she shall:
- Maintain CIVL website content and liaise with the FAI headquarters.
- Ensure that Plenary and Bureau minutes reach the Delegates.
- Make readily available important information and promote FAI/CIVL Category 1 championships and results, records, badges, awards, medals, diplomas, etc.
- Ensure that current General Section of the Sporting Code and Section 7 are readily available.
- Use and promote civl-info and civl-com mailing lists.
- Maintain a mailing list of press and e-press addresses and use as needed; liaise with FAI Office.
- Promote the potential of our website (ranking, calendar, documents, etc.) to pilots, organisers and media, directly and via Delegates.