



*Fédération
Aéronautique
Internationale*

INDOOR SKYDIVING COMPETITION BID GUIDE

2017 Edition |

*Maison du Sport International
Av. de Rhodanie 54
CH-1007 Lausanne
(Switzerland)
Tél. +41 (0)21 345 10 70
Fax +41 (0)21 345 10 77
E-mail: sec@fai.org
Web: www.fai.org*

Indoor Skydiving Competition 2017 Bid Guide

Please download the following documents from the FAI website:

"IPC FIRST CATEGORY EVENT APPLICATION DOCUMENT"

<http://www.fai.org/downloads/ipc/2017FCEAD>

http://www.fai.org/downloads/ipc/2017_BlanK_OBD_word

FEDERATION AERONAUTIQUE INTERNATIONALE

MSI - Avenue de Rhodanie 54 – CH-1007 Lausanne – Switzerland

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1. INTRODUCTION

This guide is intended as a guide for any city, region, event organiser, or commercial body interested in bidding to host an Indoor Skydiving event such as a World Championship, Continental Championship or World Cup.

This document outlines the concept of such competitions and provides the approved framework for the organisation. Also included are the general obligations for the selected Organiser and the bidding process for hosting such an event. *

According to the IPC's international calendar, bids may now be made for competitions in 2019 and beyond.

The schedule is planned as follows:

- 2019 FAI World Indoor Skydiving Championship (every odd year)
- 2020: FAI World Cup of Indoor Skydiving (every even year)

Contact:

Fédération Aéronautique Internationale

International Parachuting Commission

Av. de Rhodanie 54

CH-1007 LAUSANNE, Switzerland

ipc-bureau@fai.org

ipc-indoor@fai.org

** NOTE: If there is any difference between text in this Bid Guide and FAI/IPC rules and regulations, the latter is decisive.*

2. Format and dates for new applications

In order to be included in the IPC plenary agenda, the bid must be in a Microsoft Word format (not PDF) and contain no pictures. This facilitates equal evaluation of all bids and reduces document size.

Bids for 2019 must be submitted by December 1st 2017, to be included in the 2018 IPC Plenary agenda.

The Application Fee (800 Euros per discipline per bid) must be paid to the FAI at the time of submission of the BID. Consult with IPC treasurer for details and procedures.

Bid template to be used for new applications:

http://www.fai.org/downloads/ipc/2017_Blank_OBD_word

3. Presenting your bid

During the plenary open meeting, bidders must present their bid and answer questions.

10 minutes is provided for each presentation. Please prepare your presentation accordingly as presenters exceeding this time will be cut short.

Your presentation is to motivate delegates to vote for your bid above others. All delegates will have received and read the bids so it is recommended to focus on the benefits, supporting arguments and variations or information not found in the document, rather than simply repeating the information already communicated by the bid document. . Please note that once the bid is submitted, no changes can be made

Focus on your unique or superior offering and why it is better, for example:

- Your facility's technology
- The location of the wind tunnel and its surroundings
- The organiser's event experience
- Your plan to attract media and sponsors
- Provisions to improve the judges' and officials' experience and working environment
- Provisions to make the competitors' experience a positive one

The annual IPC meeting takes 5 days:

- 2 days of open sessions
- 1 day of committee closed meetings
- 2 days of plenary sessions (where all decisions and votes are made and when you will discover if your bid has been selected)

It is recommended that you join the whole convention. Interaction with the delegates is important, and gives you the opportunity to meet, convince and answer questions from delegates.

Registration for the IPC meeting is done by your NAC.

4. DESCRIPTION OF INDOOR SKYDIVING

Indoor Skydiving is a window to the sport of parachuting and skydiving. It brings the sport closer to spectators, and is accessible for participation by young people and others who cannot skydive outdoors. Although there is no use of a parachute in Indoor Skydiving, the IPC has embraced indoor competition and promotes and seeks to organise FAI/IPC Indoor Skydiving events.

