

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.

Date of initial submission: 16/01/2022

Date of last modification: 08/01/2022

Date of final version:

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EVENT DETAILS

Event Title & Sub-Title	2023 North American Balloon Championship		
Event Venue <i>Location name and country (include any countries that may be overflowed)</i>	Saint-Jean-sur-Richelieu, Quebec, Canada		
Event Dates	Opening Ceremony	5 th June 2023	Closing Ceremony 11 th June 2023
FAI / CIA Sub-class	<input checked="" type="checkbox"/> AX – Hot Air Balloons <input type="checkbox"/> BX – Hot Air Airship	<input type="checkbox"/> AA – Gas Balloons <input type="checkbox"/> AA – WLD - Gordon Bennett	<input type="checkbox"/> BA – Gas Airships <input type="checkbox"/> AM – Rozier Balloons
FAI Type of Event	<input type="checkbox"/> FAI World Championship <input checked="" type="checkbox"/> FAI Continental/Regional Championship <input type="checkbox"/> CIA Category One International Event		<input type="checkbox"/> CIA Sporting Event <input type="checkbox"/> Other:
FAI / CIA Category	<input checked="" type="checkbox"/> General	<input type="checkbox"/> Women	<input type="checkbox"/> Junior
Registration Starts <i>(date & time)</i>	General Briefing <i>(date & time)</i>		5 th June 2023
1 st Competition Flight <i>(date & time)</i>	6 th June 2023	Last Competition Flight <i>(date & time)</i>	10 th June 2023
Extra Flight if needed <i>(date & time)</i>	11 th June 2023 - AM	Resting Period <i>(if any, date & time)</i>	N/A
Organising National Airsport Control – NAC	Aero Club of Canada	Organising NAC's CIA Delegate <i>(name, email, phone)</i>	David Glead
Organising Body <i>(Entity / Club / Company)</i>	Corporation du Festival International de Montgolfieres de Saint-Jean-sur Richelieu		
Main Contact / General Manager <i>(name, email, phone)</i>	Eric Boivin, eric@montgolfieres.com 1-450-346-6000 ext 238		
Official Mailing Address <i>(postal address, email, fax, phones)</i>	Address: 5 Chemin de l'Aeroport 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

Event Director <i>(name, country, email, attach CV)</i>	Garry Lockyer (CAN), garry@lockyer.ca	
Deputy Director <i>(name, country, email, attach CV)</i>	Jonathan Perron-Clow (CAN), jonathan.perronclow@gmail.com	
Safety Officer <i>(name, country, email, attach CV)</i>	Sylvain Tremblay (CAN), tremblays730@gmail.com	
PR Officer / Media Officer <i>(name, email)</i>	Joanie Roussy (CAN), joanie@montgolfieres.com	
Organisational Structure <i>(Article 3.4 of the Organisers Agreement)</i>	<i>(Summary of the organizers Organisational Structure. A full version shall be submitted separately as an appendix to this document)</i>	
Proposed Jury members <i>(at least 6 names are required)</i>	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

Number of eligible NACs	All eligible	Equal number of competitors / NAC	5
Additional Invitations Procedure <i>(SC01 5.6.4.3)</i>	Remaining places divided equally between all countries that have filled the first round invitations		
Maximum number of entrants – excluding the medal holders	36	Number of medal holders invited	
Entry Conditions <i>(SC01 5.6.4.1)</i>			

DEADLINES AND REGISTRATION DETAILS

Registration Method and Details <i>(mail, fax, email, online)</i>	On line		
Entry Fee for Competitors <i>(amount, currency and what is included)</i>	£200.00 CAD Includes pilot pack, light breakfast, propane, prizes		
Entry Fee Method of Payment and Details	<input checked="" type="checkbox"/> Money order <input checked="" type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Credit card <input checked="" type="checkbox"/> Other: Details: Bank transfere		
Dates for Invitation process <i>(dd.mm.vvvv)</i>	NACs invitation	17 th October 2022	
	Deadline for NACs to accept invitation	25 th November 2022	
	1 st Round invitations	12 th December 2022	
	Deadline for 1st round invitations	13 th January 2023	
	2 nd Round invitations	23 rd January 2023	
	Deadline for 2 nd round invitations	24 th February 2023	
Policy on Entry fee refunds	80% refundable if cancellation by the participant is at least one week before the end of the 2 nd round invitation deadline.		
Protest Fee <i>(amount, currency)</i>	\$200 CAD		
Official Language	English		

