



Bid to host a FAI 1st Category Championship

Before the Bid

Bidders should familiarise themselves with the CIVL Guidelines for Organisers and the relevant FAI Rules and Regulations:

- **FAI Organiser Agreement.**
- FAI Constitution (Statutes, By-Laws).
- FAI Sporting Code – General Section.
- CIVL Section 7 of the Sporting Code (Common and relevant sub-section).
- CIVL template for local regulations.
- FAI Code of Ethics.
- **FAI Disciplinary Code.**
- FAI Anti-Doping Program (Rules and Procedures).
- FAI Code of Conduct – Air Sports and the Environment.
- FAI Rules on Advertising for FAI Air Sport Events.
- FAI Branding (StyleGuide and Logos).
- FAI Protocol for Ceremonies.
- FAI Casualty Guidelines.
- FAI Naming of Country.
- FAI Naming of Competitions.

These documents are available on CIVL website.

~~• Bidders should also familiarise themselves with the FAI Organiser Agreement that they will have to sign if the bid is successful.~~

Preparing the Bid

Bidders are required to complete the following:

- Annexe A: Bid Information.
- Annexe B: Support documentation.
- Annexe C: Budget.

Sending the Bid

An electronic copy of the bid must be sent by email to the CIVL President (civil-president@fai.org) and to the CIVL Administrator (civil-administrator@fai.org) by **December 31st** prior to the CIVL Plenary at which it will be presented. This should be two years before the proposed event.

Prior to the Plenary

- Once received, bid documents will be checked for completeness by the Bureau and circulated to the relevant Committee.
- All aspects of the bids will be examined. If the Bureau and Committee needs precision or is dissatisfied with any aspect of the bid, it will communicate with the bidder, allowing sufficient time for the organisers to respond with explanations or an amended bid, as necessary.
- Bid documents will be published **30 days** before the Plenary as part of its Agenda, giving time for delegates to study the bid prior to its presentation.

During the Plenary

- Bids are reviewed during the CIVL Plenary meeting on the first day in the afternoon.
- There is no other visual presentation of the bids. Presentations are considered to be done in the bidding documents.
- At least one bidder's English-speaking representative must be available – physically or on-line – to answer questions on all aspects of the bid including task setting, safety and financial issues.
- The Plenary will vote on the bids on the second day in the morning.

Presentation format

- ~~Presentations shall be no longer than 20 minutes including questions and answers.~~
- ~~The bid presentation should sum up the information required in Annexe A.~~
- ~~This verbal presentation will be followed by questions from the delegates.~~
- ~~Preferred software presentation programme is PowerPoint.~~
- ~~**Please do not show tourist type videos.**~~

If the bid is successful.

- The organiser agreement will have to be signed as soon as possible.
- ~~The event will be organised in compliance with the FAI Rules and Regulations in force at the time of the event. To the extent applicable, amendments to the FAI Rules and Regulations following the bid, which are enacted and published before the occurrence of the event, shall also apply to the event.~~

Annexe A – Bid Information

- **The following information must be provided in support of your bid.**
- **A bid will be refused if some of the information is missing.**
- **This template has to be followed: same items in the same order.**
- **Additional information of the bidder's choice may also be included at the end of the bid (see point 35)**

- **This document will form part of the FAI Organiser Agreement. It is binding. Key information (like the entry fee) cannot be changed later without CIVL Bureau and Plenary consent.**
- **Documentation required in support of the bid is noted in Annexe B.**
- **Outline of the budget must follow the template as per Annexe C.**

1. Name of Championship

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

2. Location(s) of Championship

...

3. Proposed Dates of Championship

...

4. Proposed Dates of the test Event

...

5. Competition allowing the organiser to bid

...

State here which competition allows you to bid.

To be eligible, the NAC making the bid shall, as a minimum, have held a national championship or FAI Category 2 competition with a minimum entry of 50 pilots for Cross-Country events or 30 pilots for Accuracy and Aerobatics events, on the proposed site(s) within the four years before the bid is received.

6. Local Organiser (LOC)

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Party designated in the Organiser Agreement who will have contractual responsibility for organising the event, and will sign the Organiser Agreement.

The party has written approval and endorsement of the holder of the Sporting Powers (see point 6).

7. Sporting Power

...

