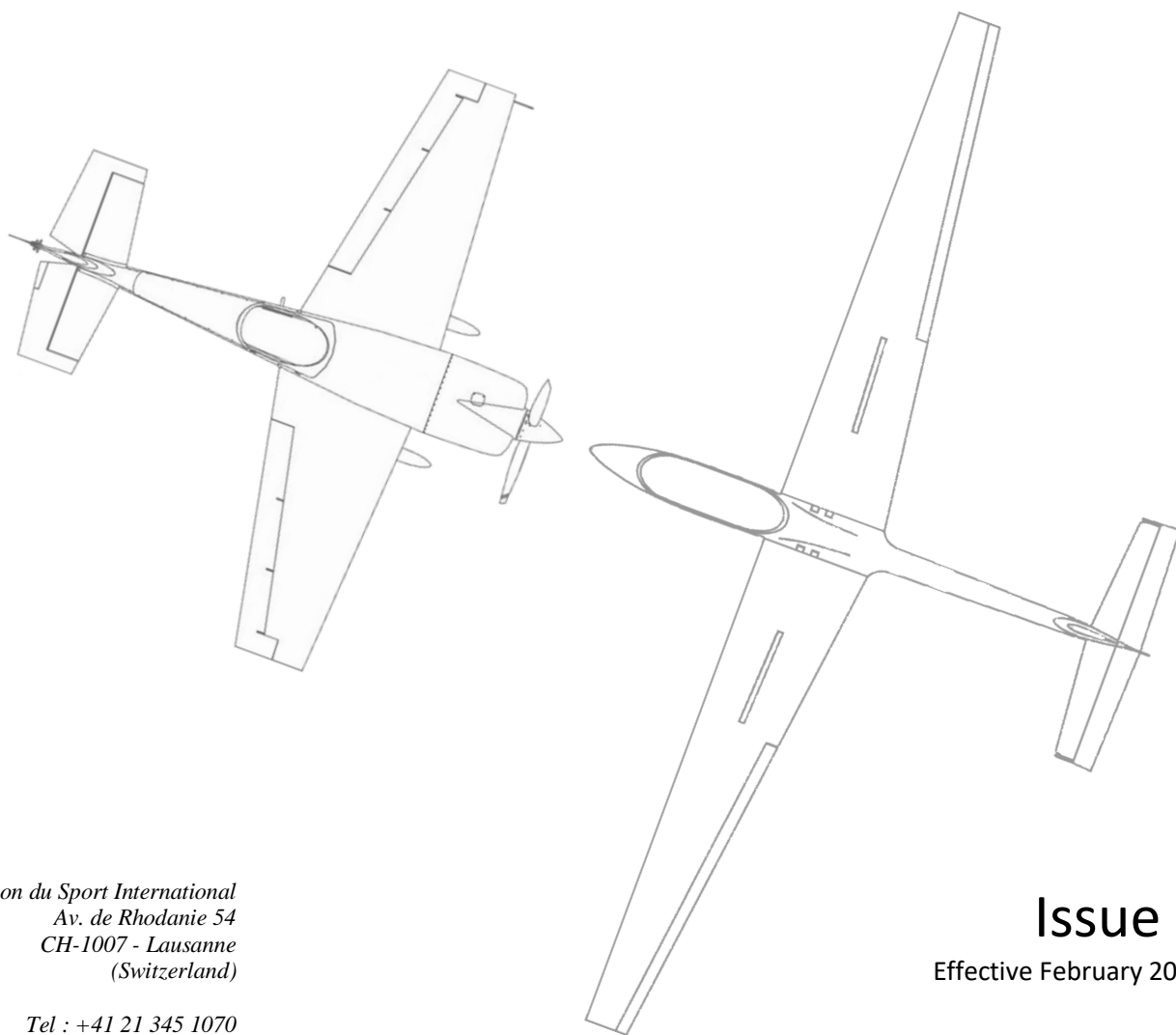




The CIVA “GCO” Guide to Aerobatic Championship Organisation

*Fédération
Aéronautique
Internationale*

Power and Glider Events



*Maison du Sport International
Av. de Rhodanie 54
CH-1007 - Lausanne
(Switzerland)*