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Indoor competition includes the following events:

IS Formation Skydiving events:

- 4-way FS (Open, Female, Junior*)
- 4-way VFS

IS Artistic Events:

- Dynamic 4-way (Open, Junior*)
- Dynamic 2-way (Open, Junior*)
- Solo Freestyle (Open, Junior*)

- *A junior competitor is a person between the ages of 13 and 17, or whose 13th / 17th birthday occurs during the calendar year in which the relevant competition takes place.*

2017 Competition Rules and Sporting Code

When bidding, please ensure you use the most recent versions of competition rules.

- <http://www.fai.org/downloads/ipc/2017SCS5> - Sporting Code Section 5
- http://www.fai.org/downloads/casi/SC_GS - Sporting code General section
- http://www.fai.org/downloads/ipc/2017_FSISandVFS_CR - Indoor Formation & Vertical Formation Skydiving Competition Rules
- http://www.fai.org/downloads/ipc/2017IS_SF_CR - Indoor Solo Freestyle Competition Rules
- http://www.fai.org/downloads/ipc/IS_D2W_D4W_CR - Indoor Dynamic 2-way & 4-way Competition Rules

5. INTERNATIONAL AUTHORITY

Parachuting competitions are conducted under the rules of the International Parachuting Commission (IPC) of the Fédération Aéronautique Internationale (FAI).

Role and authority of FAI

The FAI - The World Air Sports Federation - was founded in 1905. It is a non-government and non-profit international organisation with the aim to further aeronautical and astronautical activities worldwide.



Within the framework of the FAI, each Air Sport has a Commission, which, for parachuting and Indoor Skydiving, is the IPC.

The FAI, together with the IPC, owns the exclusive rights to all International Parachuting and Indoor Skydiving Competitions organised under the auspices of FAI/IPC and contracts the organisation of such to a Local Organising Committee (LOC), which can consist of any combination of an FAI Member, a city, region, private event organiser or commercial body.

* The bid document must be submitted through the countries' NAC

Role and authority of the IPC

The IPC is responsible for making the rules for FAI/IPC competitions.



All FAI/IPC Parachuting and Indoor Skydiving Championships, competitions and record-setting activities are conducted under the direction of the IPC. The FAI/IPC contracts an event organiser to conduct each separate competition.

Within the framework established in this document, potential bidders are encouraged to develop visionary proposals that can enhance the scope, presentation and marketing of the event.

IPC Indoor Skydiving committee

The IPC established this committee to assist organizers, potential bidders and IPC delegates, and to promote indoor skydiving events.

Please contact the Indoor Skydiving Committee if you need any assistance or if you have any question regarding this document. ipc-indoor@fai.org

6. TECHNICAL REQUIREMENTS

This chapter highlights the technical requirements of the sports programme, schedule and venue, and any other logistical requirements of an Indoor Skydiving competition. It also gives an estimated number of participants, the number of support personnel necessary to organise, conduct, score, and present the event, and an estimate of operational costs.

Venue

In order to organize a 1st Category Event of Indoor Skydiving, the hosting tunnel should:

- Be open to the public by the time of the IPC meeting. The IPC will not consider bids of tunnels that are still under construction, or who are in a testing phase.
- Have relative proximity to a large population centre.
- Have a large enough area around the tunnel itself, inside or just next to the tunnel building to fill the requirements described in this document.
- Have a flight chamber with a minimum diameter of 14 feet (4,267 m).

Space and infrastructure

Space - Minimum requirements:

The Organiser should ensure that there are adequate facilities to lodge, feed and transport all the participants, competitors, FAI/IPC officials and representatives, and VIP's. Lunch should be provided at the venue.

