**FAI Ballooning Commission Event Sanction Application**

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| **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: \_\_/\_\_/\_\_\_\_** | **Date of last modification: \_\_/\_\_/\_\_\_\_\_** | | | | | **Date of final version:**  **\_\_/\_\_/\_\_\_\_** | | |
| **EVENT DETAILS** | | | | | | | | |
| Event Title & Sub-Title |  | | | | | | | |
| Event Venue  *Location name and country (include any countries that may be overflown)* |  | | | | | | | |
| Event Dates | Opening Ceremony |  | | Closing Ceremony | | | |  | |
| 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  Other: | | | |
| FAI / CIA Category | General | | Women | | | | Junior | |
| Registration Starts *(date & time)* |  | | General Briefing *(date & time)* | | | |  | |
| 1st Competition Flight *(date & time)* |  | | Last Competition Flight *(date & time)* | | | |  | |
| Extra Flight if needed *(date & time)* |  | | Resting Period *(if any, date & time)* | | | |  | |
| Organising National Airsport Control – NAC |  | | Organising NAC’s CIA Delegate *(name, email, phone)* | | | |  | |
| Organising Body *(Entity / Club / Company)* |  | |  | | | |  | |
| Main Contact / General Manager *(name, email, phone)* |  | | | | | | | |
| Official Mailing Address  *(postal address, email, fax, phones)* | Address: | | | | | | Email: | |
| Phone: | |

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| **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)* | | | | | | |
| **EVENT OFFICIALS** | | | | | | |
| Event Director *(name, country, email, attach CV)* |  | | | | | |
| Deputy Director *(name, country, email, attach CV)* |  | | | | | |
| Safety Officer *(name, country, email, attach CV)* |  | | | | | |
| PR Officer / Media Officer *(name, email)* |  | | | | | |
| Organisational Structure *(Article 3.4 of the Organisers Agreement*) | *(Summery 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.  2.  3. | 4.  5.  6. | | | |  |
| **INVITATION AND ENTRY PROCEDURE** | | | | | | |
| Number of eligible NACs |  | | | Equal number of competitors / NAC | |  |
| Additional Invitations Procedure  (SC01 5.6.4.3) |  | | | | | |
| Maximum number of entrants – excluding the medal holders |  | | Number of medal holders invited | |  | |
| Entry Conditions  (SC01 5.6.4.1) |  | | | | | |
| **DEADLINES AND REGISTRATION DETAILS** | | | | | | |
| Registration Method and Details *(mail, fax, email, online)* |  | | | | | |
| Entry Fee for Competitors *(amount, currency and what is included)* |  | | | | | |
| Entry Fee Method of Payment and Details | Money order  Cheque  Cash  Credit card  Other:  Details: | | | | | |

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| Dates for Invitation process *(dd.mm.yyyy)* | NACs invitation |  |
|  | Deadline for NACs to accept invitation |  |
|  | 1st Round invitations |  |
|  | Deadline for 1st round invitations |  |
|  | 2nd Round invitations |  |
|  | Deadline for 2nd round invitations |  |

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| Policy on Entry fee refunds |  |
| Protest Fee *(amount, currency)* |  |
| Official Language |  |

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| ORGANISER AGREEMENT DETAILS | | |
| Safety Plan and Risk Assessment: | ***(Summery of the organizers Safety Plan / Risk Assessment. A full version shall be submitted seperatly as an appendix to this document)*** | |
| Medical Rescue and Emergency Assistance | Briefing Centre: *(please describe what kind of medical assistance will be guaranteed)* | |
| Launch Fields: *(please describe what kind of medical assistance will be guaranteed)* | |
| During the flight times *(please describe what kind of medical assistance will be guaranteed)* | |
| Other | |
| Media Rights (*as required by Article 6 of the Organisers Agreement*) | (State if the Organiser will have a media production for the event. If no then explanation is required) | |
| Commercial Rights (*as required by Article 7 of the Organisers Agreement*) | (Describe the Commercial/Sponsorship concept, and how the revenue distribution will be implemented) | |
| Event Budget: *as required by Article 8 of the Organizers Agreement)* | *(Summery of the organizers Event Budget, A full version shall be submitted seperatly as an appendix to this document)* | |
| 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: |  |

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| FAI Authority to be shown on: | Rules  Logo  Program  Official documents  Other: | | |
| Courtesy Invitations to be sent to: | FAI President:  Yes  No Date:  CIA President:  Yes  No Date:  Remarks: | | |
| CIA and FAI Protocol will be followed? | Yes  No  Remarks: | The organisers will respect the FAI Environmental Code of Ethics? | Yes  No  Remarks: |
| Event with Loggers | Yes  No Event with Observers  Yes  No | | |
| GPS Loggers | Type of GPS Logger to be used:  Details: | | |