*Tel : +41 21 345 1070
Fax : +41 21 345 1077
Email: sec@fai.org
Web: www.fai.org*

Issue 5
Effective February 2023

FEDERATION AERONAUTIQUE INTERNATIONALE

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

Copyright 2023

All rights reserved. Copyright in this document is owned by the Fédération Aéronautique Internationale (FAI). Any person acting on behalf of the FAI or one of its Members is hereby authorised to copy, print, and distribute this document, subject to the following conditions:

1. **The document may be used for information only and may not be exploited for commercial purposes.**
2. **Any copy of this document or portion thereof must include this copyright notice.**
3. **Regulations applicable to air law, air traffic and control in the respective countries are reserved in any event. They must be observed and, where applicable, take precedence over any sport regulations.**

Note that any product, process or technology described in the document may be the subject of other Intellectual Property rights reserved by the Fédération Aéronautique Internationale or other entities and is not licensed hereunder.

Table of Contents

| | |
|--|-----------|
| 1. Initial Preparation and Liaison | 1 |
| 1.1 What the GCO is for - | 1 |
| 1.2 Championship Liaison – the CIVA Event Liaison Officer (ELO) | 1 |
| 1.3 FAI / CIVA Championship Regulations | 1 |
| 1.4 GCO maintenance and development | 1 |
| 2. Bidding for Championships | 2 |
| 2.1 CIVA Bidding Documents and the FAI Organiser Agreement | 2 |
| 2.2 Role and authority of FAI | 2 |
| 2.3 FAI aerobatic championships | 3 |
| 2.4 Role and Authority of CIVA | 3 |
| 2.5 The FAI Organiser Agreement..... | 3 |
| 2.6 Technical and practical requirements of the event..... | 4 |
| 2.7 Sanction Fees | 5 |
| 2.8 Insurance | 5 |
| 2.9 Budgeting and Costs | 5 |
| 3. Mandatory Championship Organisation Requirements | 7 |
| 3.1 The Contest Director | 7 |
| 3.2 Performance Zone – location, safety, marking and judging positions | 7 |
| 3.3 Airfield operations..... | 7 |
| 3.4 Contest site weather data and meteorological services | 8 |
| 3.5 Scoring Director appointment..... | 8 |
| 3.6 Work-space / rooms for CIVA officials..... | 8 |
| 3.7 Meals and refreshments..... | 8 |
| 3.8 Warm-Up pilots..... | 8 |
| 3.9 Accommodation and Transport | 9 |
| 3.10 Communications and related equipment..... | 9 |
| 3.11 Entry fees | 9 |
| 3.12 Training airfields..... | 10 |
| 3.13 Aircraft Rental Options | 10 |
| 3.14 Point of Contact for Overseas Competitors..... | 10 |
| 4. FAI / CIVA Services and Documents | 11 |
| 4.1 FAI Sporting Code..... | 11 |
| 4.2 International Jury Handbook | 11 |
| 4.3 CIVA scoring software..... | 11 |
| 4.4 The Aresti Aerocryptographic System | 11 |
| 4.5 Sequence design software | 11 |
| 4.6 FAI Services and Contacts | 11 |
| 4.7 FAI and CIVA Medals and Diplomas | 11 |

