

# Timeline for Category 1 Competition Preparation

This document is to assist organisers who are preparing to host a Category 1 Gliding Championship. It is assumed that you have already run a number of successful National events therefore the purpose of this document is to assist you to comply with the additional requirements of a Category 1 event that may be overlooked, unfamiliar or unknown to you.

It is important to acknowledge that the event is to be run in accordance with Annex A, with an IGC Steward on site to assist with implementation and interpretation of its requirements.

## 2 years onwards

- x Promote event
- x Grant applications
- x Capital Works
- x Agree preliminary Budget, (entry fee and tow costs are in the bid document)
- x Agree Org structure club committee vs competition committee - see separate IGC document

## 18 to 12 months onwards

- x Agree an event Logo
- x Liaise with other airfield users
- x Contact authorities to ask for extra event Airspace
- x Sign and return FAI event Document - recorded delivery recommended
- x Create Letter of Invitation to support Visa applications
- x Set up and populate Website
- x Set Schedule eg Opening ceremony, First Briefing etc
- x Create forms for registration/scrutineering/payments/task change etc - see IGC Templates
- x Seek Volunteers
- x Source gliders for hire
- x Share Accommodation links
- x Set up FB page
- x Select location for Opening and Closing Ceremony
- x Research Team Huts
- x Make contacts for teams who need to ship gliders; Carnets, Shipping Agents
- x Appoint Key personnel;
- x Purchase FAI medals *SC3a 10.2.2*
- x Confirm briefing room facilities suitable/improve
- x Plan for a media centre and Scoring room
- x Invite FAI officials/Local delegates/Country embassy reps
- x Budget – update
- x Plan for purchases
- x Plans for running Opening and Closing Ceremonies, International event and Host Country event

## 6 months

- x Arrange for Perpetual Trophies to be delivered to site by previous recipients
- x Send Local Procedures to **Steward** for approval SC3a Part 11
- x Publish Procedures needed to fly in your country eg Equivalence, Licence, Validation, Medicals
- x Publish Procedures for overseas gliders to be allowed to fly in your country
- x Begin to compose self-Briefing
- x Set Turnpoints, Start Points, Finish and Release areas
- x Plan accommodation, meals and transport for IGC personnel - Jury President and Stewards(s) *SC3a*
- x Bulletin #1

- x Ask which teams will hire a Team Hut
- x Build links with local radio and TV
- x Apply for competition and team radio frequencies
- x Prepare 1<sup>st</sup> briefing draft - see IGC Template
- x Compare plans to bid document
- x Source Flag Poles
- x Set up Social calendar; International night, Host country night, other
- x If Flarms are to be mandatory - source Flarms for hire

## Optional

- x Arrangements for Oxygen bottle refills
- x Two Seater availability during practice period
- x You may wish to investigate insurance options for any pilots arriving without a suitable policy *SC3a 3.6.2*
- x Source stickers for pilot cars
- x Find a location to manufacture stickers for non compliant gliders *SC3a 4.3.1 4.3.3*
- x Add links to Team blogs and pages to Website
- x Create and publish Pre-registration form to speed up face to face registration

## 4 months

- x Publish and Share Entry Form, including photos of Pilots and Team Captains *SC3a 3.4.a*
- x Local Procedures to IGC for approval *SC3a*
- x Tugmaster –Confirm tugs, rope pilots and spares

## 3 months

- x Publish Local Procedures *SC3a Part 11*
- x Publish self briefing - **Steward Check**
- x Bulletin #2
- x Prepare and print team maps - **Steward Check**
- x Order toilets/rubbish bins
- x Finalise Safety plan and Emergency Response plan - **Steward Check**
- x Scorer – set up competition and enter pilot details
- x Scorer – add relevant documents to Soaring Spot
- x Source/build podium
- x Source printer/copier/paper/ink and office supplies
- x Source base radios
- x Check Water ballast arrangements
- x Order event merchandise shirts, hats etc
- x Set procedures/costs during Unofficial practice; Tow Costs, required documents etc

## 1 month

- x Organise Local signage eg Briefing/Scrutineering/Registration
- x Publish Annex Z
- x Finalise plans for Opening and Closing ceremony, Host Country evening and other social events
- x Finalise Team Huts
- x Prepare documents to distribute at registration; ERP, Maps *SC3a 1.4.2SC3a 1.4.5*
- x Publish Control Point file- **Steward Check** *SC3a 1.4.5.2*
- x Bulletin #3
- x Publish Turnpoint and Airspace file *SC3a 1.4.5.3* - **Steward Check**
- x Publish link to upload competition traces for scoring
- x Set up and share booking system for Registration and Scrutineering
- x Erect Flag poles
- x Coordinate/allocate roles for volunteers
- x Confirm Gridding and Launching procedures

