



Good Practices For Second Category Paragliding Cross Country Competition

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1. Introduction

Objectives of the “Good Practices” document

The objective of this document is to provide guidance and a proper conduct guidelines for anyone interested in organizing a FAI Category 2 Cross Country paragliding event, specifically related to the National Championships and National Open events. This document makes reference to rules and regulations set out in the FAI Sporting Code and its updates.

The definition of Cat 2 events is very broad and combines PWC events together with local weekend PG leagues. It has been observed however, in recent years, that National Championships and International Open events become large competitions with well over 100 pilots and high budgets. It is therefore recommended to apply rules contained herein to prepare and manage safe, sportive and fair competitions to determine the National Champions and secure high quality of the National Championships.

Organizers of smaller competitions (local leagues, weekend events, sport class events etc.) are free to decide whether they use all of the “Good Practices” described, however it is expected that the general guidelines and principles should be observed.

This document should be read in conjunction with the latest versions of the FAI Sporting Code:

- General Section
- Section 7 Common
- Section 7A Cross Country
- Section 7E WPRS
- Section 7F Cross Country scoring
- Section 7G CCC Paragliders
- Section 7H Flight recorder specifications
- Section 7I Guidelines and Templates

These “Good Practices” are designed to cover most important aspects of the organisation of a category 2 Paragliding XC event related to the National Championships or International Open Competition. The goal of this document is to provide general guidelines, useful checklists and a comprehensive manual to run a successful paragliding cross country competition.

The primary principle of the “Good Practices” is safety. Pilots and their performance shall always be at the core of organizers attention. Organization of a Category 2 paragliding XC competition has been, in many cases, a commercial activity and event organization professionals should apply high quality and safety standards during the competition.

The competition organizer should ensure that his key staff are familiar with the relevant sections of this document, as well as relevant documents referenced herein.

2. Proper Event Conduct

The event organizers have considerable responsibility during the competition to secure safety, fairness and friendly atmosphere for the competing pilots. The organizers' eagerness to provide high standards of services allows pilots to focus purely on flying and their performance. This in turn increases both the quality and popularity of the event, thus serving all engaged parties and not just pilots themselves.

Paragliding is a high risk sport and event organizers should undertake all possible measures to eliminate unnecessary risks and potential sources of tension, specifically those related to the operational procedures and staff behaviour.

2.1 Organizers responsibility

It is important for the event organizers to remember that they agreed to organize a paragliding XC event with a primary goal of arranging best possible conditions to run a maximum possible number of safe tasks in order to select winners and grant competition titles. The pilot shall be always at the core of the sport and a central focus of any competition¹, especially when it is a commercial event carried out by a professional organizer.

Organizers shall make an effort to meet all expectations, with particular focus on the following:

- Sporting Code rules and guidelines (see Chapter 1)
- The Event Organizing Agreement obligations (see Appendix C)
- Commitment to safety and high standards of service
- Commitment to play as many tasks as possible, even if the minimum number necessary for rankings has been reached (eg. in case of weather forecasts that give event a small chance to run a task the organizer shall take all possible efforts to set a task)
- Respect for pilots and their efforts
- Polite and patient attitude towards pilots (remember: for many pilots competition is just an adventure, social event and an active holiday)

2.2 Pilots attitude

On the reverse side, pilots shall respect the time and effort that organizers took to prepare and run a paragliding competition, often exceeding a hundred of ambitious participants.

Proper behaviour, following rules and procedures as well as understanding of the event organizers' work and responsibility shall guide pilots' attitude during an event. Mutual respect is a critical element of a safe and successful competition.

Major responsibilities of pilots participating in a competition shall include:

- Following Fair Play principles
- Following Sporting Code rules

¹ Pilots are not only competing athletes in the sport event. They pay an entry fee for which they expect professional organization quality relevant to the risk and effort associated to their sport activity. Keep in mind that some pilots arrive from overseas and bear a high travel cost to participate in the event.

- Non aggressive behaviour in the air
- Non aggressive behaviour on the ground
- Respect for organizers and their work
- Respect for other competing pilots

3. Event Bid Preparation

Bids to host a FAI Cat.2 National Championships or International Open event are reviewed and approved by the event hosting and/or administering NAC. The event bidders shall have a relevant experience accepted by the host NAC and guarantee an organizing team composed of minimum 4-5 functional persons (Meet Director, Safety Director, Live-tracking and Retrieve Coordinator, Rescue Coordinator and Scorer) as well as appropriate number of helpers/assistants (i.e. launch assistants).

FAI cat. 2 National Championship events must be run according to the rules set out in Section 7 Common of the Sporting Code (SC S7 Common, chapter 12). All Sporting Code sections can be found in the Sporting Code folder at <https://www.fai.org/civil-documents>.

Before bidding, bidders should familiarise themselves with the relevant FAI and CIVL Rules and Regulations, i.e.:

- FAI Sporting Code – General Section
- FAI Sporting Code CIVL Section 7 Common
- FAI Sporting Code CIVL Section 7A Cross Country
- FAI Sporting Code CIVL Section 7E WPRS
- FAI Sporting Code CIVL Section 7F XC Scoring
- FAI Sporting Code CIVL Section 7I Guidelines and Templates
- FAI Code of Conduct – Air Sports and the Environment
- FAI Protocol for Award Giving and Closing Ceremonies
- CIVL Good practices for the cat. 2 paragliding XC event organizers

These documents are available on the CIVL website (<https://www.fai.org/civil-documents>).

An Event Organizing Agreement (EOA) shall be signed between the event hosting NAC and the bid-winning organizer. A template of the EOA can be found in the Appendix C attached herein under.

Bids for the Cat. 2 paragliding XC events are arranged by local NACs conform their internal procedures. The NAC will then accept or reject the bid.

Bid documentation shall be prepared according to the rules and requirements of a NAC arranging the cat. 2 paragliding XC event. General guidelines for the bid document structure and content can be found in the Appendix A – “Event guidelines & bid requirements”, herein under.

4. Role of the Event Director

The Event Director has overall responsibility for all non-competition aspects, including finance, administration, external authorities, logistics, and ceremonies. The Event Director may take on specific roles during the event for all non-competition aspects. In justified circumstances the Event Director may also be the Meet Director of the competition. He cannot be a competitor.

4.1 Finance

The event organizers should forecast a budget including staff, transportation, lunch packages, local administration fees, medical support, HQ cost, technical infrastructure etc.

It is useful (and a common practice) to set up a separate bank account for the event.

4.2 Personnel

It is necessary to prepare a detailed list of the entire staff involved in the organization and running the event. It is normal that certain skilled and high responsibility staff, (e.g. the Meet Director, Safety Director, Scorer or Live tracking Coordinator) are paid for their work.

4.3 Information Technology

Setting up the competition website is an early and mandatory task, to be done at least 6 months before the event (external IT services, i.e. Airtribune, could be used as an alternative).

4.4 External Authorities

It is important to inform and officially notify all relevant local authorities that a paragliding event will be organized in the area.

4.4.1 Local Community Council

Municipality council can provide some help and infrastructure for the competition: town centre venue for HQ and receptions; technical services (road signs, decorations, priority car parking); encouragement to local landowners, complementary social events during the event.

4.4.2 Local medical & emergency services

It is important to contact medical and emergency officials directly to set relationship and learn their local procedures. It is useful to inform these authorities officially of the event dates and agree on cooperation during the event well in advance.

4.4.3 Airspace authorities.

The Meet Director should check on any airspace restrictions (any permissions, special exceptions, NOTAMs, etc.). In any case, it is advisable to request written confirmation of any special conditions/permission granted, at least 6 months ahead.

4.4.4 Local NAC

In case the event is organized in another country, the local NAC should be contacted in advance of any final decisions. Local NACs are regulating competition activity in their country and it is critical to have their approval.

4.5 Ceremonies and Social events

The FAI Protocol for Award-Giving and Closing Ceremonies at FAI Championships (https://www.fai.org/sites/default/files/documents/procedure_for_awards_ceremonies_oct09_2.pdf) covers FAI required protocols and recommended procedures for closing ceremonies. The goal is to ensure a consistently high standard of ceremonies and high level of respect and recognition of the pilots achievements.