| | | |
|------------|---|-----------|
| 4.8 | CIVA Championship Trophies | 12 |
| 5. | Opening and Closing Ceremonies and Awards | 13 |
| 5.1 | Introduction | 13 |
| 5.2 | Venue..... | 13 |
| 5.3 | Opening Ceremony..... | 13 |
| 5.4 | Closing Ceremony..... | 14 |
| 6. | Bulletins, Local Regulations and Briefings | 16 |
| 6.1 | Sporting Code Requirements | 16 |
| 6.2 | Bulletin #1 | 16 |
| 6.3 | Bulletin #2 | 19 |
| 6.4 | Briefings | 19 |
| 6.5 | Selection and approval of figures for Free Unknown sequences..... | 20 |
| 7. | The Contest / Registration Office | 21 |
| 7.1 | Principal duties of the Registration Office team | 21 |
| 7.2 | Office space and equipment | 21 |
| 7.3 | Official photos of Pilots, team members and contest officials | 22 |
| 8. | The Scoring Office | 23 |
| 8.1 | Scoring Director and Assistant | 23 |
| 8.2 | Office and facilities | 23 |
| 8.3 | Computer software | 23 |
| 8.4 | Hardware and equipment..... | 23 |
| 8.5 | Paper for printing | 24 |
| 8.6 | Internet access | 24 |
| 8.7 | Data entry | 24 |
| 8.8 | Flying Orders | 25 |
| 8.9 | Photographs..... | 25 |
| 8.10 | Results preparation and approvals..... | 25 |
| 9. | Preparation of Judging Line and other official paperwork | 26 |
| 9.1 | Responsibility for official paperwork preparation | 26 |
| 9.2 | Office facilities..... | 26 |
| 9.3 | Preparation of judging paperwork | 26 |
| 9.4 | Programme 5 – the Final Freestyle (power only) | 27 |
| 9.5 | Distribution of Free Known sequence copies | 27 |
| 10. | Other Office Facilities | 28 |
| 10.1 | International Jury Office | 28 |
| 10.2 | Judges Briefing Room | 28 |
| 10.3 | Press and Media Centre..... | 28 |
| 10.4 | Meteorological Services office space | 28 |
| 10.5 | Contestants Raw Score-Sheet review and acceptance area..... | 28 |

| | |
|--|-----------|
| 11. Airfield Layout..... | 29 |
| 11.1 The Aerobatic Performance Zone | 29 |
| 11.2 Emergency landings..... | 30 |
| 11.3 Judging Position Locations and Facilities | 30 |
| 11.4 Boundary Judging | 31 |
| 11.5 Flight Line and Airfield Facilities..... | 31 |
| 11.6 Safety, Health, Environment and Security | 34 |
| 11.7 The “Sterile” Area..... | 35 |
| 11.8 Wind Measurement Services | 35 |
| 11.9 Meal and refreshment provision during the event..... | 36 |
| 12. FAI and the International Jury | 37 |
| 12.1 Duties of the International Jury | 37 |
| 12.2 Contest Site Inspection | 37 |
| 13. The Judging Line | 38 |
| 13.1 Chief Judge Guidelines and Duties | 38 |
| 13.2 The Performance Zone and Judging Positions | 38 |
| 13.3 Trial Run of the CJ station, judging positions | 38 |
| 13.4 CJ’s station equipment list | 38 |
| 13.5 Judging station equipment list | 39 |
| 13.6 Boundary Judging equipment and positions..... | 39 |
| 13.7 Judging communications equipment | 39 |
| 13.8 Video screen for reviewing and checking flights..... | 40 |
| 13.9 Judging line facilities..... | 40 |
| 13.10 Judge and Assistant arrivals | 40 |
| 13.11 Judges briefings..... | 40 |
| 13.12 Transport to and from the judging line | 40 |
| 13.13 Other staff required on the judging line | 40 |
| 13.14 Judging line management..... | 41 |
| 13.15 Movement / repositioning of judging line equipment | 41 |
| 13.16 Judges refreshments | 41 |
| 13.17 Video Recording Operations | 42 |
| 14. Communications and Public Relations | 44 |
| 14.1 Internal Communications | 44 |
| 14.2 Communications equipment..... | 44 |
| 14.3 Communications with Teams..... | 45 |
| 14.4 Public Communications | 45 |
| 15. Internet and Websites..... | 47 |
| 15.1 The FAI website | 47 |
| 15.2 The CIVA Championship Results website..... | 47 |