Party having the sporting power in your country.

- It can be the National Airsport Control (NAC).
- It can be another entity (a federation for instance) to which the NAC has delegated its sporting powers. If this is the case, a letter of information has to be sent by the entity to the NAC.

The Sporting Power will also have to sign the Organiser Agreement.

8. Detailed Schedule of Championship

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

9. Organisers, Directors and Key Officials

Include brief note on qualifications, experience, languages, etc.

For all events:

- Organisation/Event Director.
- Meet Director.
- Safety Director.
- Meteorologist.
- Launch (or drop) Marshal.

For Cross Country:

- Scorer.
- Live Tracking Manager.
- Goal Marshal.

10. CIVL Coordinator, Steward, Judges, Jurors

- At the time of the bid, the CIVL Coordinator will be the CIVL President or the appropriate Committee Chairperson. If the bid is accepted, the Coordinator will be the CIVL Steward as soon as he is appointed.
- In Accuracy, the Chief Judge and Event Judges will be appointed by CIVL in consultation with the LOC. The Chief Judge will then appoint other Judges in consultation with the LOC. All Judges should be the same at the test event and at the event.
- In Aerobatic, the Chief Judge will be appointed by CIVL in consultation with the LOC. The Chief Judge will then appoint other Judges in consultation with the LOC. All Judges should be the same at the test event and at the event.
- The CIVL Jurors will be appointed in due time by the CIVL Bureau.

11. Pilots Entry

Specify the maximum number of pilots allowed overall.
You may want to justify this number in relation to the site and flying conditions.

Reminder:

The maximum number of pilots per nation and the team size will be defined in the championship Local Regulation, which is subject to CIVL approval.

12. Entry Fee

Define the Entry Fee for the Championship:

- For Pilots.
- For Teams Leaders and Assistants.
- What is included in Entry Fee.

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

Define what will be optional or subject to additional charges, such as tow fees, retrieve, lunch packs, equipment hire, etc.

13. Test Event

- Dates of Test Event.
- Pilot qualifications (open selection or specific criteria if any).
- Entry fee for Pilots, Teams Leaders and Assistants.
- What is included in Entry Fee. (see 11. above)

Reminder:

See Section 7 Common 2.4.5 and 12.1.1 for general requirements.

See Section 7 Common 12.3.1 for the minimum International Participation required.

14. 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.
- Number of ramps.
- Hazards (cables, pylons, trees, etc.).
- Facilities (car park, shelter/shade, water, refreshments, toilets, etc.).

For winch/aero tow sites:

- Airfield details, size, wind directions, facilities, etc.

For Accuracy:

- Height difference between take off and target area.

For Aerobatic:

- Height above water when reaching the flying 'box'.

15. Distance/access to launch site(s)

- Road access: for cars or only 4-wheel drive vehicles or organisers trucks?
- Cable car or mountain railway to take-off area?
- Parking available part way up?
- Organiser transport arrangements to sites.

For Accuracy and Aerobatic:

- Shuttle time from the landing area to take-off area.

16. Task flying area

- Type and suitability of terrain.
- Unlandable and built up areas difficult to avoid.
- Suitable goal landing fields and height AMSL.

- Suitable 'bomb-out' .
- Local road quality for retrieves, road traffic problems.
- Any prohibited flying or landing areas.
- Include a map or a link to an online map showing airspace, turnpoints, major features, typical tasks (see Annexe A).

For Accuracy and Aerobatics:

- Target location and specificities.

17. 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?

18. Weather

- 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.

19. Meteorology

- What arrangements will be in place for daily forecasts during the event and the relevant experience of the forecaster.
- Details of satellite weather monitoring, most reliable web resources for forecasts, automatic wind station monitoring, webcams, etc.

20. Transport

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

21. Safety issues

In general:

- Local meteorological conditions (areas of rotor, strong valley winds, etc.) or local terrain features (pylons).
- Task setting/task style/scoring ideas to compensate.
- Comments on pilot qualifications/skill levels required.
- Details of any fatalities or serious accidents on the site or in the task flying area in the past 5 years.

22. 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.