- The flight chamber should be surrounded with an area large enough to accommodate an audience and a live judging panel.
- A large area for catering and competitors' lounge must be provided.
- 1 room must be dedicated to the Jury and FAI Controller (4 people).
- 2 separate rooms must be provided for the judging panels, each equipped with internet access, scoring system and a printer.
- An adequate area must be provided for competitors' preparation / creeping.
- A facility must be provided for competitors to access their judged videos.
- The registration area must be capable of processing a large number of competitors quickly.
- A space for the media including the IPC Media Liaison Officer (if attending).

Infrastructure

- **Scoring system**
 - The IPC will assist in sourcing suitable specialised scoring systems, Which can be purchased or rented from the provider by the organizer.

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- **TV screens**
 - Real-time results and video replays in the spectator and competitor areas.
- **Cameras**
 - All cameras must be able to record the footage for review.
 - The location of the cameras will have to be approved by the CJ/FAI Controller
 - All cameras must comply with the technical requirements in the IPC Competition Rules:
 - For IS Formation Skydiving: a top view camera.
 - For IS Vertical Formation Skydiving: a bottom view camera.
 - For IS Solo Freestyle: a wide-angle camera, placed on the same side as the live judging panel, opposite to the door.
 - For Dynamic Flying:
 - Speed Routines: a camera placed at each of the Sidelines, level with the Ring, and at the Centreline. All cameras must output to screens for viewing by the judging panel.
 - Free Routines: one camera placed at the centre of the viewing gallery arc.
- **Internet access**
 - This network must be capable of serving a large number of connected devices.
 - A separate closed circuit internet connection for judges is mandatory.
 - A separate internet connection for the media (including IPC Media Liaison Officer) and for officials is recommended.
- **A well-functioning public address system in all venue areas.**

Other requirements:

- **Drinking water** should be available in all areas for competitors and staff.
- **Paramedic on site** and fast access to a hospital in case of an emergency.
- **Event insurance.**

Schedule

- The event can take place at any time during the year.

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- It is recommended to have it at the end of the northern hemisphere indoor training season (February – March)
- Efforts should be made to avoid overlapping dates with established and known high profile annual events.
- It is possible to offer two different dates and let the IPC plenary to decide which one is more suitable.
- It is possible to conduct events at any time of the day. There is no limit to the number of rounds performed each day.
- The competition should be limited to a 6-day period.

Day 1	Arrival of judges and delegations, registration, open training period
Day 2	Judges' conference, arrival of delegations, registration, official training period, opening ceremony, competitors' and team leaders' meetings
Day 3	Competition
Day 4	Competition
Day 5	Competition, awards and closing ceremony
Day 6	Departure of delegations

Competitors

The overall number of competitors will depend on the events selected. Average participation in recent years, as an indication, is listed below.

	Number of teams	Total number of competitors
IS Formation Skydiving	20-25 teams	80 - 100
IS VFS	8-12 teams	32 – 48
Dynamic 2 –way	20-25 teams	40 - 50
Dynamic 4 –way	6 – 8 teams	24 – 32
IS Solo Freestyle	15-20 individuals	15 – 20

World Championship:

- Formation Skydiving – 1 team per NAC, per event, permitted
- Artistic Events – 2 teams per NAC, per event, permitted

World Cup:

The number of teams per event will be decided by the organiser, up to a maximum of 4 teams per NAC, per event.

IPC Officials & Support Staff

	Minimum FAI/ officials	Additional organisation staff
Formation Skydiving	12 Judges	Assistant to the Chief Judge *
Artistic Events	12 Judges**	Assistant to the Chief Judge *
FAI Controller	1	Meet Director
Jury	3	Technical support on site ***
Media Liaison Officer	1	

Notes:

* *One person can fulfil both of these duties.*

** *current rules specify 8 AE judges, but expected to be changed to 12 for the 2019 competition and on.*

*** *Technical support for scoring system, internet connection, video and cameras must be on site and available at all times.*

Official ceremonies

Two official ceremonies are to be held during the event: an opening and a closing ceremony. Both ceremonies must include the athletes and be attractive to the public. The protocol guide that must be followed is available from the FAI.