| | | |
|------------|--|-----------|
| 15.3 | The CIVA News website | 47 |
| 15.4 | The Organisers championship website..... | 47 |
| 16. | Hotels and Transportation | 49 |
| 16.1 | Accommodation requirements | 49 |
| 16.2 | Hotel locations | 49 |
| 16.3 | Local transportation | 49 |
| 16.4 | Rental cars..... | 50 |
| 17. | Glider Events – Special Requirements | 51 |
| 17.1 | Local Aero Club details | 51 |
| 17.2 | On-airfield camping | 51 |
| 17.3 | Rigging and de-rigging area..... | 51 |
| 17.4 | Glider-towing Operations | 51 |
| 18. | Miscellaneous | 53 |
| 18.1 | FAI Anti-Doping Guidelines | 53 |
| 18.2 | FAI Environmental Guidelines..... | 53 |
| 19. | Post Championship Actions | 54 |
| 19.1 | Storage of official Judging and Sequence paperwork and computer files | 54 |
| 19.2 | Transmission of official championship results to FAI / CIVA offices | 54 |
| 19.3 | Handling of retained medals and trophies | 54 |
| 19.4 | Assistance with departures of officials, competitors aircraft and re-packing | 54 |
| 19.5 | Report of the Contest Director to CIVA | 54 |
| 20. | Emergency Procedures | 55 |
| 20.1 | Airfield Major Incident Plan | 55 |
| 20.2 | Overview of Procedures | 55 |
| 20.3 | Incident Response Team..... | 55 |
| 20.4 | Immediate response to an incident | 55 |
| 20.5 | Role of Participants | 55 |
| 20.6 | Media Contact..... | 56 |
| 20.7 | Collecting ‘Next of Kin’ or ‘Persons to be Notified’ data | 56 |
| 21. | Appendix 1 – Pictorial reference material | 57 |
| 21.1 | Aerobatic Championship Trophies and FAI Medals | 57 |
| 21.2 | Typical National Flag array outside the main briefing area | 58 |
| 21.3 | Judging line equipment | 59 |
| 21.4 | Box status information systems for pilots | 60 |
| 21.5 | Team tents, Briefing Rooms and Opening Ceremony | 60 |
| 22. | Appendix 2 – Check Lists | 61 |
| 23. | Appendix 3 – Example of a typical Championship Organisation Chart | 66 |
| 24. | Appendix 4 – Record of document changes and revisions..... | 67 |

The CIVA Guide to Championship Organisation (the “GCO”)

1. Initial Preparation and Liaison

1.1 What the GCO is for -

This guide has been compiled to assist organisers of FAI World and Continental aerobatic championships to plan their events based on the past experience of other organisers. This document provides:

- A thorough description of the **bidding process** – how to create and submit your championship bid.
- A chapter on **mandatory** requirements for key elements of your championship plan.
- A comprehensive set of **best-practice** solutions and initiatives drawn from many sources. These solutions and initiatives form the remainder of the GCO text.
- A photographic appendix of **FAI aerobatic trophies**, and airfield and equipment solutions that have been successfully deployed at past events.

1.2 Championship Liaison – the CIVA Event Liaison Officer (ELO)

Following acceptance of the bid at plenary the elected Jury President automatically becomes the CIVA Event Liaison Officer (ELO), the primary contact person and initial point of reference in all queries regarding the planning of your championship. When planning your event always bear in mind that the ELO should be your first external point of contact regarding any topic where additional advice on operational matters is required, or if you find that you are not able to meet a condition specified in Section 6 regulations or any of the mandatory elements defined in chapter-3 of this document. In these cases the ELO **must** be contacted in order to ensure that the solution adopted is acceptable and appropriate.

1.3 FAI / CIVA Championship Regulations

The FAI/CIVA statutory documents “Section 6” parts 1-5 and all other relevant CIVA and FAI policy and technical descriptive documentation may be obtained from –

- CIVA’s News website at <https://www.civa-news.com>
- The FAI / CIVA website at <https://www.fai.org/commission/civa>
- The FAI Documents Portal at <https://www.fai.org/documents>

These documents take precedence in all operational matters of policy and procedure regarding FAI / CIVA championship organisation and management.