4.5.1 Closing Ceremony

It is a very important part of any sports event. Athletes are competing during several days and they are exposed to an intensive effort and stress as well as to a number of risks that are typically associated with the airports. A proper recognition of the effort with a respectful prize giving and closing ceremony is essential for the event winners, participants, families, sponsors and the media. See the relevant chapters of the Sporting Code, Section 7.

4.5.2 Social events

Additional social events are always welcome during a competition that lasts a week or longer. They need not be expensive. A barbecue at a local campsite or landing field is simple to arrange. Pilots are happy to socialize in an informal atmosphere during the competition.

4.6 Venues & Logistics

The venue used for an event shall include headquarters, launches and goal fields, car parks, walkways, passageways, areas used for official functions, information centres, and/or any other areas controlled by the event Organizers.

The Event Director warrants to undertake and to ensure that the venue shall include:

- sufficient space and other suitable facilities for officials, staff and all others involved in preparing, organizing and staging the event;
- facilities for competitors that will be suitable for training, practising and competing during the event;
- the provision of all necessary equipment meeting FAI specifications and any other applicable safety specifications and kept in operational order throughout the event.

Logistics of an event include, but is not limited to, transport to launch and from goal, retrieve, accommodation, lunch packs/refreshments, equipment handling etc. See SC7 Common, Chapter 7 - Operational Aspects.

5. Role of the Meet Director

The Meet Director of a FAI cat. 2 paragliding XC event shall be selected by the Event Organizer. The Meet Director's first prerogative is to manage all sportive aspects during the event. In terms of qualifications and experience the Meet Director should:

- not be a competitor in the Event
- have a track record of successfully conducted national and international cat. 2 competitions in the past
- have a thorough working knowledge of the CIVL Section 7 Sporting Code
- have been a competition pilot
- have very good communication skills and speak English in a way which is clear to the pilots
- be familiar with the competition area to be used²

In justified cases the Meet Director and the Event Director may be the same person.

5.1 Summary of the Roles and Responsibilities of the Meet Director

Before the Event:

- The Meet Director, together with the Safety Director, have a collective responsibility for all pilots flying tasks during the competition³.
- Arrange all safety matters and prepare procedures to follow in case of an incident.
- Work on the Local Regulations, with the Event Director, to ensure that the event will run smoothly.
- Check that the Scorer is familiar with the CIVL-approved scoring formula.
- Check with the Event Director any airspace restrictions and restricted areas.
- Check that all launches are suitable for the number of pilots competing.
- Check that all the equipment needed at launch, to write up the task, conduct the briefing, and to launch pilots safely, will be provided.
- Ensure that there are adequate staff working on launch, in goal and in the HQ, and that they know how to perform their roles.
- Check the arrangements for transport, retrieve and check-in.

During the events:

- Work with the Safety Director and Event Director to give the Mandatory Safety Briefing.
- Prepare and run daily briefings with input from Safety Director, Meteorologist & Event Director.

² If a Meet Director has been asked to run the event in an unfamiliar location, she/he should establish an advisory group which includes the Safety Director, Task Committee and a local pilot deemed to be an expert in that area.

³ If a Safety Director is not selected for the event at least the Safety Committee shall be selected and work closely with the Meet Director.

- Work with the Safety Director to ensure that safety is the number one priority whenever decisions are being made regarding task setting, launching, and stopping or cancelling of tasks.
- Make the final decision about a task to be set for the day, after discussing recommendations from the Task Committee and the Safety Committee and/or Safety Director.
- Write up the task on the taskboard, then give clear task briefings on launch.
- Monitor launch procedures, and close/suspend launch temporarily if necessary.
- Monitor, with the Safety Director (if nominated for the event), the general weather conditions on course during the task including visual information and all in-flight information received from the Safety Committee, from the meteorological staff and from pilots.
- Check that the pilot retrieve and check-in procedures are working as planned.
- Check if there have been any problems with task scoring, and that the results are published as soon as practicable.
- Sign and date the task results once they have changed from provisional to official.
- Deal with official complaints from pilots.
- Ensure that any official notices are signed and published on the official notice board.
- Ensure final competition results are sent to the CIVL Coordinator.

5.2 Launch preparations

The launch area should be free of vegetation and obstacles that may snag lines. If ordered launches are necessary, it is advisable to have an entry 'lane' with pilots queuing to enter outside the launch area while they wait their turn to take-off.

There should be sufficient staff to help pilots lay out the gliders and assist with clearing lines.

5.3 Mandatory Safety Briefing

The Meet Director and the Safety Director (if nominated for the event) must conduct a safety briefing prior to the first competition task day (see chapter 10 of the SC S7 Common and chapter 1 of the SC S7I – "Guidelines and templates"). All pilots in the competition must attend the briefing, so it is useful to ask pilots sign in as they enter the briefing room.

The template for the content of the Mandatory Safety Briefing can be found in the Sporting Code, Section 7I. The majority of time should be spent on safety points pertinent to the competition area (e.g. – presence of power lines, landing field obstacles, local wind dangers, prohibited, restricted or danger areas and penalties for infringement of these etc.)

5.4 Daily Briefings

Daily morning briefings should be scheduled and run possibly at the same time every day. A written template with the key points is highly recommended. Points to be included are:

- results and any problems from the previous day
- a summary of the safety comments regarding the task
- any logistical issues arising (transport, retrieve, goalfield, scoring)
- a meteorological report for the day (see below) and any implications on choice of launch site or task setting

- reminders about dangerous areas, airspace, stopped task procedures, use of radios and report back time/procedures
- any organisational notes such as scheduled social events
- the time of the next briefing on launch - or HQ, if the briefing is delayed to monitor the weather

5.5 Meteorological Briefing

An accurate forecast is always important, and the main items of interest in the competition area include:

- Presence of frontal systems
- Clouds – type and amount of cover expected
- Winds – strength & direction for different altitudes (ground, launch height, higher).
- Thermals – expected strength, time of starting and ending, thermal top altitude.
- Presence of inversions, altitudes, expected breaking times.
- Storms or other dangers expected.
- General forecast for the next days.

Choosing the correct launch site for the day is usually based on the meteorological forecast. The Task and Safety Committees may be asked by the Meet and Safety Directors for their opinions and cooperation.

5.6 Task Setting

The MD, and the Task Committee, shall consider the weather forecast for the day to decide on a suitable task length (distance/time), type of task, the goal type (virtual cylinder or a physical line) and take off window. The maximum window extension time will be dependent on conditions. Re-launch opportunities will depend on the site and transport/logistics.

The Meet Director is ultimately responsible for setting the task, while the Task and Safety Committees have advisory functions. The agreed task shall be written onto the task board. It is vital to have a task board clearly showing all the task information.

If starting times cannot be set immediately due to unstable conditions, all information shall be written on the task board for an initial “provisional task” briefing. Times can be provided later at a second or final briefing. Refer to Section 7 of the Sporting Code for further items related to task setting.

5.7 Live tracking

Distribution of Live trackers shall be made as near as possible to the area where pilots are setting up and to the place of the Task briefing. Meet Director should liaise with Live tracking Coordinator to ensure that all pilots who are going to compete have received their trackers. Pilots forgetting trackers should be officially warned and/or penalised.

Check that the Live tracking Coordinator has provided links for task live tracking and real-time retrieve data.

5.8 Task Briefing

Task briefings need to be held in a location as central as possible to the area where pilots are setting up.

Work clearly through what is written on the task board. Any part of the task which may require extra care, including areas of CTR, should be pointed out and carefully explained.

If there is a chance of overdeveloping, remind pilots of the stop task procedure. Also remind pilots of the latest time by which they must report back to HQ.

Allow a reasonable amount of time (e.g. 15 minutes) between the end of task briefing and the launch window opening. However, the Meet Director may allow for an early launch pilots who are prepared and ready if there are no any other contraindications.

Never attempt to change the task once competition pilots have started launching. Any task alteration requires a re-convened briefing with all pilots in attendance.

5.9 During the Task

With the Safety Director (if nominated for the competition), monitor the air in front of launch for overcrowding. Close the launch temporarily if necessary. The Meet Director or Safety Director are the only persons authorised to stop a task in progress.

Monitor weather conditions on the course line, if necessary drive along the course with the Safety Director, who should also be receiving radio information from the Safety Committee (if in radio range) and participating pilots.

