# FAI Ballooning Commission Event Sanction Application

Please read the attached guidance notes before completing the form.

## Section 1 - Main Information

All the information in this section is mandatory and need to be updated before the CIA Plenary where the event will be asking for a FAI/CIA sanction. No changes are allowed after the sanction is granted.

This section will become Annex C to the FAI Organiser Agreement, therefore ALL parts MUST be fully completed.

<table>
<thead>
<tr>
<th>Date of initial submission: 16/01/2022</th>
<th>Date of last modification: 08/01/2022</th>
<th>Date of final version: <strong>/</strong>/____</th>
</tr>
</thead>
</table>

## EVENT DETAILS

### Event Title & Sub-Title

2023 North American Balloon Championship

### Event Venue

**Location name and country (include any countries that may be overflown):**

Saint-Jean-sur-Richelieu, Quebec, Canada

### Event Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Ceremony</td>
<td>5th June 2023</td>
</tr>
<tr>
<td>Closing Ceremony</td>
<td>11th June 2023</td>
</tr>
</tbody>
</table>

### FAI / CIA Sub-class

- AX – Hot Air Balloons
- BX – Hot Air Airship
- AA – Gas Balloons
- AA – WLD - Gordon Bennett
- BA – Gas Airships
- AM – Rozier Balloons

### FAI Type of Event

- FAI World Championship
- FAI Continental/Regional Championship
- CIA Category One International Event
- CIA Sporting Event

### FAI / CIA Category

- General
- Women
- Junior

### Registration Starts

**Date & Time:** 5th June 2023

### 1st Competition Flight

**Date & Time:** 6th June 2023

### Last Competition Flight

**Date & Time:** 10th June 2023

### Extra Flight if needed

**Date & Time:** 11th June 2023

### Resting Period

**If any, Date & Time:** N/A

### Organising National Airsport Control – NAC

Aero Club of Canada

### Organising NAC’s CIA Delegate

David Gleed

### Organising Body

Corporation du Festival International de Montgolfieres de Saint-Jean-sur Richelieu

### Main Contact / General Manager

Eric Boivin, [eric@montgolfieres.com](mailto:eric@montgolfieres.com), 1-450-346-6000 ext 238

### Official Mailing Address

Address:

5 Chemin de l’Aéroport

Saint-Jean-sur Richelieu

Quebec, Canada

J3B 7B5

Email: Jean-marc@montgolfieres.com

Phone: 1-450-346-6000 ext 238
### ORGANISERS EVENT EXPERIENCE

Organiser's previous event organisation experience (list of main events and all FAI events with year, place, number of competitors, number of flights and tasks flown)

For over 30 years, we are presenting an International balloon fiesta with around 100 balloons each year. In 1991 hosted we the World Hot Air Balloon Championship. Since then we have organised some of the Canadian championships. With the team in place, we hosted the 2021 Canadian balloon championship.

### EVENT OFFICIALS

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Country</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Director</td>
<td>Garry Lockyer</td>
<td>CAN</td>
<td><a href="mailto:garry@lockyer.ca">garry@lockyer.ca</a></td>
</tr>
<tr>
<td>Deputy Director</td>
<td>Jonathan Perron-Clow</td>
<td>CAN</td>
<td><a href="mailto:jonathan.perronclow@gmail.com">jonathan.perronclow@gmail.com</a></td>
</tr>
<tr>
<td>Safety Officer</td>
<td>Sylvain Tremblay</td>
<td>CAN</td>
<td><a href="mailto:tremblays730@gmail.com">tremblays730@gmail.com</a></td>
</tr>
<tr>
<td>PR Officer / Media Officer</td>
<td>Joanie Roussy</td>
<td>CAN</td>
<td><a href="mailto:joanie@montgolfieres.com">joanie@montgolfieres.com</a></td>
</tr>
</tbody>
</table>

### Organisational Structure

(Summary of the organizers Organisational Structure. A full version shall be submitted seperatly as an appendix to this document)