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| **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 |  | | | | | |
| Event President *(name, email)* |  | | | | | |
| Event Prizes Offered and Details |  | | | | | |
| Opening Ceremony  *(Location & Coordinates)* |  | | | | | |
| Closing Ceremony / Prize-giving *(Location & Coordinates)* |  | | | | | |
| Country Admission Conditions *(Visa’s required, etc.)* |  | | | | | |
| Preferred Place of Entry & Closest Major Cities *(Special custom clearance & directions and distances to main cities)* |  | | | | | |
| Local language |  | | | | | |
| Location Description & Characteristics | General Description | | | |  | |
| Geographic Position *(coordinates of competition map center)* | | | |  | |
| Topography *(mountains, sea, lakes, rivers)* | | | |  | |
| Landing Areas *(open fields, wooded area, farming, crops, cattle)* | | | |  | |
| Main villages around the flying area | | | |  | |
| Other Description | | | |  | |
| Common Launch Areas *(coordinates & description)* |  | | | | | |
| Landowner Restrictions |  | | | | | |
| Meteorological characteristics *(as expected for the period of the event)* | Weather conditions:  Prevailing winds (speed / directions):  Temperatures:  Sunrise & Sunset time for the first competition day: | | | | | |
| Airspace Structure & Limitations | NOTAM Description | | | |  | |
| Flight Limitations | | | |  | |
| Number of PZs expected & Descriptions | | | |  | |
| Competition Area Altitude Limitations | | | |  | |
| Competition Area Dimensions *(based on CLP, in km – north/south & east/west*) | | | |  | |
| Competition Map Details | DATUM |  | | | | |
| Scale |  | | | | |
| Grid lines |  | | | | |
| Paper Size |  | | | | |
| Electronic Version Available | | No  Yes – expected on date: | | | |
| Electronic Version File Format | | JPEG  PNG  Other (please state): | | | |
| Remarks |  | | | | |
| Driving Particularities *(Right hand, left hand, speed limitations, International Driver’s License required, etc.)* |  | | | | | |
| Road Network and Infrastructure |  | | | | | |
| Venue Description, Coordinates & Characteristics | Competition Center *(coordinates & description)* | | | |  | |
| Briefing Facilities *(coodinates & description – tent, hall, etc.)* | | | |  | |
| Media centre *(description)* | | | |  | |
| Internet connection | | | |  | |
| Social activities | | | |  | |
| Other information | | | |  | |
| Stewards *(name, country, email, attach CV)* |  | | | | | |
| Chief Scorer *(name, country, email, attach CV)* |  | | | | | |
| Chief Debriefer *(name, country, email, attach CV)* |  | | | | | |
| Chief Observer *(name, country, email, attach CV)* |  | | | | | |
| Technical Support Officer *(name, country, email, attach CV)* |  | | | | | |
| Scoring Program *(name, developer, email, brief description, last FAI events using the program, link for downloading)* |  | | | | | |
| Special Arrangements and Assistance for Competitors *(Details on balloon equipment rental services, additional crew available, rent-a-car assistance, accomodation, meals, travel allowance, etc.)* |  | | | | | |
| Equipment Limitations |  | | | | | |
| Special Safety Requirements |  | | | | | |
| Insurance Requirements for Competitors and Details | Third party:  Passenger: | | | | | CSL:  Other: |
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| Travel & accommodation arrangements for officials | Travel Arrangements: | | |  | | |
| Travel Allowance *(amount and currency)*: | | |  | | |
| Vehicles Provided: | | |  | | |
| Type of Accommodation: | | |  | | |
| Meals Provided: | | |  | | |
| Other Information / Remarks: | | |  | | |
| Travel & accommodation arrangements for observers | Travel Arrangements: | | |  | | |
| Travel Allowance *(amount and currency)*: | | |  | | |
| Vehicles Provided: | | |  | | |
| Type of Accommodation: | | |  | | |
| Meals Provided: | | |  | | |
| Other Information / Remarks: | | |  | | |

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| **For EDS use only**  *This section if for EDS use only and the Organizer will get an update* ***when*** *change****s******are*** *made.* | | | | | | | | | | |
| Intention to Bid submitted to EDS | Received by | | |  | | | Date | |  | |
| Bids document submitted to EDS | Received by | | |  | | | Date | |  | |
| Documents received | Sanction Application Form | | |  | | | |  | | |
| NAC letter of Approval | | |  | | | |  | | |
| Organisation Structure | | |  | | | |  | | |
| Safety Plan / Risk Assessment | | |  | | | |  | | |
| Event Budget | | |  | | | |  | | |
| Presentation | | |  | | | |  | | |
| ASC Coordinator | Name | Lindsay Muir | | | | Email: | | lindsay@plasmadoc.co.uk | | |
| Sanction Application submitted to FAI | Recommend:  Yes | |  | | | Date | |  | |
| Submitted to FAI by | |  | | |  | |  | |
| Recommend:  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