



# FAI Sporting Code

---

*Fédération  
Aéronautique  
Internationale*

## Section 9 – Rotorcraft

### Bid Handbook

### (guidelines and conditions)

*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](mailto:sec@fai.org)  
Web: [www.fai.org](http://www.fai.org)*

**January 2020 Edition**

Effective 1st January 2020



## **The CIG Guide to Helicopter Championship Organisation Edition 1/20.**

### **INDEX.**

#### **1. Introduction.**

- 1.1 What is a bid?
- 1.2 Bidding for an event
  - 1.2.1 Definition of a Category 1 event
  - 1.2.2 Definition of a Category 2 event
- 1.3 Guidelines to bidding
- 1.4 Documents relevant to organising the event
- 1.5 Event bulletins and other post bid information

## **1. What is a bid?**

A bid is a formal offer to host an FAI Sporting Event. In accordance with the Organiser Agreement, it is an agreement between four parties - the FAI, the Rotorcraft Commission, the holder of the Sporting Powers and the local organiser. It is an offer by a NAC to host a Category 1 sanctioned event.

### **1.2. Bidding for an event**

Bids can be made for rotorcraft events and are classified as Category 1 or Category 2 events.

- 1.2.1** The definition of a category 1 event as stated by the FAI (General Section) as:

#### **First Category**

**4.4.1.2** *World and Continental Regional Championships, as approved by the ASCs and confirmed by the Executive Board as part of its approval of the FAI Sporting Calendar (Statute 4.2.2.11).*

#### **4.4.3.1** *First Category Events.*

*Entry is restricted to National Delegations representing a NAC and to FAI Participants (see 4.5.1). A minimum of 4 NACs or such higher number of NACs, as is determined by the relevant ASC, shall have entered by the end of the official registration period, as defined by the ASC, with entry fees paid. If there are less than the required minimum of NACs so entered, the relevant ASC shall decide whether the event will take place and shall also decide whether or not the title of Champion will be awarded.*

- 1.2.2** The definition of a category 2 event as stated by the FAI (General Section) as:

#### **Second Category**

**4.4.2** *Second Category Events - Other International Sporting Events organised by or under the authorisation of NACs.*

#### **4.4.3.2** *Second Category Events.*

*Entry is open to National Delegations representing a NAC and, at the discretion of the Organiser, to individual participants holding a valid Sporting License. The minimum number of entries shall be laid down in the rules for the event.*

### **1.3 Guidelines to bidding:**

Bidding for an event is conducted by completing a bid document and enclosing a signed copy of the FAI Document titled "Organiser Agreement" (Annex 2). This will involve submitting a full plan to the CIG Annual Plenary meeting 2 years\* before the event is scheduled to take place. The CIG Bureau must receive the draft document three months prior to the commencement of the meeting.

*\*This may be reduced at the discretion of the CIG Bureau.*

Reference information can be found in the General Section and in Section 9, Chapter 8, Rules and Regulations, Chapter 1 of the Sporting Code. There is also guidance given for the contents to be considered in Section 4 of the Organisers Agreements titled "Bid document".

#### **Guidance in bid preparation**

Any nation wishing to submit a bid is required to use the current Organiser Agreement. This can be done by contacting the Bureau or the FAI secretariat. It includes but is not limited to the following list of conditions:

This Organiser Agreement must be submitted with the application and will be signed by the Organiser and then by the FAI after Sanction is granted.

The Organiser Agreement will set out the rights and obligations of the Organiser.

The Organiser Agreement states an event budget will be prepared and regularly updated to ensure the organiser remains in a position to financially sustain the organisation of the event.

Organisational structure including names and contact details of approved officials.

The following must also be included:

Name of FAI co-ordinator (appointed by FAI to each event)

Event venues and relevant details

Organisational structure

Schedules and the program of the Event

Competition classes being flown

Safety management plan

Event Risk Assessment & Risk Register

Medical, Rescue and Emergency Services

Medals and other forms of recognition or prizes

Audio visual coverage plan

Commercial rights

Distribution of revenues

Event logistics, travel (including visa requirements, if any)

Entry fees and what they cover

Event insurance and public liability insurance

Event budget

Post - event reporting

Confirmation that the NAC has been informed about the Bid (copy of communication to be included), in the event that the Sporting Power have been delegated.