7. CONTRACTUAL CONDITIONS AND THE BIDDING / APPLICATION PROCESS

An agreement that sets out the rights and obligations of all parties will be concluded between the organiser, the FAI and the IPC. Please download "**IPC FIRST CATEGORY EVENT APPLICATION DOCUMENT**" from the FAI website:

<http://www.fai.org/downloads/ipc/2017FCEAD>

Additional Responsibilities

Organising a World/Continental Championship or a World Cup has the potential to generate reasonable revenue in excess of expenses if the event is marketed professionally. It is important to take every opportunity to reduce overhead expenses by attracting support from

government and commercial entities. It is the responsibility of the organiser to market the event adequately.

Media and Marketing

A well planned and executed publicity campaign is vital to the success of a major event. Media campaigns, advertisements and news coverage should generate positive publicity for parachuting and indoor skydiving. With the help of the FAI, programming featuring the event will receive extensive international distribution. This will ensure that the athletes are seen performing on the world stage, which promotes air sports, satisfies sponsors and creates revenue.

To help sponsors, a full-featured and maintained website and Facebook page, and an office equipped with well-informed English-speaking staff are required. During the event, daily bulletins and news releases should be posted on-site, on-line and at all accommodation sites. Results should be available on the internet on an IPC-specified location and clearly visible on site for both competitors and the public. At least one information centre should be open at each venue during all hours of operation, stocked with schedules, etc., and staffed by knowledgeable interpreters.

The IPC Media Liaison Officer will attend to report daily on the IPC/FAI Web site, liaise with the FAI for posting on the FAI Facebook page and other social media sites, and ensure the results are posted on the FAI/IPC results pages in liaison with the scoring system provider.

Live streaming

Indoor Skydiving lends itself well to live streaming and broadcasting as a means to reach a worldwide audience and various specialist companies offer to manage the streaming / broadcasting of your event as a fully outsourced service.

Skydive TV® is the official media partner of the IPC, offering full service production, post-production and broadcast media and specializing in skydiving and indoor skydiving events.

You are not required to use Skydive TV®; you may select any company for these services, subject to FAI consent/approval.

Management

In order to ensure that the event is administered effectively, the Organiser and the IPC should establish internal management structures and procedures that allow both parties to work together cohesively to conduct the event effectively and provide clear channels of communication internally (between FAI, IPC and Organiser) and to external entities. The IPC will designate a central point of contact for communication on all matters related to the event. The personnel representing the FAI, the IPC and the Organiser, and their specific functions, must be declared as soon as the bid has been successful and their names will be designated in the Organizers' Agreement.

A well-maintained website is necessary to provide information prior to the event, including information on registration, athletes' profiles, accommodation and access, and during the event, to provide up-to-date results, daily bulletins and news releases. This website will work in tandem with the FAI/IPC website.

Two official bulletins will be distributed to all NAC's by posting them on the FAI/IPC website and on the Organiser web site. The first will be published at least four months before the event and a second at least 30 days before the start of the event. Bulletins will include clear and comprehensive information about registration, accreditation procedures, accommodation, pre-event training opportunities, on-site facilities at each venue, details of ports of entry and visas, and all other information pertinent for intending participants. All bulletins must be sent to the IPC for approval before publication.

Operations

The Organiser of the event is responsible for coordinating, directing and funding all its operational aspects.

- **Staff and Equipment:** The IPC must approve all competition staff and equipment and will, in consultation with the organiser, appoint or recommend the designated technical personnel and recommend the technical equipment for the respective events.
- **Preparation:** Prior to participants arriving, the event staff members should be familiar with and capable of performing all their appointed tasks. Backups for all systems, equipment and staff should be in place, venues should be fully prepared, volunteers should be trained and briefed, technical systems and

equipment (and the means to run them) should be tested and fully operational. Operational procedures should be well rehearsed and fully functional.

