

Introduction

This document is part of the documentation required to ask for a FAI/CIA Sanction for an official event. It helps the Organizer with the event planning, provide detail information to CIA Delegates to approve the event at the CIA Plenary, provide information to competitors and officials so they would be interested in attending the event, etc. so it is important that all information is completed.

Before starting to fill in the Sanction Application Form, you may wish to read the following documents to clarify any issues:

- FAI First Category Event Sanction Procedures or CIA Sporting Event Sanction Procedures
- FAI Sporting Code - Section 1
- FAI Sporting Code - General Section
- Protocol for FAI and CIA Sanctioned Events
- CIA Competition Operation Handbook

The NAC Letter of Approval needs to be sent together with this application and no later than the Plenary where the Sanction will be granted.

Please, take into consideration that not all information is needed for all types of events. So when the information doesn't concern your event, please write « not apply » in the respective field.

Please use the DDMMYYYY format for all dates in the form.

When the Sanction Application Form is completed, please send it to the FAI/CIA Event Development Service –EDS to start the Sanction Process **Section 1 - Main Information**

All the information in this section is mandatory and need to be updated before the CIA Plenary where the event will be asking for a FAI/CIA sanction. No changes are allowed after the sanction is granted.

This section will become Annex C to the FAI Organiser Agreement, therefore ALL parts MUST be fully completed.

Date of initial submission: 15/01/2018	Date of last modification: _/_/____	Date of final version: _/_/____
EVENT DETAILS		
Event Title & Sub-Title	POST Luxembourg Balloon Championship, powered by Sungas	
Event Venue <small>Location name and country (include any countries that may be overflow)</small>	Mersch, Grand-Duchy of Luxembourg	
Event Dates <small>(dd.mm to dd.mm.yyyy)</small>	Opening Ceremony <small>(date & time)</small> 18.07.2018 – 18:00	Closing Ceremony <small>(date & time)</small> 22.07.2018 – 12:00
FAI / CIA Sub-class	<input checked="" type="checkbox"/> AX – Hot Air Balloons <input type="checkbox"/> BX – Hot Air Airship	<input type="checkbox"/> AA – Gas Balloons <input type="checkbox"/> AA – WLD - Gordon Bennett <input type="checkbox"/> BA – Gas Airships <input type="checkbox"/> AM – Rozier Balloons
FAI Type of Event	<input type="checkbox"/> FAI World Championship <input type="checkbox"/> FAI Continental/Regional Championship <input checked="" type="checkbox"/> CIA Category One International Event	<input type="checkbox"/> CIA Sporting Event <input type="checkbox"/> Other:
FAI / CIA Category	<input checked="" type="checkbox"/> General <input type="checkbox"/> Women	<input type="checkbox"/> Junior
Registration Starts <small>(date & time)</small>	01.02.2018	General Briefing <small>(date & time)</small> 18.07.2018 – 16:00
1 st Competition Flight <small>(date & time)</small>	19.07.2018 AM	Last Competition Flight <small>(date & time)</small> 22.07.2018 AM
Extra Flight if needed <small>(date & time)</small>	22.07.2018 PM	Resting Period <small>(if any, date & time)</small>
Invitation Process Starts <small>(date)</small>	01.02.2018	Entry Closing Date <small>(1st round)</small> 01.07.2018
Organising National Airport Control – NAC	Fédération Aéronautique Luxembourgeoise (FAL) (NAC of Luxembourg)	Organising NAC's CIA Delegate <small>(name, email, phone)</small> Claude WEBER – claude.weber@lbt.lu
Organising Body <small>(Entity / Club / Company)</small>	Cercle Luxembourgeois de l'Aérostation	
Main Contact / General Manager <small>(name, email, phone)</small>	Jean Lorang (President) – jean.lorang@lbt.lu	
Official Mailing Address <small>(postal address, email, fax, phones)</small>	Address: Cercle Luxembourgeois de l'Aérostation 245, rte de Longwy L-1951 Luxembourg	Email: info@lbt.lu Phone: +352 621145458

ORGANISERS EVENT EXPERIENCE

Organiser's previous event organisation experience (list of main events and all FAI events with year, place, number of competitors, number of flights and tasks flown)

CAT1: Mobilux Trophy 1996-2005, LuxGSM Balloon Trophy 2006, World Balloon Trophy 2007-2012, Luxembourg Balloon Trophy 2016

EVENT OFFICIALS

Event Director <i>(name, country, email, attach CV)</i>	Claude WEBER		
Deputy Director <i>(name, country, email, attach CV)</i>	To be determined before the CIA plenary		
Safety Officer <i>(name, country, email, attach CV)</i>	Pascal BOURKEL		
PR Officer / Media Officer <i>(name, email)</i>	To be determined before the CIA plenary		
Organisational Structure <i>(Article 3.4 of the Organisers Agreement)</i>	Organising committee within Cercle Luxembourgeois de l'Aérostation (non-profit organisation)		
Proposed Jury members <i>(at least 6 names are required)</i>	1. tbd	4. tbd	
	2. tbd	5. tbd	
	3. tbd	6. tbd	