A task which needs to be stopped due to dangerous weather conditions on course should be stopped before conditions on the ground become dangerous to land. If in doubt, remember that no task, however good, is worth endangering the safety of pilots.

A task shall be stopped immediately in case of any helicopter activity on the task course, launch area or the goal area.

The time of stopping the task should be noted for scoring purposes. Task stopping rules are described in the SC S7A, chapter 3.5.3.

5.10 After the Task

Confirm with the Safety Director that all pilots reported back and are retrieved safely.

Check with the scorer to see that the scoring is running smoothly and that pilots fill in the task safety information on the back of the landing forms (run reports).

5.11 Dealing with Complaints and Protests

An official complaint by a pilot must be made in writing and addressed to the Meet Director as soon as possible after the problem arises. The Meet Director should always clarify with a pilot seemingly making a verbal complaint, whether it is an official complaint.

The Meet Director must answer the complaint in writing. The Meet Director shall decide if the complaint is reasonable – and if so, will rectify the problem. If the complaint is rejected, then the pilot will need to decide whether or not to take the complaint to the protest level. For further information on making a protest see Chapter 12.7 of the SC S7 Common, chapter 7 in the SC S7A and chapter 7 of the SC S7I. Detailed procedure shall also be described in Local Regulations.

Official protests shall be passed over to the Protest Jury/Committee composed of the Meet Director, Safety Director (or Safety Committee), Scorer and the Task Committee.

6. Role of the Safety Director

A Safety Director is selected by the Meet Director and/or the Event Director. Appointment, role and responsibilities of the Safety Director are described in chapter 4.4 of the SC S7 Common.

In terms of qualifications and experience, the Safety Director:

- doesn't have any other role during the event
- must not be a competitor in the event
- must have experience of national and international cat. 2 competitions in the past
- should have been a competition pilot or at least have been a pilot
- must speak English and ideally, the local language, in a way which is clear to pilots and to external authorities as necessary
- must be familiar with the competition area to be used
- must remain calm, rational and focused in case of an incident

In justified cases, the Safety Committee composed of minimum 3 experienced pilots participating in the event may be an alternative for the Safety Director's function. In such case, the Meet Director would discuss/consult all necessary issues with the Safety Committee before any decisions are made.

6.1 Summary of the roles and responsibilities of the Safety Director:

Before the Event:

- Work on the Local Regulations before the event, with Meet Director, to ensure that all issues regarding safety of competitors and organisation members are met.
- Check with the Meet Director any airspace restrictions and restricted areas, and that all permissions needed are in progress.
- Check that all take-off areas are suitable for the number and skill levels of competing pilots.
- Check on the plans and procedures in place for pilot check-in and retrieve.
- Arrange all safety matters and procedures in case of an incident.
- Agree the roles and responsibilities of the paramedic and safety rescue teams.
- Liaise with the local Police, Fire Brigade and Rescue services to ensure all necessary permissions are in force and procedures understood.
- Ensure availability of emergency helicopter in case of an accident.
- Prepare a list of local medical and health care providers with details of location, address and telephone numbers.
- Ensure official safety and rescue radio frequencies are appropriate to the local requirements and do not conflict with other users.

During the events:

- Give the Mandatory Safety Briefing to all competitors before the event begins.
- Provide the Meet Director with input for Pilots' briefings.

- Work with the Meet Director during the competition to ensure that safety is the number one priority whenever decisions are being made regarding task setting, launching and stopping or cancelling of tasks.
- Make recommendations to the Task Committee and the Safety Committee (if nominated) and approve the task to be presented to the Meet Director.
- Monitor pilot equipment at take-off and prevent any pilot with defective or unsuitable equipment from launching.
- Monitor the airspace during the launch period to avoid overcrowding of pilots. Close the launch in the event of congestion.
- Monitor the weather conditions prior to the window being opened, before the start, on course and at the goal during the task.
- Maintain contact with the Safety Committee by radio. Monitor the pilot safety frequency.
- Check that pilot retrieve and check-in is completed. Remain contactable until all pilots are retrieved.
- Provide an accurate written reports of any incident or accident during the event. The reports shall be handed over to the Meet Director.
- Assess pilot competence and skill levels, and with the agreement of the Meet Director exclude any pilot who demonstrates a lack of the necessary skills for safe launching, flight or landing.
- Control the task with the Meet Director and cancel or stop the task if required, due to meteorological conditions or any other danger to pilots or organisational staff (e.g. helicopter activity in the task area).

6.2 Safety Committee

At the Mandatory Safety Briefing, the Safety Committee may be appointed. The Safety Committee could be an alternative in case the Safety Director was not nominated for the event. It shall be composed of 3 experienced pilots who are familiar with local flying area and conditions.

Meet Director with the Safety Committee shall agree on procedures, and how to communicate during a task. Normally, paragliding XC competitions use the Level 1-2-3 system (see the SC Section 7 Common, chapter 4.4.2.1).

If Safety Committee members are suitably skilled and equipped, a separate radio frequency can be allocated (monitored along with the official competition frequency) that can be used to communicate safety information and comments without disturbing pilots in flight.

6.3 Mandatory Safety Briefing

The Safety Director must conduct a safety briefing prior to the first competition task day. In case a Safety Director was not nominated for the event, the Meet Director shall handle this task.

All pilots in the competition must attend the briefing. The Mandatory Safety Briefing Agenda should include:

- take-off protocol & procedures,
- radio use and frequencies,
- reporting of incidents & accidents,
- procedure for reporting incidents,
- actions in the event of incidents/accidents,

- reporting back procedure.
- local matters related to safety (restricted and danger zones, water, power lines, no-go areas etc.)
- local meteorological phenomena (predominant winds, valley winds, dangerous lee areas etc.)

A reminder should be given to pilots to check their equipment thoroughly and to perform pre-flight checks. Pilots should also be reminded to keep a look out for changing conditions and to constantly assess their own physical and mental condition during flight to ensure they maintain concentration. Finally, it should be emphasised that it is the pilot's decision whether to fly and where to fly, and that their own safety and safety of others should be a primary consideration.

6.4 Daily briefings

Provide the Meet Director with a summary of safety comments regarding the previous day's task, and any logistical issues arising (transport, retrieve, goal field, scoring). Following the meteorological report for the day, highlight any issues arising and any implications on choice of launch site or task setting.

6.5 Task Setting

The Safety Director and/or Safety Committee should consider all aspects of safety – including task timings, task type (race/elapsed time), terrain on task route in relation to the weather forecast, known areas of turbulence/rotor, landing and goal field options, choices of ESS radius and/or final turn point for a safe goal arrival.

6.6 Task Briefing

Be present to emphasise issues or answer questions as necessary.

6.7 During the Task

Monitor the air in front of launch for overcrowding. Close/suspend the launch temporarily if necessary. Monitor weather conditions on the course line in conjunction with information from the pilots reporting the conditions level.

In case of any danger, stop a task as soon as deemed necessary. This may be due to:

- dangerous weather conditions on course
- conditions become dangerous to land in, or
- a helicopter is called in to an incident on course.

If an incident is reported, liaise with the Meet Director to invoke the 'in case of an incident' action plan. Delegate tasks and duties where appropriate to ensure the safety of other pilots in the competition is not compromised while an incident is being dealt with.

6.8 After the Task

Confirm with the retrieve coordinator that all pilots are reported back as landed safely and, eventually, as retrieved. Check the Run Reports (if used) for pilot feedback on task safety, once GPS tracks have been downloaded.

7. Local Regulations and registration process

The Local Regulations contain information and rules which are additional to those already published in the S7 Common and S7A of the FAI Sporting Code. They are designed to qualify certain aspects of the Section 7 rules according to the site and event-related specific factors. They must not conflict with the rules in the Section 7 of the Sporting Code (see Chapter 6 of the SC S7 Common).

It is essential to use the Local Regulations template set in the Chapter 8 of the SC Section 7I – “Guidelines and Templates” and adapt that template for the planned competition. Section 7 Common regulates local regulations in chapter 6. See also chapter 8 of the SC7I.

Local Regulations should be prepared and submitted to an event hosting NAC for approval 8 months prior to the event and shall be approved and published 6 months prior to the start of the event.

A recommended template of the local regulations can be found in the Appendix B herein under.