- **Conducting the events:** The organiser is expected to run the event operations professionally, efficiently and effectively, and according to the FAI/IPC rules and regulations. Environmental codes and regulations and all other applicable codes should be respected. Any problems that arise should be immediately addressed and resolved.
- **Test Events:** If the organiser does not yet have experience in organising such an **International** event, the IPC may assist with an on-site test event to be conducted one year prior to the competition. These test events not only allow the organiser to gain first-hand knowledge and experience, but also identifies any operational challenges which need to be resolved prior to the start of the event. The need for test events will be determined at the time of submission of the bid so that prospective organisers can more accurately calculate the overall budget.

The Application Fee must be paid for every bid submitted and no later than one week before December 1st preceding the plenary for which the bid is submitted. When making any payment to FAI/IPC you must include full details of your Bank Account, i.e. Bank, Account Title, IBAN and BIC/Swift codes.

Once the Application has been accepted, the Organiser will pay a deposit or provide a guarantee to the FAI/IPC at least 30 days before the competition is due to start, as per the fee schedule below:

	Application Fee	Deposit WISC/CRISC*
Formation Skydiving	800 €	5000 €
Artistic Events	800 €	5000 €
<u>Combined (both events)</u>	1 600 €	9000 €

* World Indoor Skydiving Championship / Continental Regional Indoor Skydiving Championship (please check the FCEAD for further details).

8. ESTIMATED COSTS

It is difficult to estimate a budget as this depends on the costs within the host country. Organisers must pay for food, lodging and local transport of FAI/IPC judges and also for

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travel costs and full board of the FAI Controller and the Chief Judge(s) and all competition organisation as per the contract. The FAI reserves the right to present potential and/or preferential sponsors. Financial arrangements between the sponsor, the FAI and the Organiser will be subject to an agreement.

You can find previous bids on the FAI website: <http://www.fai.org/ipc-about-us/ipc-meetings>

Pricing:

You can set a price per team or per person. Most bidders prefer a "price per team per event". Your price can include or exclude accommodation. Most bidders set a price excluding accommodation, but negotiate good rates for participants with a nearby hotel. Set a price for additional training time, as many teams arrive in advance to train in the competition tunnel.

When setting the price, remember to add the required IPC sanction fees. Check previous bids for examples.

Possible Expenses:

Item	Additional Information
<i>Media and marketing</i>	
Website	
Graphic designer	
Journalist on site	
Social media reporter	
Live stream production	
Professional commentator (x2)	Usually a professional commentator and pro flyer
Advertisements	
Brochures and information papers	
Vendors village (tents, stands, electricity)	
IPC Media Liaison Officer	On-site facilities and secure internet connection (all other costs paid by IPC)

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Live audience	
Viewing area around the tunnel	e.g., bleachers.
TV screens for live results and replay	
Information signs and flags	
Competitors' area	
Equipped rest area	
Creeper area and creepers	
Lockers	
Meals and accommodation	
Lunch	For all participants and staff on site
Accommodation, breakfast and dinner	For judges, Chief of Judge Training, IPC officials, staff and volunteers (jury expenses are paid by the IPC)
Drinking water	
Travel expenses (flights)	
FAI controller	
Chief judges (x2)	
Commentators	
Transportation	For judges, officials, Media Liaison officer and staff, to and from airport, and to and from hotels.
Competition	
Scoring system	
Dynamic sensors system	

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Cameras	See infrastructure section of this document
Storage for video backups	
Sound equipment	
<i>Opening and closing ceremonies</i>	
Rental hall or space	Big enough for all participants and staff
Trophies and medals	
Banquet dinner	
<i>Other</i>	See infrastructure section
Security	
Medical support	
Office supplies	
Insurance	
Internet access	
Goodie bags	Event T-shirts, wristbands, promotional items

Possible Sources of Income

Item	Additional Information
Entry Fees	Sanction Fees must be sent to the FAI/IPC
Subsidies from local authorities	
Subsidies from national authorities	
Sponsorship	
Sale of promotional items	
Ticketing	