- x Contact local emergency services
- x Check 1<sup>st</sup> aid Kit
- x Set up Lo Crop Aero or similar for outlandings
- x Set up Whats App or similar; for Organisers, for Pilots, and another for Team Captains
- x Apply for event Notams
- x Prepare Diplomas *SC3a 10.2.2*
- x Erect notice board
- x Install signage
- x Check PA system and spare
- x Agree daily Run sheet - see IGC Template

## During Unofficial Practice Period

- x Locate Team Huts to site
- x Volunteers trained to use Start and Finish Radio *SC3a 7.8.4 b.*
- x Print any relevant documents such as task change forms *SC3a 5.2c.*
- x Set up Noticeboard *SC3a 2.1.1 SC3a 10.1.2*
- x Create daily gridding list and system to share this with volunteers, TCs and pilots *SC3a 7.1 SC3a 7.1*

## After the contest

- x Send Official Results to FAI 4.15.2
- x Prepare Invoices for IGC for Jury President and Chief Steward Expenses (Meals, accommodation and transport)

# References from SC3a

SC 3a 1.4.1.3 Before the final bid deadline, the Organisers shall cooperate with the IGC Bureau in reaching agreements regarding any **special circumstances** pertaining to the championships. These may include: the number of entries allowed, the Handicap List, requirements for sailplanes and equipment, and special procedures.

SC3a 10.2.2 The FAI will award a Gold, Silver and Bronze medal in each Championship class to the competitors placed respectively first, second and third.

10.2.3 The FAI will award a Gold, Silver and Bronze medal to the captains of the teams ranked respectively first, second and third in the Team Cup final placings.

SC3a c. 10.2.2 The Organisers shall award prizes to at least the top 25% of competitors in each class, and give commemorative medals or badges to all competitors, their assistants, and officials.

10.2.2d. Small prizes may be given to the daily winners.

SC3a Part 11 the Local Procedures must be submitted to the Chief Steward **at least six months before the opening ceremony.**

SC3a 1.4.3 Facilities The Organisers shall provide:

b. The travel and living expenses for Stewards and Jury Members, other than the Chief Steward and Jury President. The travel and living expenses for the Chief Steward and Jury President are the responsibility of IGC.

SC3a 3.6.2 Personal medical insurance is required for all team members, covering accidents and sickness, including any local hospital costs and the costs of transport back to the team member's home country.

SC3a 4.3.1 The contest numbers, as validated by the Organisers, shall be displayed:

a. On both sides of the tail fin and/or rudder. These should be at least 30 cm high.

b. On the glider trailer and crew car.

SC3a 4.3.3 The Organisers may require competitors to modify contest numbers that they deem to be similar, confusing, of low contrast or otherwise illegible.

SC3a 3.4.1 After **four months before the opening day** applications may be accepted, only if there are vacancies, at the discretion of the Organisers. Exceptions may be made for applications from the opposite hemisphere.

Part 11 The Local Procedures must be submitted to the Chief Steward (with a copy to the Annex A Committee) as a stand-alone document for preliminary vetting before being sent to the IGC Bureau for approval (see 1.4.5.1). To enable this approval process the Local Procedures must be submitted to the Chief Steward at **least six months** before the opening ceremony.

1.4.5.1 Local Procedures The Organisers must submit the Local Procedures to the IGC Bureau for approval in time for publication at least 90 days before the first scheduled day of competition.

Part 11 After approval the Local Procedures shall be published as a stand-alone document **no later than 90 days before the first scheduled day of competition.**

SC3a 1.4.2 ..... **distribution of an Emergency Plan to the Team Captains.**

SC3a 1.4.5 ..... In addition, **a large scale map section showing each of the Start, Turn, and Finish Points shall be supplied to each competitor and Team Captain.**

1.4.5.2 ...The original publication of the Official Control Points file shall be **no later than 30 days before the first scheduled day of competition.**

SC3a 10.2.2 The FAI will award a Gold, Silver and Bronze medal in each Championship class to the competitors placed respectively first, second and third.

a. Up to 10 Diplomas will be awarded to the first third of the competitors in each class.

SC3a 7.8.4 b. The finish officials shall repeatedly announce strength and direction of the wind, together with other significant meteorological data at the contest site.

SC3a 1.4.5.3 Forbidden Airspace.... **The original publication of the Official Forbidden Airspace file shall be no later than 30 days before the first scheduled day of competition.**

SC3a 7.8.4 b. The finish officials shall repeatedly announce strength and direction of the wind, together with other significant meteorological data at the contest site.

SC3a 5.2c. Flight and safety requirements will normally be provided in writing to the Team Captains. Any requirements provided verbally will be acknowledged by the signatures of the Team Captains.

SC3a 2.1.1..... on the Official Information Board in the Briefing Hangar.