7.1 Entry Requirements and Pilot Qualifications

Entry requirements, qualification and selection criteria allowing pilots to participate in the cat. 2 event are set by a hosting NAC in conformity with the Section 7 of the Sporting Code.

7.2 Online Registration

Typically, the Event Director opens on-line registration several months prior to the event. It shall be opened immediately after the Local Regulations are published.

Detailed pilot information is recommended. It will help to create a pilot database, essential for further physical registration, for producing pilot lists and for the scoring database.

Close liaison between the MD and the Event Director will be necessary for checking which payments have arrived, and which pilots shall pay their entry fees.

A stated policy on refunds shall be prepared and published, even if it is ‘at the discretion of the organizer’.

7.3 Documents

Usually, documents necessary for registration include:

- Proof of ID
- Pilot FAI sporting licence (check validity on-line)
- Pilot CIVL ID number
- Pilot experience form
- Glider/equipment information
- Waiver Form
- Insurance documents: 3rd party, personal accident, repatriation

It is important to check carefully CIVL ID number and validity of FAI sporting licenses during registration. The FAI sporting license number is necessary to report pilot’s result and include his

points in the WPRS ranking. If the pilot is unable to demonstrate validity of his FAI sporting license he will not be allowed to compete.

7.4 Insurance

In most countries, it is mandatory for pilots to have a 3rd Party Liability cover up to a set limit. This should be clearly stated on the website and in the Local Regulations. Personal accident and repatriation insurance are strongly recommended.

In case a pilot is not able to demonstrate his insurance documents he/she shall not be allowed to compete.

7.5 Physical Registration

Physical registration takes time. Organizers shall make efforts to make it as efficient as possible. Some documents, such as the pilot waiver form, need a physical signature. Some documents will need updating, printing and signing at physical registration.

A clear procedure, proper space, competent staff (4-5 persons minimum) and a cheerful attitude are the critical factors when setting up physical registration.

7.5.1 Preparation

Some or all of the following items will need preparing in advance:

- Pilot ID cards with emergency information
- Turnpoint maps
- Competition information and general information pack (tourist info, directions/local map)
- T-shirt & other freebies

7.5.2 Setting up

A good WiFi or wired internet connection, several computers and an easy access to a printer/photocopier will help considerably. ID cards and T-shirts should be handed out at the end when all the paperwork is complete. Try to allow some physical space between each stage.

7.5.3 Registration process

Be prepared to check that all payments have been made (some may be last minute). Ensure that all completed and signed forms are carefully filed and not inadvertently taken away by the pilot.

Be prepared to register late-comers. There are usually a couple who have travel delays or other problems.

7.5.4 GPS upload/download

Even if turnpoint files have been available on the website for download/upload, pilots shall upload the official competition turnpoints at registration. At least the Meet Director shall assure all pilots that the latest version has been available on the web site and can be downloaded by the pilot on their own.

7.5.5 Equipment checks

Pilots shall use certified equipment only. The Event Director and/or the Meet Director may carry out some random checks during registration. Further checks can be made later at launch or at the goal during the competition.

7.5.6 Flight instruments loggers approved for XC competitions.

The primary source for scoring is data obtained from live trackers. However since pilots in flight are navigating with their own flight instruments in dubious cases an IGC track downloaded from the pilot main or back up logger will be necessary. During the registration the organizers should publish on the information board the current list of CIVL Approved instruments. The list can be found here: <https://www.fai.org/page/civil-xc-instrument-accepted>

7.6 Post Registration

The registration staff will need to check that all essential information has been collected and verified. Especially important are FAI license validity, insurance details, validity and emergency claim numbers; pilot's Next of Kin (NoK) details, mobile phone number and glider information.

This information should be compiled into a database and printed for easy reference. The scorer should work with an IT person to compile the final entry list of competitors.

If any pilot is unable to demonstrate that his NAC has issued him a valid FAI sporting license, he/she will not be allowed to compete.

8. Operational Aspects – Venues & Logistics

8.1 Headquarters

A well-equipped and well organised headquarters can make a huge difference to the smooth running of the Event and contribute greatly towards a friendly atmosphere during the event.

Determine whether essential services are available and included (power, telephone, wi-fi connection, furniture, toilets, cleaning services etc). The following elements should be provided:

- GPS up/download area and scoring office (preferably partitioned or in an adjoining room)
- Communication/transport/retrieve coordination desk/area (preferably partitioned or in an adjoining room).
- Live tracking space for charging in a room that can be locked.
- Organizers' office/admin centre to allow several staff to work

For the Mandatory Safety Briefing a room big enough to accommodate all pilots and staff at one time will be needed. This must be equipped with a good sound system, a large screen and projection facilities to show maps, photographs etc.

A broad band internet connection at HQ is necessary (if technically available). It would provide access to the live tracking and retrieve functions for competition officials and may also be used as a source of public, media and pilots entertainment.

8.2 Accommodation

Ensure that information on accommodation is accessible on the event website. Many pilots will look for the lowest cost options, typically campsites.

8.3 Launches

Take-off areas shall be able to accommodate anticipated number of pilots and allow them for a safe and comfortable launch. Make sure that minimum 45 second safe launch time has been secured for every pilot.

Ensure windsocks, streamers and other launch aids are in place or renewed prior to the start of the competition.

Control an organized flow of launches. In case of 2 unsuccessful launches a pilot shall take his equipment away from the launch zone not to block other pilots.

8.4 Communication

Make sure that proper radio safety frequency has been clearly announced to all pilots and written on the taskboard. Ask pilots at the task briefing to pay attention to their radios.

Control radios at the launch area to make sure that they are properly switched on and do not block safety frequency. One improperly set radio may block safety frequency and safety communication for all pilots, which is a very dangerous situation.

Set a separate retrieve frequency for pilots who landed and need a retrieve transport.

It is recommended to choose a popular messenger service (WhatsApp, Telegram etc.) for ground communication and back reporting.

8.5 Goal fields

Ensure all planned goal areas have the required written permissions for use. Check or confirm that grass will be cut or crops harvested by the start date of the competition. Check that there are sufficient high visibility windsocks and streamers available. Consider access for retrieve vehicles.

Make sure there are no large objects and dangerous obstacles (power lines, train lines, intensive traffic roads etc.) on the final glide towards the goal.

8.6 Transport & retrieve

The organizer shall provide transport to launch for pilots and staff, and a retrieve service for pilots.

A retrieve service for a cross country competition will require an experienced Retrieve Coordinator fluent in the local language and English. The retrieve coordinator may require a quiet area where he can answer phones or talk on the radio to pilots and drivers.

The effective Retrieve team shall consist of at least 2 persons, both having desktop or laptop computers and smartphones with a popular messenger program installed (Telegram, WhatsApp, etc.).

Drivers should know the area and know how to use a GPS to locate pilots by coordinates.

8.7 Report-back procedures

It is important to set out clearly the pilot report back procedures. It is mandatory for each pilot to report back according to these procedures. This could be by SMS to a specific check-in number, or via a Retrieve app.

Usually the Retrieve Coordinator is also the Report-back Coordinator. In case you are not providing a retrieve service, you will need a dedicated staff member to follow report-back to make sure that all pilots have returned safely after each task.

8.8 Food, beverages & lunch packs

Pilots spend an entire day, from early morning to late afternoon during task days. It is important then that the organizers support them with lunch packs and beverages. Pilots shall remain focused on flying and competing safely. Launch packs and beverages allow them to provide energy for their bodies and maintain proper hydration.

8.9 Event Programming

It is useful to provide pilots with a programme of the event at Registration. Details should include:

- general programme (practice, ceremonies, flying days, social events)
- timings and venues for briefings
- schedule and logistics for Opening and Closing Ceremonies
- timings and venues for social events, stating whether food is included or any extra costs
- typical daily schedule with timings for transport, briefings and report back times

The programme, and changes to the programme or daily schedule, should be posted on the notice boards at the HQ, on the website and communicated to pilots via text messages.

8.10 Flight validation & scoring

The Sporting Code Section 7 Common, chapter 12.5, Section 7 A, chapter 5 and entire Section 7F - XC Scoring cover this issue in detail.

The primary source for scoring shall be the data obtained from live trackers. However since pilots in flight are navigating with their own flight instruments in dubious cases an IGC track downloaded from the pilot main or back up logger will be necessary.