A commitment to follow the Sporting Code and the Competition Rules.

An agreement to pay the Sanction Fee to the FAI.

An agreement to issue the Official Information Bulletins.

If more than one bid is received, it is the task of the CIG to select one bid from those proposed to organise the event in line with the General Section of the Sporting Code and Section 9, Chapter 8, Rules and Regulations. Nations bidding for an event will be allowed to undertake a presentation at the CIG Plenary meeting to explain all aspects of their bid to ensure it is fully understood.

### **Financial obligations**

The organiser must pay a sanction fee to the FAI for each entrant. This is current 100 CHF or equivalent per entrant excluding judges. In accordance with Chapter 2 of Section 9, Chapter 8, Rules and Regulations, the fees must be paid 60 days before the event is due to commence.

Any outstanding fees owed for late entrants must be paid to the FAI - CIG President or the President of the Jury prior to the commencement of the Championship. Any overpayment of Sanction Fees will be refunded to the Organiser within 30 days of the end of the Championship and the publication of the results. The Championship will not commence until this payment has been made.

#### *Other financial obligations*

The organiser will bear all other organisational costs resulting from obligations as defined in the Organiser Agreement or in the Sporting Code.

*Organisation and venue rules*

The following show some additional rules to be considered:

**General venue rules****Location and airfield**

The location should ideally offer mixed terrain. Ideally, the airfield should be for the sole use of the event or the event must be given priority.

The navigation event must be on one map.

Prohibited areas and danger areas must not be sited within 10 NM of the navigation route.

Catering and hotel arrangements.

Accommodation should ideally be within a 20 minute drive of the airfield.

There must be regular transport for all participants.

Breakfast will be taken at the accommodation location.

Lunch in the format of a running buffet is served at the airfield taking all dietary requirements in to consideration.

**1.3.1 Management structure**

In order for the event to be successful, a firm management structure must be put in place as soon as a bid nation is appointed by the CIG. A suggested structure, but not an exhaustive one, is appended to this section to indicate the key positions. (See Annex 1).

**1.4 Documents relevant to organising the event**

In accordance with Organiser Agreement, Section 5, FAI Rules and Regulations, there are documents containing the rules and regulations to be complied with to hold an event. All FAI documents can be found at [www.fai.org](http://www.fai.org).

- The FAI Constitution (statutes and by-laws)
- The FAI Sporting Code - General Section
- The FAI Sporting Code of the relevant Air Sports disciplines (Section 9)
- The FAI ASC Competition Rules (as applicable)
- The FAI Anti-Doping Program (Rules and Procedures)
- The FAI Code of Conduct - Air Sports and the Environment
- The FAI Rules on Advertising for FAI Air Sports Events
- The FAI Branding (Style Guide and Logos)

- The FAI Code of Ethics
- The FAI Protocol for Ceremonies
- The FAI Casualty Guidelines.

## **1.5 Information bulletin guidelines and post bid information.**

### **Information bulletins**

The organiser is obliged to issue information bulletins to interested parties. He/she shall issue two bulletins. All bulletins must be in English and available electronically.

#### **Bulletin 1**

The first shall be issued within 28 days of the AO being sanctioned by the FAI and shall contain but not be limited to the following information:

1. Dates and location of the event.
2. Provisional and official entry dates.
3. Entry Forms and the procedure for entering the competition.
4. Details of entry fees and what is covered by the fee.
5. Classes being flown
6. Program of the competition.
7. The rules that apply to the competition.
8. Dates when official training is available at the competition site.
9. Competition officials and key management positions already approved (Jury, Chief Judge, Deputy Chief Judge, etc).
10. Accommodation information (what is and is not included in the entry fee).
11. Transportation details (what is and is not included in the entry fee).
12. Details of hiring helicopters locally to the competition.
13. Historical weather typical to the area of the competition.
14. Insurance requirements for entering and participating in the event.
15. Any visa or country entry details to be given.
16. Any other information that is considered useful and helpful.
17. Date of issue of the second Official Information Bulletin.

