


Subject:	Blank Copy of FCE Application Document	Annex	
Author:	Ronald Overdijk, Chair Rules & Regulations Committee	V	
Date:	29 January 2017	Total Pages 2	

ANNEX 2 FAI/IPC – FCE BID DOCUMENT FORMAT

FEDERATION AERONAUTIQUE INTERNATIONALE



INTERNATIONAL PARACHUTING COMMISSION

**“BIDDER’S NAME”
OFFICIAL BID FORM**

**“nr^{st/nd} FAI “Continental/World” “Parachuting/Indoor Skydiving”
“Championships/World Cup” of “Event(s)” “Year”**

1 Event Organisers

Provide name, address, telephone numbers, e-mail and contact name for:

1.1 FAI Member/NAC

Name:
Address:
Zip:
City:
Country:
Telephone:
E-mail:

1.2 National Parachute Federation (if different from (1))


Name:
Address:
Zip:
City:
Country:
Telephone:
E-mail:

1.3 IPC Delegate

Name:
p/a NAC address:

1.4 Organising Committee (if different from 1 or 2 above)

Name:
Address:
Zip:
City:
Country:
Telephone:
E-mail:

Subject:	Blank Copy of FCE Application Document	Annex	
Author:	Ronald Overdijk, Chair Rules & Regulations Committee	V	
Date:	29 January 2017	Total Pages 2	

1.5 Application fee

proof of payment (scan of bank wire transfer, at the end of the bid)

banking information for IPC refunds to the Organiser or the NAC needed for a return of the application fee if the bid is not accepted.

- a) Account Name
- b) Account Number
- c) IBAN
- d) BIC / SWIFT
- e) Bank name and address (including any beneficiary/intermediary bank details if relevant)

1.6 Commercial rights

As per FAI rulings.

1.7 Distribution or revenue

According to FAI by-laws 5.2.1

Note 1: bids for Indoor Skydiving will only be accepted for inclusion on the agenda for a Plenary Meeting if the windtunnel is operating and open to public.

Note 2: all information in a bid needs to be filled in according to this Annex 2 before a bid can be accepted for inclusion on the agenda for a Plenary Meeting.

2 Event Details

2.1 Full Name of the Event

“Xst / xxnd” FAI “World/Continental” “Parachuting/Indoor Skydiving” “Championships/World Cup” of “event(s)” “year”

2.2 Letters of approval from the FAI Member/NAC, National Parachute Federation, Ministry of Tourism / Interior, Military Authorities, etc. If approval is not forthcoming, then a letter of no objection should be obtained.

2.3 Disciplines to be contested. If Canopy Piloting is included, a full description, with diagrams, pictures etc., of the courses proposed to be used. (at the end of the bid)

2.4 Event Dates – the time period must comply with that set out in the Competition Rules and the Sporting Code Section 5.


Complete program / Competition dates and schedule:

Official arrival day	date	time
Official practice day(s)	date	time
Opening ceremony	date	time
Competition starts	date	time
Competition ends (last take off)	date	time
Competitors meeting (provisional)	date	time
Award ceremony	date	time
Banquet & closing party	date	time
Departure day	date	

2.5 Location of Event (City, Airport, etc.)

A map with the venue, in relation to major cities.

2.6 Details of access to location by air (recommended main airport, other airports, with relevant road and rail connections (including timetables, car rental possibilities, and (if included in the bid) pickup arrangements with costs.

Subject:	Blank Copy of FCE Application Document	Annex	
Author:	Ronald Overdijk, Chair Rules & Regulations Committee	V	
Date:	29 January 2017	Total Pages 2	

- 2.7 Weather conditions – include statistics, based on the previous five years, for period/location covering wind speeds and direction, temperatures, sunshine hours, cloud cover, rainfall, sunrise and sunset times, etc.
- 2.8 Airspace restrictions, if any – be very specific on details of NOTAMS, altitude, etc. and include a document or letter from the relevant authorities confirming that no airspace restrictions will apply during the training camp and competition.
- 2.9 Landowner restrictions. If there are any, a guarantee of access, confirmed by letter, is required. If the competition site is on an active military base or other restricted area, confirmation is required in writing from the relevant authorities that unrestricted access will be given to the site for competitors, accompanying persons and spectators.
- 2.10 Details of event insurance
The Organiser shall 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, but at the latest before the start of the event.
The FAI, its respective directors, employees and assigned event Personnel shall be designated as additional insured parties
- 2.11 Details of insurance required by participants:
personal medical & repatriation insurance requirements (including minimum amount of coverage)
Third party liability insurance requirements (including minimum amount of coverage)
- 2.12 Proposed Entry Fees (with required currency), late Entry Fees (if any), for Competitors (including Alternates if different), Officials, Accompanying Persons and Judges attending the Training Course referred to in SC5, 4.3.3. Full details must be given of what is to be covered by the Entry Fee paid. (IPC sanction fee, hotel, breakfast, lunch, dinner, transport from airport to venue, local transport, banquet, competition jumps, official training jumps, re-jumps, jump-off)