Proposed Jury members (at least 6 names are required)

1. Mark Sullivan (USA)
2. Mary-Anne Stevens (CAN)
3. David Gleed (USA)
4. Cathy Knuchel (CAN)
5. Debbie Spaeth (USA)
6. Adam Magee (USA)

### INVITATION AND ENTRY PROCEDURE

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of eligible NACs</td>
<td>All eligible Equal number of competitors / NAC 5</td>
</tr>
<tr>
<td>Additional Invitations Procedure</td>
<td>Remaining places divided equally between all countries that have filled the first round invitations</td>
</tr>
<tr>
<td>Maximum number of entrants – excluding the medal holders</td>
<td>36 Number of medal holders invited</td>
</tr>
<tr>
<td>Entry Conditions</td>
<td></td>
</tr>
</tbody>
</table>

### DEADLINES AND REGISTRATION DETAILS

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Method and Details</td>
<td>On line</td>
</tr>
<tr>
<td>Entry Fee for Competitors</td>
<td>£200.00 CAD Includes pilot pack, light breakfast, propane, prizes</td>
</tr>
<tr>
<td>Entry Fee Method of Payment and Details</td>
<td>☑ Money order ☑ Cheque ☐ Cash ☐ Credit card ☐ Other: Details: Bank transfere</td>
</tr>
<tr>
<td>Dates for Invitation process</td>
<td>NACs invitation 17th October 2022</td>
</tr>
<tr>
<td></td>
<td>Deadline for NACs to accept invitation 25th November 2022</td>
</tr>
<tr>
<td></td>
<td>1st Round invitations 12th December 2022</td>
</tr>
<tr>
<td></td>
<td>Deadline for 1st round invitations 13th January 2023</td>
</tr>
<tr>
<td></td>
<td>2nd Round invitations 23rd January 2023</td>
</tr>
<tr>
<td></td>
<td>Deadline for 2nd round invitations 24th February 2023</td>
</tr>
</tbody>
</table>

Policy on Entry fee refunds: 80% refundable if cancellation by the participant is at least one week before the end of the 2nd round invitation deadline.

Protest Fee (amount, currency): $200 CAD

Official Language: English
## ORGANISER AGREEMENT DETAILS

<table>
<thead>
<tr>
<th>Safety Plan and Risk Assessment:</th>
<th>Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Rescue and Emergency Assistance</td>
<td>Briefing Centre: First aid qualified people with DEA operator on site.</td>
</tr>
<tr>
<td></td>
<td>Launch Fields: Proximity of a fire department with first responders and ambulance services available rapidly.</td>
</tr>
<tr>
<td></td>
<td>During the flight times: Depending on the direction of flight, Quebec laws requires every municipality to have emergency services including medical assistance.</td>
</tr>
<tr>
<td></td>
<td>Other: Every participant will have a radio and a cellular phone to contact local emergency center and event organiser. Every pilot will have a plasticised card with phone numbers of all emergency services, including organisation staff.</td>
</tr>
<tr>
<td>Media Rights (as required by Article 6 of the Organisers Agreement)</td>
<td>A professional production team is being hired every year for our activities, it will be present for the competition. We had one for the 2021 Canadian championship.</td>
</tr>
<tr>
<td>Commercial Rights (as required by Article 7 of the Organisers Agreement)</td>
<td>TBA</td>
</tr>
<tr>
<td>Event Budget: as required by Article 8 of the Organisers Agreement</td>
<td>Overall expenses around $100,000.00 CAD We will be financed by sponsors and government programs and inscription fees.</td>
</tr>
<tr>
<td>Insurance Provided &amp; Covered by Organisers (as required by Article 9 of the Organizers Agreement)</td>
<td>Third Party:</td>
</tr>
<tr>
<td></td>
<td>Air Display Public Liability:</td>
</tr>
<tr>
<td></td>
<td>Organisers &amp; Officials On-ground Risks:</td>
</tr>
<tr>
<td></td>
<td>Observer On-board:</td>
</tr>
<tr>
<td></td>
<td>Other: TBA</td>
</tr>
</tbody>
</table>

