

Proposal for CIA Sanctioned Event Organizers Checklist

Purpose:

There is a common complaint in all CIA subcommittees – Difficult to get event organizers to follow the CIA procedures and protocols after they are awarded a sanction. Organizers say, ‘don’t know’, ‘don’t understand the requirement’, etc.

How to solve? Have a checklist that is minimal wording with references to documents for more details.

This document will be a **checklist** of services to be secured, items to be secured (tables, chairs, computers, markers), deadlines for reports to CIA, timelines for invitation process, etc. that Event Organizers, Event Directors, and the staff associated with FAI-CIA Sanctioned events shall follow.

For more details on the checklist items, there would be a reference/link to the applicable FAI-CIA documents.

This document would be a “Value Added” item for Event organizers. And help show the value of a CIA sanction and support available from the various CIA Subcommittees.

Who to contribute to the document:

This document requires input from all CIA Subcommittees.

This includes:

- PMR – FAI Event Protocols Open/Close Ceremony, Media Relations Contacts, etc.
- EDS – Deadlines for Invitation Processes, Interim reports to CIA, etc.
- Safety – Weather Services secured with Contacts during events, etc.
- Rules SC – Checklist of items to be secured to meet COH requirements, etc.
- New Tech. SC – Balloon Live – What is available for Events organizers? Costs?
- Officials – Supply a list of names of international competition officials interested in joining the ‘local’ event organizer group.
- Jury Board – Explain how Jury can help during the Pre-Event time, so organizer understands.

Who to manage:

One committee needs to be responsible for coordinating the document. And checking with various SC chairs each year, asking for any necessary updates.

Suggestions: Organizers & Events Support SC?

What it should be/should not be:

There are currently a multitude of documents that offer “Must do” and “Should do” for FAI-CIA Sanctioned Events. Idea is to present a condensed checklist for each SC’s items with the reference documents listed for further details.

This document list includes:

- Competition Operations Handbook (COH)
- CIA Jury Handbook
- FAI-CIA Sporting Code Sections
- CIA Safety Officer Handbook
- CIA Debriefers Handbook
- CIA Safety Handbook
- Handbook-CIA Cat1 Event Sanction procedures
- FAI Rules on Advertising for FAI Air Sport Events
- FAI Protocol for Award-Giving & Closing Ceremonies at FAI Championships
- FAI Anthem
- FAI Code of Ethics

As you can see, this is a long list of documents to review. And it is likely organizers don’t know that these resources are available to them. Nor likely to have the interest to search for all. ***CIA can/should make it easier for the event organizer’s local staff.***

Conclusion:

The idea is to condense the proposed “CIA Sanctioned Event Organizers Checklist” to a series of checklists. Looks less daunting. And puts it all in a single place as a reference. (Maybe an addendum to the CIA Sanctioned Event Application?)

Each subcommittee would be responsible for completing their checklist during 2021, with a deadline established.

And present the completed document for the 2022 Plenary.

Respectfully submitted,

Debbie Spaeth

Chair, CIA PMR

16Feb2021

Attachment: Draft Checklist for PMR SubCommittee

Draft 16Feb2021

Sanctioned Event Organizers Checklist FAI International Ballooning Commission (CIA)

FAI-CIA Protocol & Social Media

CIA Committee: Public Media & Relations Sub-Committee

Contact PMR Chair: CIA-media@fai.org

Applicable Documents found at: <https://www.fai.org/documents>

- FAI Styleguide – Visual Image of FAI
- Rules on Advertising for FAI Air Sport Events
- Protocol for Award-Giving & Closing Ceremonies @ FAI Championships
- FAI Anthem (Download MP3 File to play during Opening & Closing Ceremonies)

As shown on the initial CIA Sanctioned Event Application:

A:

EVENT OFFICIALS
PR Officer / Media Officer <i>(name, email)</i>
1) Establish Championship Event web presence for communication with event participants. (i.e. Website; Facebook page; Watchmefly.net, etc.)
2) Work with CIA PMR Chair for media coverage during event – Stories for publication on FAI web site.
3) Who will be on-site and willing to write daily updates? Share Name & contact details (Email).

B:

FAI Sanction "Kit" Status	FAI & CIA Flags: Medals: Diplomas: Remarks:
Opening and Closing Ceremonies Agenda Reviewed	

- 1) Confirm mailing address for Shipment of FAI Sanction Kit (Flags, Medals, Diplomas)
- 2) Send shipping address to: Who??? EDS Contact? FAI Office?
- 3) Deadline: XXX weeks.

END