Entry fees need only to appear in the final application (FCEAD para 2.1.1)

Entry fees can include or exclude accommodation and/or dinner

example table:


Competitor / official / accompanying person / judge in training	Entry fee (€ or other) – fee <u>must</u> include the FAI sanction fee	Jump(s), competition and official training

The Organiser shall bear all costs necessary for the proper organisation and staging of the event and shall be solely liable therefor.

The Organiser represents and warrants that it has and will maintain the financial capability to properly organise and stage the event as per its bid.

2.13 Facilities

Ground and aerial photographs of Airfield / Dropzone / Windtunnel
Brief description of competition layout (landing zone measurements and altitude) registration area / manifest / judging area / dubbing area / media area / photocopier capacity / computer and printer availability / internet connection / competitor indoor-outdoor area(s), dropzone TV,

Subject:	Blank Copy of FCE Application Document	Annex	
Author:	Ronald Overdijk, Chair Rules & Regulations Committee	V	
Date:	29 January 2017	Total Pages 2	

official bulletin board, rigging services, on site food services, drinking water, toilets, showers, packing area, creeper area, mock-up.

- 2.14 Aircraft – number to be used, details of type, exit speed, flight time for competition round. Photographs showing exit door and handles are recommend.

For Indoor Skydiving, full details of the Wind Tunnel to be used. (chamber diameter, windspeed settings, airflow, height, door measurements, cameras, music system, etc.) Photographs showing chamber and door recommend.

All equipment needed must be ready and operational for all competition jumps/performances and all official training jumps/performances.

- 2.15 Pre event training jumps/performances – dates, aircraft, costs, etc.

- 2.16 Accommodation

Name, location, contact details, website
Prices (if not included in the entry fee).
Photographs of accommodation, both outside and of rooms.

- 2.17 Local transportation provided – shuttle to hotels, travel times, schedule, cost (if not included in the entry fee)

- 2.18 Outline of media plan, media contacts, publicity arrangements and appointment of a Media Officer, work plan with IPC Media Liaison Officer.

- 2.19 Accommodation details for FAI/IPC officials.

Location and travel time, contact details, website.
Photographs of accommodation, both outside and of rooms.

- 2.20 Details of all Judging and Scoring Equipment to be provided.

Approved electronic scoring system(s), listed per event.

- 2.21 Details of Public Address system to be used by Manifest and for the general public.

- 2.22 Safety

Safety plan. (at the site, emergency contacts)
The medical/emergency cover provided by the organizer

General medical services

Available emergency medical personnel at the event including general description of medical equipment.

Available emergency response services (ambulances, helicopters etc.) including average response times.

Available medical facilities (hospital etc.) including average time for evacuation from event venue.


- 2.24 Proposals for Event Officials (Meet Director, Assistant to the Chief Judge plus, when applicable, the CP Technical Course Director, the SP Scoring Technical Director and Media Officer).

- 2.25 Details of on-site communications (radios, telephone, etc.).

- 2.26 Full details of any National, State, Provincial, Local or Aeroclub / Organiser Legislation and/or Rules that apply to the Event, the Competitors and their equipment, including use of AADs, helmets, etc.

- 2.27 Full details of applicable Visa requirements (including online government information) and assistance to be provided to Delegations to obtain such Visas and any cost for such a service.

- 2.28 Whether all necessary medals will be obtained from the FAI or supplied by the Organiser conforming to the FAI specifications, in accordance with IPC Medal requirements.

Subject:	Blank Copy of FCE Application Document	Annex	
Author:	Ronald Overdijk, Chair Rules & Regulations Committee	V	
Date:	29 January 2017	Total Pages 2	

- 2.29 Details of any Anti-Doping requirements and systems and/or process to be in place or to be expected.
- 2.30 Date of post event report.
- 2.31 In addition the following information may be provided, but is not essential for the granting of Sanction (see 2.5 below). The applicant may submit this information and any proposals for other Event Officials at a later time, if more convenient.
- a) Details of Opening and Closing ceremonies (if available).
 - b) Planned social events (if available).
 - c) Ability to accommodate persons in addition to official delegation and entry fee for them (if available).