### FAI Authority to be shown on:
- Rules
- Logo
- Program
- Official documents
- Other:

### Courtesy Invitations to be sent to:
- FAI President: Yes
- CIA President: Yes

### CIA and FAI Protocol will be followed?
- Yes
- No

### Event with Loggers
- Yes
- No

### GPS Loggers
- Type of GPS Logger to be used: Balloon Live sensor and app. 

### Remarks:
- The organisers will respect the FAI Environmental Code of Ethics?
- Yes
- No

### Event with Observers
- Yes
- No
Section 2 - Additional Information

The information in this section is important for the evaluation of the event in the Sanction Process. Additionally it provides competitors information on how they can plan their participation. Therefore, please fill in all information as complete as possible. Changes are allowed after the Sanction is granted only in order to improve the event.

### Official Event Website
www.montgolfieres.com

### Event President (name, email)
eric@montgolfieres.com

### Event Prizes Offered and Details
Diplomas and medals

### Opening Ceremony (Location & Coordinates)
CYJN airport, 5 Chemin de l’Aeroport
Saint-Jean-sur Richelieu
Quebec, Canada
J3B 7B6

### Closing Ceremony / Prize-giving (Location & Coordinates)
As above

### Country Admission Conditions (Visa’s required, etc.)
Visa may be required

### Preferred Place of Entry & Closest Major Cities
Montreal: 50km, Ottawa: 240 km, Lacolle (US border): 30 km. All distances are by car.

### Local language
English and French

#### Location Description & Characteristics

<table>
<thead>
<tr>
<th>General Description</th>
<th>Geographic Position (coordinates of competition map center)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CYJN airport</td>
<td>45.2933400 – 73.2830629</td>
</tr>
</tbody>
</table>

| Topography (mountains, sea, lakes, rivers) | Flat area, river crossing the territory. |
| Landing Areas (open fields, wooded area, farming, crops, cattle) | Crops and open fields. |
| Main villages around the flying area | Mont-St-Gregoire, Saint-Alexandre, Farnham |

#### Other Description

**Common Launch Areas (coordinates & description)**

Airport and, depending on the tasks, lots of alternative sites.

#### Landowner Restrictions

**Weather conditions:** sunny and good

**Prevailing winds (speed / directions):** 7 knots, easterly

**Temperatures:** 15-25 degrees C

**Sunrise & Sunset time for the first competition day:** 05:05 & 20:35

#### Airspace Structure & Limitations

**NOTAM Description**

Will be issue

**Flight Limitations**

None

**Number of PZs expected & Descriptions**

Roughly 20

**Competition Area Altitude Limitations**

7500 ft

**Competition Area Dimensions**

9 x 9 nm

#### Competition Map Details

**DATUM**

WGS84

**Scale**

1:50,000

**Grid lines**

1km UTM

**Paper Size**

36 x 48 inches

**Electronic Version Available**

☐ No ☑ Yes – expected on date:

**Electronic Version File Format**

☑ JPEG ☑ PNG ☐ Other (please state):
### Remarks

**Driving Particularities**
- Left hand side, 100 km/hr on highways, 50 km/hr in cities
- No International driving licence required

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### Road Network and Infrastructure

<table>
<thead>
<tr>
<th>Venue Description, Coordinates &amp; Characteristics</th>
<th>Competition Center (coordinates &amp; description)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Briefing Facilities</td>
<td>Tent</td>
</tr>
<tr>
<td>Media centre (description)</td>
<td>Adjacent to the airport</td>
</tr>
<tr>
<td>Internet connection</td>
<td>Available</td>
</tr>
<tr>
<td>Social activities</td>
<td>Available</td>
</tr>
</tbody>
</table>

---

**Venue Description, Coordinates & Characteristics**
- Competition Center (coordinates & description)
- CYJN airport

**Briefing Facilities**
- Tent

**Media centre (description)**
- Adjacent to the airport

**Social activities**
- Available

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### Stewards
- N/R

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### Chief Scorer
- Dale Richie (CAN)

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### Chief Debriefeer
- (name, country, email, attach CV)

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### Chief Observer
- (name, country, email, attach CV)

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### Technical Support Officer
- (name, country, email, attach CV)

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### Scoring Program
- EKLIPS – Garry Lockyer

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### Special Arrangements and Assistance for Competitors
- Additional crew, loggers available for rental, help with vehicle rental, help with accommodation.