23. Safety Management Plan

States 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.*
- *Raise NOTAM.*
- *Insurance to cover liability, rescue charges, etc.*
- *Advise local police.*

- Advise local ambulance, hospital and other medical services.
- Arrange medical doctor rota to cover the event also to cover any post-mortem examination and inquest.
- Arrange site facilities, including a control room and incident room.
- Appoint officials: Event Director and Deputy Director, Event Safety Officer, Public Relations Officer.
- Investigate laws, rules and procedures that apply at the event site or sites, for accidents, injuries, fatalities and air accidents.
- Make plans for dealing with accidents and incidents: release of names, control actions, incident log, official statements after the event, immediate actions, follow-up actions, dealing with press and media, witnesses, details of injured or deceased, National accident investigation procedures, continuance of event, facilities for victim's team, report to FAI; Injury, illness or death of participants or spectators.

24. Transmissions

- 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.

25. Liaison with police, military, public services

- Their familiarity with this type of event. Past experience? Assistance expected?

26. Insurance

- Insurance requirements pilots will be required to provide (third party, personal, repatriation...).
- Detail of what will be available to be purchased on site.
- Details of Organisers' Liability cover for the event (including public liability and CIVL officials).

Reminder:

The LOC must arrange insurance coverage in an adequate amount in connection with the event including public liability insurance meeting the applicable legal specifications. This coverage must be presented to the FAI at the earliest opportunity.

The FAI, its respective directors, employees and assigned event Personnel must be designated as additional insured parties for liability claims.

27. Event Headquarters

- Location and size of rooms for briefings, registration, equipment checks.
- Office facilities: AV equipment, office equipment, communication systems (phones, wifi, etc.).
- Internet access available for Officials.
- Internet access available for competitors.

28. Local facilities

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

29. Competition website

- Outline of the anticipated website design/content, which should be the main means of disseminating information about the championship.
- Confirm that this will be in place prior to the test event, and updated prior to the main event, with all relevant information, at least 6 months before the start of the event.
- An interactive online registration and payment facility is desirable.

30. Visas, Vaccinations

- Will any FAI member be refused entry to the country?

- Details of visas required for visitors from FAI member nations.
- Details of any vaccinations recommended for competitors (or provide web addresses for information).

31. Early arrivals:

- State any date before which competitors should not arrive.
- Give details of arrangements for pilots if early arrival is possible (access to launch, etc.).

32. Customs and equipment importation:

- Information on custom arrangements for temporary importation of gliders and other competition equipment. If necessary, customs at main entry points for the event should be informed of the nature of equipment that will accompany pilots.
- List entry points that have already been contacted or notified.

33. Medals, etc.

Medals and diplomas will be provided for free by CIVL, but transportation and custom are paid by the organisers.

- State here if there are any other forms of recognition or prizes.

34. Media coverage, merchandising

- Outline of plans to promote the event.
- Media coverage planned before, during and after the event.
- Facilities for spectators (virtual and physical).
- Filming/video opportunities.

Reminder:

Coverage produced by LOC or local partners may have to be provided to FAI for international use without any rights restrictions, limitations and costs. FAI retains the right to use any audiovisual coverage of the event without limitation in space or time.

Are also subject to FAI regulation as per Organiser Agreement (obtainable on request at FAI): international distribution; merchandising and hospitality rights; intellectual property, FAI marks and exposure, event logo, mascot...

35. Sponsorship

- Secured or expected sponsors if any.

Reminder:

If the FAI requests exposure and the LOC has a specific possibility to secure event sponsors of the same products or services categories as the FAI main partners for a major sponsor position, FAI shall be contacted in order to agree on a solution.

FAI shall exercise its right up to 6 months prior to the event. Before this time limit, the LOC may ask the FAI to grant full release from this obligation or to specify which categories have to be reserved.

36. Finance

- Anticipated sources of finance (local, government, sports authorities, NAC, etc.) and percentage of budget expected from pilot entry fees.
- Provide an outline budget (see Annexe C).

37. Any additional information in support of the bid:

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Name:

Position in Organisation:

Date:

Signed:

Annexe B – Support Documentation

1. Letter of support from the NAC or delegated entity.
2. Letter of information from the delegated entity to the NAC (if applicable).
3. Letter of support from the local authorities.
4. Map of the area.

Annexe C – Budget

See the Excel file.

https://www.fai.org/sites/default/files/civil/documents/cat_1_budget_annexe_c_-_v2018.xls