When a live trackers malfunction occurs, mobile network coverage is poor and issues with restricted air space arise or missed turnpoints appear pilots may show up for the IGC tracks download.

The scorer should use the most recently available version of Approved Scoring software. Check here for the latest release of FS: <http://fs.fai.org/>

The Meet Director should liaise with the Scorer in advance on issues concerning infringements of airspace, restricted areas and competition altitude limits. The rules and penalties on infringement of airspace are clearly set out in the SC Section 7A, chapter 6.

Check the SC Section 7F XC Scoring for the latest approved parameters. Coordinates are always given as WGS84 coordinates, based on the WGS84 ellipsoid.

8.11 Publication of results

Provisional scores for the task should be produced as soon as technically possible. If one or two tracklogs are missing provisional scores with those pilots marked as NYP (not yet processed) can be presented.

Pilots who were present at launch but did not fly the task are recorded DNF. Pilots not present at launch are recorded ABS. More details on results presentation can be found in the chapter 12.6 of the SC S7 Common.

8.12 Dealing with complaints and protests

This is covered in the SC S7 Common, chapter 12.7 and SC S7A, chapter 7. Procedures and timings are also included in the Local Regulations.

Complaints

Official complaints in writing, in English, pointing particular breach of the Sporting Code and/or Local Regulations should be directed to the Meet Director. The Meet Director should make sure whether a pilot is making a formal or informal complaint.

The Meet Director should contact the Scorer, Safety Director or other officials before answering the complaint.

Protests

If the pilot is not satisfied with the response, he should make a formal Protest in writing, in English, within the specified timeframe, and should be delivered to the Meet Director.

A fee for official protest review may be applied if stated in the event's local regulations.

Protest Jury/Committee

The Meet Director passes all official protests to the Protest Jury composed of the Meet Director, Event Director, Safety Director (or Safety Committee), Scorer and the Task Committee. The Protest Jury shall be composed of no less than 5 persons.

The Meet Director shall not review and answer protests alone, without other Protest Jury members participation.

Complaints can be made on any aspect of the competition (fairness, safety, task setting, penalties, logistics).

8.13 Transmission of signed official results to FAI

The final results should be printed out and signed by the Meet Director. The official results in PDF should be submitted by email to civil_administrator@fai.org

9. Procedures in Case of Accident, Casualty & Emergency

Despite the ongoing commitment to make competition events safe, paragliding remains a high risk sport. The notes presented herein are intended as general guidance to competition organizers who may have to deal with a serious accident. It is recommended that cat. 2 event organizers should follow the FAI Guidelines in the Event of a Casualty or Serious Accident in FAI Airsports Events. Although this document is largely focused on aircraft operating from an airfield, it is largely relevant to paragliding and hang gliding as well.

General safety standards are described in chapter 12.8 of the SC S7 Common and chapter 8 of the SC S7A.

9.1 Planning and Preparation

A check list of actions that the Event Director should ensure to be completed before the event is as follows:

- prepare a NOTAM for the event, if required
- check Event Insurance to cover liability, rescue charges and other costs (remember, you may also be liable for accident or injury to staff, officials or spectators)
- inform local Police, Rescue and Medical Emergency services on the event dates
- investigate national laws, rules and procedures in case of an air accident or fatality, always operate in accordance with them
- ensure you collect at Registration full contact details of all pilots, insurance and Next of Kin (NOK) information, special medical conditions or needs
- ensure that this pilot information is readily (centrally) available during the competition
- make a plan for dealing with incidents or accidents

The accident dealing plan should include the following elements:

- handling the incident itself (overall coordination, who goes to the scene, who calls emergency services, communicating with emergency services, confirmation of pilot identity and extent of injuries)
- communication with pilots in the air who witnessed incident; changing frequency to avoid distressing competitors still flying
- collecting witness statements (MD/SD);
- informing NOK, close friends and team members
- recovering glider and equipment
- official statements – release of names, extent of injuries
- national accident investigation procedures
- continuation of task/event

Additional preparatory actions:

- make a list of all staff, volunteers and officials who have any formal First Aid training,
- make a list of medical/emergency phone numbers, including hospitals, local doctors, paramedics for easy reference,

- print out a few blank copies of the CIVL Incident Report Form, which are useful for pilots, team leaders and staff to use when collecting or collating incident information,
- identify at least one further radio frequency that key staff can switch to in order to handle an incident without using the main competition safety frequency.

9.2 Dealing with an Incident

In cross country competitions, incidents are usually witnessed due to pilots flying in gaggles. In such cases, reports are likely to be received by radio on the main competition safety frequency.

Live tracking information can be of great help for the reconstruction of the accident - especially 3D visualisation.

As soon as possible, try to move communication to a separate frequency, reassuring competition pilots that the incident is being dealt with. If applicable, report back to pilots that the pilot involved in an incident is uninjured, or not badly injured.

If helicopter evacuation is required, pilots may need to be alerted and the task may need to be stopped.

9.3 Aftermath of an Incident

Whenever possible, the pilot involved in an incident should complete an Incident Report form. This is available on the CIVL website.

(https://www.fai.org/sites/default/files/documents/incident_form_1.doc)

The MD, SD or Event Director can interview witnesses and complete the forms if necessary, but they should be checked and signed by the witnesses.

9.4 Dealing with rumours

Rumours circulate rapidly after incidents and accidents. Do not believe them without independent confirmation from organisational sources. Do not confirm the rumours until the incident coordinator or the Event Director makes an official statement. It can be extremely distressing if the NOK of a victim finds out about an accident through such unofficial, unconfirmed channels.

9.5 Releasing information

It is critical that names of casualties are not released, particularly to the media, but also to fellow pilots and others involved in or observing the competition, until the NOK have been informed. All staff should be briefed not to confirm rumours.

The organisation should make an official statement (verbally, written statement, website announcement etc) as soon as information has been confirmed.

For more serious accidents or fatalities, statements should be made as soon as the facts can be confirmed and the NOK have been informed. Keep to the facts, stating the name and nationality of the pilot, extent of the injuries (when relevant), regrets/condolences, statement to the effect that the accident is under investigation, no conclusions possible, further statements will be made if more information comes to light. Draft statements are available in the FAI Guidelines document.

Statements should be posted on the website and on the competition noticeboards.

9.6 Next Actions

At the next daily briefing, the Meet/Safety Director should inform pilots of the basic facts of the incident, follow up, and actions taken.

In case of a fatality, the competition may be suspended for at least the following day. In any case, the Event Director, Meet and Safety Directors should review the situation, especially if any potential safety issues have arisen as a result of an incident.

Decisions on the suspension or stopping of the event should be a joint decision by the Event Director and the Meet Director.

National laws will dictate which Air Accident Investigation organisations need to be contacted to report incidents. The emergency services may do this also.

Reports should also be sent to the NAC and to CIVL/FAI.

10. Press, PR and Marketing Communications

This can be an important aspect of a successful competition, however it might generate certain cost and effort. For competitions with a lower budget and a small organizing team it is recommended as an optional element of the event.

It may be worth discussing opportunities with potential media partners, such as a leading local/regional newspaper, or a specialist magazine.

10.1 Website & Social Media

Website: This is a key tool. The competition website is an important communication tool, not just for pilots, but also for sponsors and the media. It is worth considering a local language version, especially if you expect grant aid and support from local and regional authorities and local commerce. It is important to keep the website up to date on a daily basis during the competition.

During the competitions, it is worthwhile appointing someone to write a blog, as well as task/daily reports. It is essential to keep the world informed of the progress of the competition.

Social media: If you have someone experienced in running social media tools, such as Facebook, Twitter, Instagram it can be a useful means of communicating with pilots and the general flying community.

10.2 Creating a Media/Spectator Friendly Event

There are a lot of mechanisms that can be developed to help create a media and spectator-friendly event. Live tracking is an obvious start point. Ensure the link to the website display is widely distributed. Taking video footage of the launch and pilots arriving at goal can be swiftly edited after the task to create short videos of the day's task. Some sort of commentary can work well too. Similarly, photographs can be posted on websites to make attractive slide shows.

Consider producing t-shirts that can be purchased by spectators as well as friends and family of the competitors.

Appendix A – CIVL cat. 2 event guidelines & bid requirements

The guidelines presented herein under shall apply for the PG events organized under CIVL cat. 2 principles. Specifically National Championships and International Open events.