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### Equipment Limitations
- None

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### Special Safety Requirements
- None

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### Insurance Requirements for Competitors and Details
- ☑ Third party: $1,000,000 CAD
- ☑ Passenger: $100,000 CAD
- ☐ CSL:
- ☐ Other:

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### Travel & accommodation arrangements for officials
- Travel Arrangements: To be confirmed
- Travel Allowance (amount and currency): Return flights if required
- Vehicles Provided: 1
- Type of Accommodation: Hotel
- Meals Provided: $75.00 CAD per day

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### Travel & accommodation arrangements for observers
- Travel Arrangements: N/A
- Travel Allowance (amount and currency):
- Vehicles Provided:
- Type of Accommodation:
- Meals Provided:

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**Other Information / Remarks:**
### For EDS use only

This section is for EDS use only and the Organizer will get an update when changes are made.

<table>
<thead>
<tr>
<th>Intention to Bid submitted to EDS</th>
<th>Received by</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bids document submitted to EDS</td>
<td>Received by L Muir</td>
<td>Date 16/01/2022</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Documents received</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanction Application Form</td>
<td>16/01/2022</td>
</tr>
<tr>
<td>NAC letter of Approval</td>
<td>16/01/2022</td>
</tr>
<tr>
<td>Organisation Structure</td>
<td>16/01/2022</td>
</tr>
<tr>
<td>Safety Plan / Risk Assessment</td>
<td>16/01/2022</td>
</tr>
<tr>
<td>Event Budget</td>
<td>16/01/2022</td>
</tr>
<tr>
<td>Presentation</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ASC Coordinator</th>
<th>Name</th>
<th>Email:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Sanction Application submitted to FAI</th>
<th>Recommend:</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted to FAI by</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommend:</td>
<td>No</td>
<td>Reason for Rejection</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organizer Agreement Status</th>
<th></th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Event Logo Status</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanction Fee (CHF)</td>
<td>Sanction Fee Status</td>
</tr>
<tr>
<td>Performance Bond (CHF)</td>
<td>Performance Bond Status</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Rules Status</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Jury approved by Plenary / Jury Board (names, emails)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Jury President:</td>
<td></td>
</tr>
<tr>
<td>Jury Member:</td>
<td></td>
</tr>
<tr>
<td>Jury Member:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FAI Sanction “Kit” Status</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FAI &amp; CIA Flags:</td>
<td></td>
</tr>
<tr>
<td>Medals:</td>
<td></td>
</tr>
<tr>
<td>Diplomas:</td>
<td></td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Opening and Closing Ceremonies Agenda Reviewed</th>
<th></th>
</tr>
</thead>
</table>

| Status / Report on new versions |  |

---

Please include:

- NAC Letter of Approval
- Organisation structure
- Safety Plan / Risk Assessment
- Event Budget
NOTES:

I have done a bit of tidying up of the form to make it a bit clearer. I have highlighted my suggested changes.

I suggest we make a motion to remove “Extra Flight if needed”. I cannot remember the last time this was required. Most people make arrangements to leave an event very soon after the awards ceremony and possibly before it.

I would also suggest we make a motion to remove “Resting Period”. I have occasionally been at an event when we have had an afternoon off because it is too calm, threat of thunderstorms, pilots still not back from the morning flight or we have just done too much flying. However, until the event starts or is in progress you just do not know when a rest day might happen or be needed.