INVITATION AND ENTRY PROCEDURE

Number of eligible NACs	All eligible FAI members	Equal number of competitors / NAC	-
Additional Invitations Procedure <i>(SC01 5.6.4.3)</i>	-		
Maximum number of entrants	40	Number of medal holders invited	-
Entry Conditions <i>(SC01 5.6.4.1)</i>	As per SC01 5.6.4.1		

DEADLINES AND REGISTRATION DETAILS

Registration Method and Details <i>(mail, fax, email, online)</i>	Online only: www.lbt.lu		
Entry Fee for Competitors <i>(amount, currency and what is included)</i>	650€, includes <ul style="list-style-type: none"> • propane for all competition flights • the following meals and receptions for pilot + 3 crew members: <ul style="list-style-type: none"> ○ Opening reception & Prize giving lunch ○ Breakfast before morning briefing ○ Brunch after morning flight ○ Dinner before evening briefing 		
Entry Fee Method of Payment and Details	<input checked="" type="checkbox"/> Money order <input type="checkbox"/> Cheque <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Credit card <input type="checkbox"/> Other:		
Dates for Invitation process <i>(dd.mm.yyyy)</i>	Letter to NACs will be sent on	01.02.2018	
	Deadline for NACs to send nominations		
	Individual Invitation to Competitors will be sent on		
	1st round deadline for Competitors application and entry fee	01.07.2018	
	2nd round deadline for Competitors application and entry fee		
	Remarks: Registration only online		
Protest Fee <i>(amount, currency)</i>	100€		
Official Language	English		

ORGANISER AGREEMENT DETAILS		
Safety Plan and Risk Assessment:	See attached document	
Medical Rescue and Emergency Assistance	Briefing Centre: <i>(please describe what kind of medical assistance will be guaranteed)</i> Medical and emergency services are located within Mersch	
	Launch Fields: <i>(please describe what kind of medical assistance will be guaranteed)</i> Medical and emergency services are located within Mersch and surroundings	
	During the flight times <i>(please describe what kind of medical assistance will be guaranteed)</i> Medical and emergency services are available in the area	
	Other	
Media Rights <i>(as required by Article 6 of the Organisers Agreement)</i>	(State if the Organiser will have a media production for the event. If no then explanation is required) Amateur and semi-professional media producers will publish video footage during the event. Usage rights will be with organizer.	
Commercial Rights <i>(as required by Article 7 of the Organisers Agreement)</i>	(Describe the Commercial/Sponsorship concept, and how the revenue distribution will be implemented) Sponsorship will cover main event cost.	
Event Budget: <i>as required by Article 8 of the Organizers Agreement)</i>	<i>(Summary of the organizers Event Budget, A full version shall be submitted seperatly as an appendix to this document)</i> approx 112'000,-€	
Insurance Provided & Covered by Organisers <i>(as required by Article 9 of the Organizers Agreement)</i>	Third Party:	Covered
	Air Display Public Liability:	Covered
	Organisers & Officials On-ground Risks:	Covered
	Observer On-board:	N/A
	Other:	Legal protection
FAI Authority to be shown on:	<input checked="" type="checkbox"/> Rules <input type="checkbox"/> Logo <input checked="" type="checkbox"/> Program <input checked="" type="checkbox"/> Official documents <input type="checkbox"/> Other:	
Courtesy Invitations to be sent to:	FAI President: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date: CIA President: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date: Remarks:	
CIA and FAI Protocol will be followed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	The organisers will respect the FAI Environmental Code of Ethics? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Remarks:
Event with Loggers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Event with Observers <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
GPS Loggers	Type of GPS Logger to be used: Details: FAI balloon competition logger	

Section 2 - Additional Information

The information in this section is important for the evaluation of the event in the Sanction Process. Additionally it provides competitors information on how they can plan their participation. Therefore, please fill in all information as complete as possible.

Changes are allowed after the Sanction is granted only in order to improve the event.