Necessary legal framework

Organizers should get familiarised with the relevant FAI Rules and Regulations:

- FAI Sporting Code – General Section
- FAI Sporting Code CIVL Section 7 Common
- FAI Sporting Code CIVL Section 7A Cross Country
- FAI Sporting Code CIVL Section 7E WPRS
- FAI Sporting Code CIVL Section 7F XC Scoring
- FAI Sporting Code CIVL Section 7I Guidelines and Templates
- FAI Anti-Doping Rules
- FAI Code of Conduct – Air Sports and the Environment
- FAI Code of Ethics
- FAI Protocol for Award Giving and Closing Ceremonies
- CIVL Good practices for the cat. 2 paragliding XC event organizers

These documents are available on the CIVL website.

The Event Organizing Agreement

- Organizers offering event organization services for NACs and/or other Authorities should familiarise themselves with the Event Organizing Agreement (EOA) template that they shall sign with the relevant NAC and/or Authority (see Appendix C of the Good Practices).
- Local regulations shall constitute an obligatory and binding attachment to the EOA
- The event shall be organized in compliance with the FAI Rules and Regulations in force at the time of the event.

Preparing the Event

Organizers of the cat. 2 events are required to meet certain requirements while preparing the event and the bidding offer. Key information (like the entry fee, officials, dates, location etc.) contained in the bidding offer cannot be changed or modified when the bidding offer has been accepted, without a written consent of the event hosting NAC. Most important requirements to be prepared by the cat. 2 paragliding XC event organizers are as follows:

1. Name of an Event

See FAI document: Naming FAI Competitions available at: <http://www.fai.org/fai-documents> under Organizing an Event.

2. Location(s) of an Event

3. Proposed Dates of an Event

4. Local Organizer

Party designated in the Event Organizing Agreement who will have formal responsibility for organizing the event and will sign the Event Organizing Agreement. The party shall possess a written approval and endorsement of the holder of the Sporting Powers (see point 5).

5. Sporting Power

Party having the sporting power in a country that organizes the cat.2 PG event.

- It can be the National Airsport Control (NAC).
- It can be another entity (a federation, local school or a commercial entity organizing sportive events) to which the NAC has delegated its sporting powers.

The Sporting Power shall sign the Event Organizing Agreement as a party.

6. Detailed Schedule of an Event

- Free and official training days.
- Registration.
- Mandatory Safety Briefing.
- Opening ceremony.
- Event flying days.
- Closing ceremony.

7. Live tracking

Type and accuracy level of live tracking devices.

8. Organizers, Directors and Key Officials

Point out individuals involved in the event organization and a total number of persons involved during the event. Describe experience of the organizers in the PG competition organization.

- Organisation/Event Director
- Meet Director
- Safety Director
- Meteorologist
- Scorer
- Live Tracking Coordinator
- Retrieve Coordinator
- Event hosts/assistants

In the cat. 2 events it is allowed that the Event Director and the Meet Director could be the same person. Also the Safety Director, Meteorologist and Goal Marshal functions could be filled by the same person as well as Live tracking and Retrieve Manager.

9. Pilots Entry

Specify the maximum number of pilots allowed overall.

Reminder: The maximum number of pilots and the team size shall be defined in the event Local Regulations in conformity with the Section 7 of the FAI Sporting Code

10. Entry Fee

Define the Entry Fee for the Event:

- Amount.
- What is included in Entry Fee (maps, identity badges, transport to take off, retrieve, live tracking, internet access at HQ, lunch packages and water, pilots dinner, t-shirts etc.)

Reminder: See Section 7 Common 5.1.2 for the minimum expected to be included in the Entry Fee.

11. Launch sites

Add general comments on suitability of sites for proposed event, competition history, accessibility, availability, permission for use.

For each site, list:

- Take-off direction(s).

- Height above valley.
- Configuration, surface, size of take-offs and rigging/preparation areas.
- Hazards (cables, pylons, trees, etc.).
- Facilities (car park, shelter/shade, water, refreshments, toilets, etc.).

12. Distance/access to launch site(s)

- Road access: for cars or only 4-wheel drive vehicles or organizers trucks?
- Cable car or mountain railway to take-off area?
- Parking available?
- Transport arrangements to sites.

13. Task flying area

- Type and suitability of terrain.
- Suitable goal landing fields and height AMSL.
- Local road quality for retrieves, road traffic problems.
- Any prohibited flying or landing areas.
- Include a map or a link to an on-line map showing airspace, turnpoints and major features.

14. Airspace

- Free to what height above take-off and task flying areas?
- What limitations? Restricted/prohibited areas?
- What permission or exclusions required? How likely to be granted?
- Frontier crossing arrangements?

15. Weather & Meteorology

- What arrangements will be in place for daily forecasts during the event and the relevant experience of the forecaster.
- Details of any sites prone to low clouds, possibility of wave or foehn, best time of day for thermal upslope, possibility of residual lift late in the afternoon, known turbulence areas.
- Weather data and type of conditions to expect during the period selected for the event.
- Recommended maximum wind speed: on launch and for task flying.

16. Transport

- Details of transport provided to launch, organisation vehicles, vehicles to be provided by competitors, etc.
- How retrieve/check-in and report-back will be organised.

17. Safety issues

- Comments on pilot qualifications/skill levels required.

18. Rescue/Medical Services

- Information on experience of on-site doctor/paramedic, first aid arrangements, medical first response in tasks area.
- Helicopter availability including response times.
- Helicopter landing space for each site.

19. Safety Management Plan

State here what your safety management plan will be.

Reminder: FAI has published 'Guidelines in the event of a casualty or of a serious accident'. Please be aware of this document and its sections:

- Advise Regional ATC Centre and also local ATC organisation.

- Issue NOTAM.
- Insurance to cover liability, rescue charges, use of helicopter etc.
- Advise local police.
- Advise local ambulance, hospital and other medical services.
- Arrange medical doctor to cover the event also to cover any post-mortem
- Arrange site facilities, including a control room and incident room.
- Investigate laws, rules and procedures that apply at the event site or sites, for accidents, injuries, fatalities and air accidents.

20. Communication

- Radios: details including any restriction on frequencies or types of radio, particularly 2m, and any licence requirements.
- Mobile/Cell 'Phone Coverage: availability of local SIM cards. Details of best network coverage within the competition area.

21. Liaison with local police, military, public services

Details of contact persons and their familiarity with this type of event.

22. Insurance

- Insurance requirements for pilots (third party, medical, rescue & repatriation).
- Details of Organizers' Liability cover for the event.

23. Local facilities and accommodation

- General outline of availability and average prices of hotels, camping sites, apartments and other accommodation.
- Location of the event HQ
- Proximity from event HQ of: car hire, shops, restaurants/bars, repair facilities, etc.

24. Competition website

- Outline of the anticipated website design/content, which should be the main means of disseminating information about the championship.
- An interactive online registration and payment facility is desirable.

25. Closing ceremony.

Medals, diplomas and prizes

Name:

Position in Organisation:

Date:

Signed:

In case the bidding offer has been accepted it shall become an attachment to the Event Organizing Agreement and be binding. Any change or modification would require a common consent of the EOA parties.

Appendix B – Local Regulations template

LOCAL REGULATIONS FOR CAT. II PG CROSS COUNTRY EVENTS (Template)

Event/NAC/FAI logo

Official title of the event

Place and date

Date of approval by a NAC (or other relevant Authority)

Organised by on behalf of (Club, NAC, Federation etc.)

These local regulations are to be used in conjunction with the most recent versions of:

- General Section of the FAI Sporting Code.
- Section 7 Common of the FAI Sporting FAI Sporting Code.
- Section 7A of the FAI Sporting FAI Sporting Code.
- Section 7F (XC Scoring) of the FAI Sporting FAI Sporting Code.
- Section 7I (Guidelines and templates) of the FAI Sporting FAI Sporting Code.
- Good Practices for the cat. 2 events organizers

1 - Contacts

Organizing/hosting NAC:

Competition organizer:

Official website:

2 - Officials & staff

- Event Director:
- Meet director: (the MD and the ED could be the same person but it is recommended to split the functions)
- Safety Director: (optional, if the Safety Committee will be selected)
- Live-tracking Coordinator:
- Scorer:
- Weather forecast/Meteorologist:
- Transport and Retrieval Coordinator:
- Drivers
- Medical Doctor and Paramedics:
- Rescue Coordinator:
- Hosts/Launch Assistants:

3 - Programme

- Official Registration: Date – Hour – Place.
- Opening ceremony/Parade: Date – Hour – Place.
- Mandatory Safety Briefing: Date – Hour – Place.
- Official training day: Date.
- Contest flying days: Date.
- Prize-giving & Closing Ceremony: Date – Hour – Place.