ORGANISER AGREEMENT DETAILS	
Safety Plan and Risk Assessment:	Attached
Medical Rescue and Emergency Assistance	Briefing Centre: First aid qualified people with DEA operator on site.
	Launch Fields: Proximity of a fire department with first responders and ambulance services available rapidly.
	During the flight times: Depending on the direction of flight, Quebec laws requires every municipality to have emergency services including medical assistance.
	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.
Media Rights (as required by Article 6 of the Organisers Agreement)	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.
Commercial Rights (as required by Article 7 of the Organisers Agreement)	TBA
Event Budget: as required by Article 8 of the Organizers Agreement)	Overall expenses around \$100,000.00 CAD We will be financed by sponsors and government programs and inscription fees.
Insurance Provided & Covered by Organisers (as required by Article 9 of the Organizers Agreement)	Third Party:
	Air Display Public Liability:
	Organisers & Officials On-ground Risks:
	Observer On-board:
	Other:
FAI Authority to be shown on:	<input checked="" type="checkbox"/> Rules <input checked="" type="checkbox"/> Logo <input checked="" type="checkbox"/> Program <input checked="" type="checkbox"/> Official documents <input type="checkbox"/> Other:
Courtesy Invitations to be sent to:	FAI President: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Date: CIA President: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Date: Remarks:
CIA and FAI Protocol will be followed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Remarks:
Event with Loggers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Event with Observers	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
GPS Loggers	Type of GPS Logger to be used: Balloon Live sensor and app. Details:

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'Aéroport Saint-Jean-sur Richelieu Quebec, Canada J3B 7B5	
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 (Special custom clearance & directions and distances to main cities)	Montreal: 50km, Ottawa: 240 km, Lacolle (US border): 30 km. All distances are by car.	
Local language	English and French	
Location Description & Characteristics	General Description	CYJN airport
	Geographic Position (coordinates of competition map center)	45.2933400 – 73.2830629
	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		
Meteorological characteristics (as expected for the period of the event)	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 (based on CLP, in km – north/south & east/west)	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	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes – expected on date:
	Electronic Version File Format	<input checked="" type="checkbox"/> JPEG <input checked="" type="checkbox"/> PNG <input type="checkbox"/> Other (please state):

Remarks		
Driving Particularities <i>(Right hand, left hand, speed limitations, International Driver's License required, etc.)</i>	Left hand side, 100 km/hr on highways, 50 km/hr in cities No International driving licence required	
Road Network and Infrastructure		
Venue Description, Coordinates & Characteristics	Competition Center <i>(coordinates & description)</i>	CYJN airport
	Briefing Facilities <i>(coordinates & description – tent, hall, etc.)</i>	Tent
	Media centre <i>(description)</i>	Adjacent to the airport
	Internet connection	Available
	Social activities	Available
	Other information	
Stewards <i>(name, country, email, attach CV)</i>	N/R	
Chief Scorer <i>(name, country, email, attach CV)</i>	Dale Richie (CAN)	
Chief Debriefeer <i>(name, country, email, attach CV)</i>		
Chief Observer <i>(name, country, email, attach CV)</i>		
Technical Support Officer <i>(name, country, email, attach CV)</i>		
Scoring Program <i>(name, developer, email, brief description, last FAI events using the program, link for downloading)</i>	EKLIPS – Garry Lockyer	
Special Arrangements and Assistance for Competitors	Additional crew, loggers available for rental, help with vehicle rental, help with accommodation.	
Equipment Limitations	None	
Special Safety Requirements	None	
Insurance Requirements for Competitors and Details	<input checked="" type="checkbox"/> Third party: \$1,000,000 CAD <input type="checkbox"/> CSL: <input checked="" type="checkbox"/> Passenger: \$100,000 CAD <input type="checkbox"/> Other:	
Travel & accommodation arrangements for officials	Travel Arrangements:	To be confirmed
	Travel Allowance <i>(amount and currency)</i> :	Return flights if required
	Vehicles Provided:	1
	Type of Accommodation:	Hotel
	Meals Provided:	\$75.00 CAD per day
	Other Information / Remarks:	
Travel & accommodation arrangements for observers	Travel Arrangements:	N/A
	Travel Allowance <i>(amount and currency)</i> :	
	Vehicles Provided:	
	Type of Accommodation:	
	Meals Provided:	
	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.***

Intention to Bid submitted to EDS	Received by	Date
Bids document submitted to EDS	Received by L Muir	Date 16/01/2022
Documents received	Sanction Application Form	16/01/2022
	NAC letter of Approval	16/01/2022
	Organisation Structure	16/01/2022
	Safety Plan / Risk Assessment	16/01/2022
	Event Budget	16/01/2022
	Presentation	
ASC Coordinator	Name	Email:
Sanction Application submitted to FAI	Recommend: <input type="checkbox"/> Yes	Date
	Submitted to FAI by	
	Recommend: <input type="checkbox"/> No	Reason for Rejection
Organizer Agreement Status		
Event Logo Status		
Sanction Fee (CHF)		Sanction Fee Status
Performance Bond (CHF)		Performance Bond Status
Event Rules Status		
Jury approved by Plenary / Jury Board (names, emails)	Jury President:	
	Jury Member:	
	Jury Member:	
FAI Sanction "Kit" Status	FAI & CIA Flags:	
	Medals:	
	Diplomas:	
	Remarks:	
Opening and Closing Ceremonies Agenda Reviewed		
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.