

Date: February 12, 2021

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 care’, 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 will 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.

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 easy.

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.

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,

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Chair, CIA PMR

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