The hours are subject to change. Any changes before the start of the competition will be posted on the website. After the start of the competition, changes will be announced by the Meet Director at pilots' briefing and posted on the official board at headquarters.

Daily Schedule

- Hour: Headquarters open
- Hour: Transportation to take off
- Hour: Task and Safety Committee meetings
- Hour: Pilot briefing /Task briefing
- Hour: Take-off window opens:
- Hour: Scoring office opens
- Hour: Provisional results

The daily schedule is subject to change. Any changes to the schedule before the start of the competition will be posted on the website. After the start of the competition, changes will be announced by the Meet Director at the Team Leaders briefing.

4 - Entry and selection

The maximum number of pilots in the event is XXX (cannot exceed 150).

The maximum number of pilots that may be entered by the hosting NAC is XXX.

An organizing NAC has a right to guarantee/reserve a maximum number of places for its pilots participating in the event according to the Sporting Code, Section 7 Common. Minimum guaranteed for foreign pilots shall be no less than 25% of total participants, as per chapter 12.3 of the SC S7 Common.

The entry fee payment process will start on day/month/year as soon as pilots applying for the event are approved by the event organizer. If any spots remain available, the organizer may accept entries on the "who's first" basis.

5 - Eligibility to compete

Eligibility to compete and exceptions to pilot qualification requirements are conform the hosting NAC requirements.

6 - Application to compete

Applications must be made through a link to the official website registration page starting from day/month/year and finishing on day/month/year.

7 - Entry Fee

The Entry fee will be XXX Euro per pilot.

The Entry fee includes (as a minimum):

- Colour map of task area showing take-off, turnpoints, landing fields and restricted airspace and areas, with clearly visible grid matching the GPS coordinates used for the competition.
- ID card & safety/contact information.
- Contest numbers.
- Transport to take-off and retrieve on the main routes for all competition days.
- Upload of turn-points with GPS coordinates.
- GPS track-log download.
- Live tracking.
- Competitor and glider identification.
- Daily snack package, water.

- Free access to all competition events and parties.
- Free internet (Wi-Fi) access at the HQ.
- Discount for accommodation. (Optional, might not be available in some places)
- Emergency rescue and first aid medical service.
- Prize giving and closing ceremony

Entry fees are to be paid by selected participants to following bank account:

- Account Holder Name:
- Bank Name:
- IBAN Code Number:
- Swift Code:

Please require the CIVL IDs from pilots paying the entry fee.

Refund policy

In the event of pilot withdrawing from the competition before **day/month/year**, a full refund will be offered (less xx Euro for administration costs). Cancellations received after this date will not be eligible for refund.

Organizers are allowed to create more precise and detailed refund policies.

8 - Registration

Registration shall be carried out according to SC S7 Common Section , chapter 5.2 and SC S7A, chapter 2.4. Registration shall take place on day/month/year/hours in the event's HQ located at (address).

During the registration entry forms, licenses, insurance and other relevant documents will be checked and signed (where necessary).

9 - Insurance

The organizers require documentary proof in English of valid:

- Insurance covering third party public liability risk to the value of minimum xxx Euro (in letters euro) must be presented to the organizers at registration.
- State any other insurance required or recommended.

10 - Equipment

All equipment must comply with SC S7A, chapter 4 & 8, as well as CIVL GAP.

(In addition pilots are required to fly with: State here additional equipment: telephone, etc.)

Radios shall meet requirements of the SC S7A chapter 4.5.3 (specific rules if any).

11 - Committees

Task Committee

It will include xx pilots (3 minimum) (see SC S7 Common chapter 4.3.1).

Safety Committee

It will include xx pilots (3 minimum) (see SC S7 Common chapter 4.4.2).

[Note: If the Safety Director has been nominated for the event the Safety Committee may not be selected]

12 - Take-off sites

Give references to the official website pages with description of take-off (specific rules if any).

13 - Flying days

Organizers are asked carefully consider the conditions of the competition, the nature of the site and craft a suitable definition of a 'flying day', using the examples below, if appropriate.

14 - Launch

Specify which launch system will be used in reference to SC 7A chapter 3.

A pilot shall have minimum 45 seconds for a safe launch. In case of 2 unsuccessful launches a pilot shall grab his equipment, leave the launch area and move to the end of the line of other waiting pilots.

Wind speed at launch.

The maximum wind speed in which a task shall be flown is xx km/h, measured at launch altitude.

Relaunch

(Specific rules if any)

Launch window

For the task to be valid, the launch window must be open for at least 120 minutes.

15 - Airspace and other restrictions

(Specific rules if any)

16 - Goal

(Specific rules if any)

The organizer has to check and secure that the goal zone is free of any obstacles (specifically power lines, train routes, intensive traffic roads, high buildings etc.) and pilots can approach goal without any danger.

17 - Pre-Flyers and Free flyers

According to SC S7 Common, chapter 8. (Specific rules if any.)

18 - Safety Issues

(Specific rules if any)

The 1-2-3 level system shall apply. In case of any helicopter activity on the task course the Meet Director shall stop the task.

19 - Live-tracking

(Specific rules if any)

The following live-tracking devices will be used during the event:

- Producer/Type:
- Version:

20 - Scoring

Scoring shall use the (specify name and version) scoring program, using CIVL GAP scoring formula (specify which GAP version). See SC S7A, chapter 5.

The GPS map datum is WGS 84 and the coordinates format to be used is (e.g. hddd.mm.mmm').

As per Centralised Cross-Country Competition Scoring for Hang-Gliding and Paragliding document.

GAP parameters will be set at:

- Nominal launch: (default value = 96%).
- Nominal distance: xx km
- Minimum distance: xx km
- Nominal goal: xx %

- Nominal time: xhxx
- Score back-time in case of stopped task: xx (default value: PG= 5 min.)

GAP parameters will be discussed at the Mandatory Safety Briefing. The primary source of scoring is (Live-tracking logs / GPS logs). Any other sources can be used as back-up.

21 – Proper conduct

Organizers and pilots shall mutually respect themselves. It is important for the safety of pilots and competition quality that organizers make an effort to reach the standards set by the Sporting Code, general legal framework as well as common sense.

Organizers shall respect several major rules in order to secure a high standard of safe and attractive event:

- follow Sporting Code rules and guidelines
- follow the Event Organization Agreement obligations
- respect pilots and their efforts
- show polite and patient attitude towards pilots
- commit to safety of participants
- make efforts to play as many tasks as possible

Pilots shall understand that organizers are working hard to meet all necessary requirements and to assure smooth organization with a focus on safety and high level performance. Pilots shall accept a few principles that make a competition a safe and friendly event:

- Fair Play principles
- Sporting Code rules
- no aggressive behaviour in the air
- no aggressive behaviour on the ground
- respect for organizers and their work

Close cooperation and understanding of pilots and organizers is a key success factor to secure proper quality standards, safety and attractive sport level of the competition.

22 - Penalties

According to SC S7A, chapter 6.

Specify if Pilots' nominal weight will be checked at registration and/or where scales will be available. (Specific other penalties if any.)

23 - Complaints and protests

As per SC General Section and S7A chapter 7.

Pilots are advised to read SC7 Common Section 12.7 before making a complaint or a protest.

The fee for protest will be 50 € (see SC7A-7 for maximum amount).

24 – Protest Jury/Committee

All formal protest shall be reviewed and answered by the Protest Jury composed of the Event Director, Meet Director, Safety Director, Scorer and the Task Committee. The Protest Jury shall be composed of minimum 5 persons. Protests shall not be reviewed by the Meet Director alone.

A final decision about the protest shall be made immediately after the protest has been submitted conform the relevant Sporting Code rules (see SC7 Common Section 12.7).

Appendix C – Event Organizing Agreement (template)

1 Parties

Holder of the Sporting Powers (full address and country).