Official Event Website	www.lbt.lu	
Event President (name, email)	Jean Lorang – jean.lorang@lbt.lu	
Event Prizes Offered and Details	Sponsor prizes – Key grab 22 nd PM	
Opening Ceremony (Location & Coordinates)	Main city center square in Mersch	
Closing Ceremony / Prize-giving (Location & Coordinates)	VIP-tent near launch site (parc of Mersch)	
Country Admission Conditions (Visa's required, etc.)	Schengen are rules apply	
Preferred Place of Entry & Closest Major Cities (Special custom clearance & directions and distances to main cities)	Luxembourg-city, 15km south of Mersch	
Local language	Luxembourgish, French, German, English	
Location Description & Characteristics	General Description	Green tourist area in the center of Luxembourg
	Geographic Position (coordinates of competition map center)	49,7446°N / 6,1063°E
	Topography (mountains, sea, lakes, rivers)	Small hills, forests and open land
	Landing Areas (open fields, wooded area, farming, crops, cattle)	Open fields
	Main villages around the flying area	Mersch
	Other Description	Great flying area
Common Launch Areas (coordinates & description)	Near Parc of Mersch	
Landowner Restrictions	Permission required if not open	
Meteorological characteristics (as expected for the period of the event)	Weather conditions: moderate climate Prevailing winds (speed / directions): 5-10kts / NE or SW Temperatures: 20-25°C Sunrise & Sunset time for the first competition day: 05:49 21:33	
Airspace Structure & Limitations	NOTAM Description	Will be announced at the General Briefing
	Flight Limitations	-
	Number of PZs expected & Descriptions	5-10 (royal castles, airspaces, dangerous towers)
	Competition Area Altitude Limitations	Usually up to 4000/5000ft, depending on NOTAM
	Competition Area Dimensions (based on CLP, in km – north/south & east/west)	Inside Luxembourg boundaries, except CTR ELLX
Competition Map Details	DATUM	WGS84
	Scale	1:50000
	Grid lines	UTM
	Paper Size	-
	Electronic Version Available	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes – expected on date: 01.07.2018
	Electronic Version File Format	<input checked="" type="checkbox"/> JPEG <input type="checkbox"/> PNG <input type="checkbox"/> Other (please state): CompeGPS, OziExplorer
	Remarks	Only electronic map available

Driving Particularities <i>(Right hand, left hand, speed limitations, International Driver's License required, etc.)</i>	Right hand Limits: 50/90/130km/h No special driving license required	
Road Network and Infrastructure	Very good, motorway from Luxembourg to Mersch	
Venue Description, Coordinates & Characteristics	Competition Center <i>(coordinates & description)</i>	School Hall in Mersch - 49,7475°N / 6.1020°E
	Briefing Facilities <i>(coordinates & description – tent, hall, etc.)</i>	Idem
	Media centre <i>(description)</i>	Idem
	Internet connection	Available for free
	Social activities	Opening and closing receptions, all meals
	Other information	Meals to be served in tent near launch site (parc area)
Stewards <i>(name, country, email, attach CV)</i>	-	
Chief Scorer <i>(name, country, email, attach CV)</i>	To be determined before the CIA plenary	
Chief Debriefeer <i>(name, country, email, attach CV)</i>	-	
Chief Observer <i>(name, country, email, attach CV)</i>	-	
Technical Support Officer <i>(name, country, email, attach CV)</i>	<i>the usual suspects</i>	
Scoring Program <i>(name, developer, email, brief description, last FAI events using the program, link for downloading)</i>	eKlips	
Special Arrangements and Assistance for Competitors <i>(Details on balloon equipment rental services, additional crew available, rent-a-car assistance, accomodation, meals, travel allowance, etc.)</i>	Assistance available, please check with organizer	
Equipment Limitations		
Special Safety Requirements		
Insurance Requirements for Competitors and Details	<input checked="" type="checkbox"/> Third party: EU regulation applies <input checked="" type="checkbox"/> Passenger: EU regulation applies <input checked="" type="checkbox"/> CSL: EU regulation applies <input type="checkbox"/> Other:	
Travel & accommodation arrangements for officials	Travel Arrangements: yes Travel Allowance <i>(amount and currency)</i> : 150€ (Europe) Vehicles Provided: Yes Type of Accommodation: Hotel/Motel Meals Provided: Yes Other Information / Remarks:	
Travel & accommodation arrangements for observers	Travel Arrangements: Travel Allowance <i>(amount and currency)</i> : Vehicles Provided: Type of Accommodation: Meals Provided: Other Information / Remarks:	

For EDS use only

*This section is for EDS use only and the Organizer will get an update **when changes are made.***

Bid Document submitted to EDS	Date	15/01/2018
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Sanction Application submitted to EDS	Date	15/01/2018
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Status / Report on new versions

ASC Coordinator (<i>name, email</i>)	Garry Lockyer (Garry@lockyer.ca)
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NAC Letter of Approval Status	Received
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Organizer Agreement Status	Pending
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Event Logo Status

Sanction Fee (CHF)	2000	Sanction Fee Status	Invoice Pending
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Performance Bond (CHF)	5000	Performance Bond Status	Invoice Pending
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Event Rules Status	Submitted to RSC
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Jury approved by Plenary / Jury Board (names, emails)	Jury President: Jury Member: Jury Member:
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Bid Status to FAI	Recommend: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
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FAI Sanction "Kit" Status	FAI & CIA Flags: Medals: Diplomas: Remarks:
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Opening and Closing Ceremonies Agenda Reviewed