SC3a 10.1.2 All Unofficial and Final Results shall be published on the official notice board

7.1 THE LAUNCH GRID The classes shall be launched separately. The complete grid order shall be drawn by lot before the first flying day.

a. The grid order of each class shall rotate after each Championship Day for that class, as follows:

i. **a group of approximately 2/7 of the sailplanes shall be moved from back to front or:**

ii. **one or more rows of sailplanes shall be moved from back to front with the goal of moving approximately 2/7 of the total.** Individual position in each row is irrelevant.

## References from the General Section

### 4.15.2 NOTIFICATION OF RESULTS

4.15.2.1 The officially accepted entry list and results of a First Category Event shall be sent electronically to the FAI Secretariat if possible before the prize-giving and in any case within (24) hours of the end of the event.

4.15.2.2 The results of any FAI air sport event shall be given in writing to the host NAC, all competitors and the NACs they represent and for First Category Events to the FAI Secretariat without delay.

4.15.2.3 For First Category Events, the FAI Secretariat shall be advised by the President of the Jury, within a maximum of eight days of the end of the event, of the number of protests made, together with the numbers of protests withdrawn, upheld or failed, and the respective Jury decisions.

Invoice IGC for Jury President and Chief Steward Expenses (Meals, accommodation and transport)

# Key Personnel

- Director
- Deputy
- Treasurer
- Safety
- Scorer
- Weather man
- Task setters
- Scrutineering
- Registration
- Volunteer coordinator
- Webmaster
- Tug master – source tugs, pilots and tow ropes and spares
- Launch marshall
- Tracker management
- Marketing and Development/Social Media
- Catering
- Accountant
- Office manager

# Volunteer Roles

- Opening ceremony need one per country to lead into arena
- Daily Weighing
- Daily grid set up Grid - cones out - cones in
- Task sheet copying and distribution - hire a photocopier?
- Printing task sheets and putting in team pigeon holes plus Jury and Stewards
- Task sheets to scorers
- Task sheets to tracking
- Task sheets to local operators, airlines etc
- Task sheets on Official Notice Board
- Grid order to teams and grid crew
- Launch time to tuggies and crew
- Start gate times to Start radio
- Start gates to scorer
- Prepare briefing room eg check projector, PA is working
- Daily prizes to briefing room
- Merchandise stock and sales
- Bar stock and sales
- Organise Home Country night
- Organise International night/nights
- Log Flight Sheets for launches
- Change of task sign sheets
- Co-ordinating outlandings - printing maps
- Tie Down water maintenance water on/off repair monitor levels
- Ropes plus a spare ready
- Wing runners
- Charging and distribution of trackers
- Manage Outlandings
- General enquiries

## Items to Purchase

- Catering
- Bar sales
- Merchandise
- Prizes and Trophies *Sc3a c. 10.2.2, SC3a 10.2.2d.*
- Extra Toilets
- Rubbish removal
- Marquees/tents
- Paper for task sheets
- Non removable stickers to seal doors of Jet gliders

## Scorer specific

- Identify relevant and current Handicap lists
- Clarify Altitude control

*SC3a 5.4.1 MSL altitudes determined by the Scorer should agree with an altimeter set to field elevation before takeoff. QNH altitudes determined by the Scorer should agree with an altimeter set to the daily QNH.*

- Check latest penalties published in Annex A in October
- Set up WGC task sheet

### *SC3a 1.4.5.4 Task Sheet*

*The Task Sheets will be distributed at Briefing. The Task Sheet **must** include:*

- a) The date*
- b) The Class (in Multiclass Championships)*
- c) The Task specification (see 6.2, 6.3.3, and 7.4.2)*
- d) Operational Procedures in use*
- e) QNH*
- f) Any changes to forbidden airspace or altitude limits*
- g) Grid Time*
- h) Anticipated time of first launch*
- i) End of legal daylight*
- j) Safety frequency*
- k) Emergency telephone numbers*
- l) Any other information relevant to the day's flying.*

*Organisers are strongly encouraged to provide a graphical depiction of the task and nearby forbidden airspace, and relevant distances and bearings. However, these depictions and parameters are not to be taken as official for scoring purposes. A change of task at Grid Briefing (see 5.2c) should include the distribution of new task sheets.*

### *Set up scoring*

- Develop a process to register loggers

*SC3a 5.4b. For scoring purposes, each pilot will designate a maximum of two FRs, by submitting a Flight Log from each FR to be used. Additionally, the pilot must designate one of the two as the Primary Flight Recorder*

- Develop a process to check logging interval

*SC3a 5.4c. FR recording intervals shall be set to 1 seconds or less.*

- Process to check time from landing to submitting trace as per Local Procedures
- Set up scoring on Soaring Spot to show all scoring parameters used
- Set up Scoring for Team Cup

*Sc3a 8.5.3 b. A Competitor's Team Cup Score is calculated as the competitor's day score minus the day score of the winner in that class, plus 1000.*

- Check and test the scoring scripts against the latest FAI rules.