The National Air Sport Control (NAC) controlling and administering the cat. 2 Sporting Event. If and when the NAC has delegated the Sporting Powers to another entity (e.g. a national federation, a local club etc.) then this entity, as holder of the Sporting Powers, becomes the party to the EOA.

Name of Event Organizer (full address and country).

The Event Organizer (Organizer) designated by the holder of the Sporting Powers.

2 Appointment of an Organizer

1. The holder of the Sporting Powers, conform to art. 5 of the Appendix A to the “Good Practices for CIVL/FAI Category 2 Paragliding Cross Country Competition Organizers”, approves as an Event Organizer to prepare, stage and manage the (event name).
2. The Event Organizer confirms that posses proper experience as well as human and financial resources to run the CIVL Category 2 event, conform the relevant FAI Sporting Code regulations.

3 Event

1. Event Title, Date and Programme

- a) The event called (Full Name) as per FAI Naming Convention is to take place from **dd.mm.yyyy** to **dd.mm.yyyy**.
- b) The event programme is set forth in the attached Bid document, as an Annex to the EOA.

2. Venue

The event will take place in (**Location name and country**).

3. Management Structure

- a) The Event Organizer shall establish a proper management structure to manage the event, either as an organizing committee without corporate structure or under a separate legal entity.
- b) The Sporting Powers holder shall appoint an authorized representative who shall act as the main coordinator and supervisor on behalf of the NAC or the actual Sporting Powers holder.
- c) During the preparation and staging of the event, the Event Organizer shall follow any reasonable recommendations made by the Sporting Powers holder and its representatives.

4 FAI Rules & Regulations

1. The event shall be organised in compliance with the FAI Rules and Regulations in force at the time of the Event. The relevant FAI Rules and Regulations are (including Appendices and updates):
 - a) The FAI Sporting Code - General Section

- b) The FAI Sporting Code - Section 7 Common & Section 7 Guidelines and Templates
 - c) The FAI Sporting Code - Section 7A Cross Country and CIVL GAP Annex
 - d) The FAI Anti-Doping Program
 - e) The FAI Casualty Guidelines
 - f) The FAI Good Practices for Cat. 2 Paragliding XC Event Organizers
2. Failure to comply with the FAI Rules and Regulations and/or directives, guidelines and/or ad hoc instructions, issued to ensure a proper and safe conduct of the event, shall constitute a breach of this EOA and may lead to cancellation thereof without prejudice to other remedies.
 3. If either party commits a material breach of this agreement, appropriate communication must be made by officially authorised persons. In the case of such breach being capable of remedy and that party does not remedy such breach within a reasonable period of time related to the nature of the breach, this agreement may be terminated forthwith in writing. Such communication must specify that the notifying party intends to exercise its rights of termination under this article.

5 Financial issues

1. Budget

- a) The Organizer shall bear all costs necessary for the proper organisation and staging of the event (including sanction fees, guarantees and costs of NAC representatives, as may be applicable per bidding instructions) and shall be solely liable for.
- b) The Organizer warrants and undertakes to be responsible for and to bear all costs (including any taxes thereon) of organizing the Sporting Event.
- c) Subject to the provisions of this EOA, the Organizer is correspondingly entitled to retain revenues arising in connection thereof.
- d) The Organizer represents and warrants that it has and will maintain the financial capability to properly organise and stage the Event as per its Bid.

2. Reporting and Audits

If, it appears, at any stage, that the organisation of the Event is not, or is no longer, financially secured and that this may endanger the proper conduct of the Event and the interest of participants, the holder of the Sporting Powers may request to provide adequate reasonable guarantees securing the event, within a dead-line reasonably set. In the event, such adequate guarantees are then not provided, the Sporting Power holder may terminate the EOA, without prejudice to other claims against the Organizer. In such case the CIVL authorities shall be immediately informed about the reasons and circumstances of such decision.

6 Insurance

The Event Organizer shall arrange insurance coverage in an adequate amount in connection with the Event including third party public liability insurance meeting the applicable legal specifications. This coverage must be approved by the Sporting Power holder at the earliest opportunity, but at the latest before the start of the Event.

7 Event cancellation

1. Cancellation of the Event in advance of the Event dates

- a) The Event and, respectively the EOA, may be cancelled by the Sporting Power holder at any time before the date of Event for the specified reasons:

- i. Persistent breach of the Bid commitments and obligations by the Organizer, during preparation of the Event, (article 4) and/or a failure to obey the FAI Rules and Regulations as well as reasonable directives or instructions (article 5),
 - ii. Significant risk to the safety of the participants,
 - iii. Incapacity of the Organizer to establish and maintain financial viability,
 - iv. Any other situation in which the safe and appropriate conduct of the Event is no longer objectively warranted.
- b) The Event Organizer shall be given a reasonable dead-line to remedy the situation prior to cancellation.
 - c) If a decision to cancel the Event is made, the entry fees shall be returned in accordance to FAI Sporting Code General Section.
 - d) A cancellation of the Event shall be deemed a cancellation of the EOA by the Sporting Power holder.
 - e) The cancellation of the Event and the return of the entry fees are without prejudice to other remedies, should the grounds for cancellation constitute a breach of the Organizer's obligations hereunder.

2. Cancellation of the Event at the start of, or during, the Event

a) Interruption

- i. If, in the opinion of the Sporting Power holder or its authorized representative in the Event, the Organizer fails to abide by the FAI Rules and Regulations and/or reasonable directives or instructions, or, if the safety of the participants is at risk, the Sporting Power holder or its authorized representative has the right respectively to:
 - Not allow the start of the Event, or
 - Interrupt the conduct of the Event and to formally require the Organizer to remedy the situation and/or implement adequate corrective measures, if any, before allowing the Event to respectively start, restart or continue.
- ii. Any such request, including the proposed measures, if any, shall be recorded in writing.

b) Cancellation

- i. If, in the opinion of the Sporting Power holder or its authorized representative the following provisions apply, the Sporting Power holder or its authorized representative is entitled to propose to cancel the conduct of the Event:
 - In the event of Interruption within the meaning of article 7.1 , if the situation cannot be remedied, or
 - If, once the Event is started (restarted), in the Sporting Power holder or its authorized representative's reasonable opinion, the Organizer continues to fail to abide by the FAI Rules and Regulations and/or reasonable directives or instructions and/or the safety of the participants continues to be at risk.
- ii. Should a cancellation be considered upon suggestion of the Sporting Power holder or its authorized representative, then the Sporting Power holder or its authorized representative shall inform the CIVL Bureau to review and apply relevant sanctions/penalties.
- iii. If a decision to cancel the Event is made, the entry fees shall be returned in accordance to the FAI Sporting Code General Section.
- iv. A cancellation of the Event shall be deemed a cancellation of the EOA.

- v. The EOA Cancellation and the consequent return of the entry fees are without prejudice to other remedies in the event. The grounds for cancellation constitute a breach of the Organizer's obligations hereunder.

8 Indemnity

1. Any one of the Parties shall indemnify the other Party against all costs (including legal costs), claims, damages and expenses made against, incurred or paid by it in respect of any claims whatsoever as a result of or arising out of breach or default by that Party with respect to its obligations hereunder.
2. Each Party's liability does not extend to any consequential or indirect damages; such as in particular losses of profits and losses of opportunity.

9 Binding Agreement

By executing this EOA, the Organizer irrevocably undertakes to organise and stage the Event in accordance with the terms and conditions thereof including its Annexes and Appendices, as well as complements and amendments as may be agreed upon by the Parties.

10 Law and jurisdiction

1. Swiss Law shall govern this EOA (and, for the avoidance of doubt, any complement or amendment thereof later agreed by the parties).
2. Any dispute arising from, or in connection with, this EOA (and, for the avoidance of doubt, any complement or amendment thereof later agreed by the parties) will be submitted exclusively to the Court of Arbitration for Sport in Lausanne, Switzerland and be resolved definitively in accordance with the Code of Sports-related Arbitration. The Panel shall consist of a sole arbitrator. The proceedings shall be conducted in English and shall take place in Lausanne, Switzerland.

Signed and executed as deed on dd.mm.yyyy

For and on behalf of
Holder of the Sporting Powers

For and on behalf of
Local Organizer

Annex A: Bid documents

The approved Bid for the event organization shall form a formal attachment to this Event Organizing Agreement.