1.4 GCO maintenance and development

The CIVA GCO Working Group is always keen to learn of and discuss improvements and revisions to the presented material, with a view to maintaining the highest possible standard of advice and guidance therein. Please forward all suggestions to the WG Chairman, details as below. Significant text revisions for the 2023 Issue-5 document are denoted by a vertical line in the right margin, normally with a reference note in Appendix-2 at the end of this document.

Nick Buckenham

CIVA GCO Working Group Chairman, 2023

Mob: +44 7773 768386

Email: civa-president@fai.org

2. Bidding for Championships

2.1 CIVA Bidding Documents and the FAI Organiser Agreement

To submit a bid for a CIVA World or Continental Aerobatic Championship you must use the CIVA Event Bidding Form obtainable from the [CIVA News Document Store](#) or the [FAI / CIVA website Documents](#) page. This form describes the steps necessary to prepare the bid, which includes requesting a full copy of the FAI Organiser Agreement (the OA) from the FAI office in Lausanne, Switzerland. The OA defines the legal responsibilities and contractual basis for many aspects of your event, and any queries regarding its content should be directed to the FAI General Secretary.

When complete the CIVA Event Bidding Form (not the OA) should be emailed to the CIVA President at the earliest possible date, certainly not later than one week prior to the next CIVA annual plenary conference. Bidders are expected to make a 10-15 minute fully detailed presentation to plenary, this being carried out by the group which proposes to organise the event or by the national Delegate to CIVA from that country. The presentation should include at least the following items:

- An overview of the location and local amenities
- Airfield information including diagrams, photos, and the proposed Aerobatic Box location
- Nearest commercial airports for flight connections
- Expected meteorological conditions
- Details of the proposed accommodation, including single / dual occupancy costs
- Details of the official pre-event training period and the full championship schedule
- Entry fees for competitors and Team members, with clear cut-off dates for price revisions
- Flight procedures and a schedule of the proposed programmes
- Safety and Security plan
- Proposed contest officials (note – the Contest Director must be approved by CIVA)
- The number of Judges to be accepted (minimum 7, maximum 10 but 5 for Intermediate)
- The locations of suitable in-country or local training airfields
- A review of the aircraft that will be available for hire
- A financial and budgetary overview for the championship

Successful bids are approved by absolute majority vote during plenary (by secret ballot if requested by any Delegate). The FAI Organiser Agreement for each event will be sent to the organiser's official address and must be signed by successful bidders and counter-signed / approved by FAI within 60 days. Organisers are expected to publish the first Official Bulletin for the event no later than six months prior to the opening date, earlier if possible.

2.2 Role and authority of FAI

The Fédération Aéronautique Internationale – the World Air Sports Federation – was founded in 1905. It is a non-governmental and non-profit international organisation whose basic aim is to further air sports, aeronautical and astronautical activities worldwide. Within the framework of the FAI, each air sport has an International Commission, and for aerobatics this is CIVA. The FAI owns the exclusive rights to all international aerobatic competitions and contracts the organisation of these events to a Local Organising Committee (LOC), which can consist of any combination of an FAI Member Association, a city, region, a private event organiser, or a commercial body.

2.3 FAI aerobatic championships

FAI Aerobatic Championships are conducted under the rules of the International Aerobatics Commission (Commission Internationale de Voltige Aerienne or “CIVA”) of the FAI. These championships comprise several competition flight programmes including Free Known, Unknown or Free Unknown sequences. Within each programme pilots execute sequences of classically defined aerobatic figures in high performance, specialized aircraft before a panel of international judges. The Unlimited power category uniquely includes a separate ‘Final Freestyle’ programme in addition to the ‘classic’ sequences, which is very popular with spectators and media; during this element alone pilots may opt to utilise smoke and music to enhance their flights.

It is not unusual for 60 or more of the best pilots from over 20 countries to represent their nations at these major World-class sporting events. FAI World Aerobatic Championships have been running since 1960 and the FAI Sporting Codes for Aerobatics – Section 6 Part 1 for power, Part 2 for gliders – have been extensively developed and tested since the first World Aerobatic Championship (WAC) was held in 1960.