**Bulletin 2**

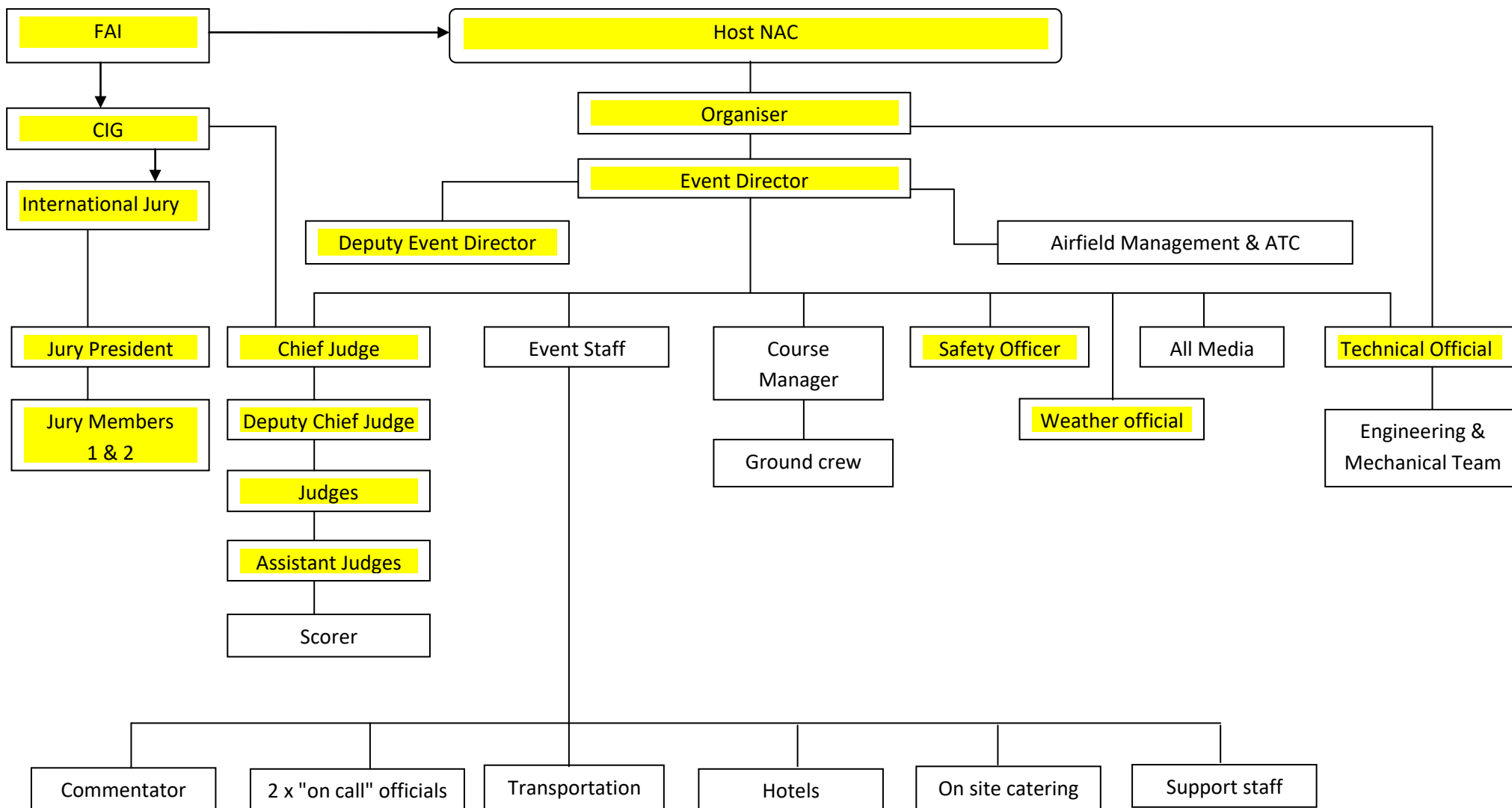
Bulletin 2 will contain updates to Bulletin 1 information as well as any new information.

Any additional information thought to be of necessity/interest will also be provided in bulletin 2.



ANNEX 1

Category 1 events - Competition Management and Personnel Structure



Key: Yellow highlight = compulsory