2.4 Role and Authority of CIVA

CIVA is the body responsible for the rules governing international aerobatic competitions and overseeing these events to ensure compliance with FAI Sporting Code and established standards and procedures. All FAI Aerobatic Championships are conducted under the direction of CIVA, who approves an event organiser to conduct each competition.

2.5 The FAI Organiser Agreement

The FAI will prepare and send to the Local Organiser (the LO) a dedicated copy of the FAI Organiser Agreement (the OA) for the event, which will define the duties and responsibilities of each party in law. This Agreement must be negotiated where necessary, approved and signed by both parties before the organiser may proceed with the event, at the latest within 60 days of its transmission by FAI to the organiser.

As at April 2023 the OA covers the following topics:

- Parties
- Appointment as an Organiser
- Event
- Bid Document / Sanction Application
- FAI Rules & Regulations
- Media Rights and Audio-Visual Coverage
- Commercial Rights
- Financials / Budget
- Insurance
- Cancellation
- Indemnity
- Binding Agreement
- Law and Jurisdiction

Organisers should read the ‘Mandatory Championship Organisational Requirements’ outlined in chapter-3 of this Guide, from which any planned variance must be discussed and agreed in writing with CIVA.

2.6 Technical and practical requirements of the event

Since 1960, FAI Aerobatic Championships have been successfully conducted at all types of airfields, ranging from ex-military bases to small, local airports. Bidders for championships must ensure the requirements defined within the relevant power or glider FAI Section 6 Sporting Rules are met in addition to all national and international airspace and aviation regulations that relate to airports and the conduct of public events. This CIVA Guide to Championship Organisation document has been expressly compiled to assist organisers in preparation for their event, and provides the most complete collection available of 'best practice' solutions created and applied by past Organisers.

Timescales and Competitor numbers

Here is a typical championship schedule:

| | |
|-------------------------|---|
| Week prior to the event | Arrivals, registration and official 'free' practice days for Teams and other participants. For this the fully-marked performance zone or box should be available for practice and training on a bookable basis to provide fair and equitable opportunities for all pilots and teams. |
| Day 1 | Arrival of FAI International officials (Jury and Judges) Judges Briefing – usually 1-2 hours in a dedicated room Final arrivals, registration and practice for all pilots and teams Opening briefing – including Unknown figure selections and ratifications Opening Ceremony |
| Days 2-10 | Competition flights – Classical Programmes 1 to 4 (power) or 1 to 6 (glider) |
| Day 11 | Final Freestyle Programme 5 (power) Awards and Closing Ceremony |
| Day 12 | Departures |

The number of competitors will depend on the category. The following is a guideline for planning purposes, based on recent World Championships:

| <i>Championship</i> | <i>Pilots</i> |
|--|---------------|
| WAC (World Aerobatic Championship, power Unlimited) | 40-60 |
| WAAC (World Advanced Aerobatic Championship, power) | 40-70 |
| WGAC (World Glider Aerobatic Championship, Unlimited) | 20-30 |
| WAGAC (World Advanced Glider Aerobatic Championship) | 30-50 |
| WIAC (World Intermediate Aerobatic Championship, power) | 25-50 |
| Continental (Open) Championships (similar to above, but not including glider events) | 40-50 |

FAI International Officials

The following FAI International Officials are required to attend. The number of Judges listed is the minimum required according to FAI Sporting Code, Section 6 (5 minimum for Yak-52/Intermediate events). However, a full panel of 10 Judges is desirable and organisers must indicate if they can accommodate this number.

| <i>Description</i> | <i>Number</i> |
|---|---------------|
| International Jury | 3 |
| Chief Judge | 1 |
| Assistants to Chief Judge | 2 |
| Judges (<i>minimum 7, maximum 10</i>) | 7-10 |
| Assistant Judges (<i>minimum 7, maximum 10</i>) | 7-10 |

2.7 Sanction Fees

CIVA charges a Sanction Fee of €200 per competitor. This fee must be collected by the organiser from each competitor as part of their entry fee and paid to FAI on receipt of their invoice, which will be presented immediately following conclusion of the event. For this fee the following FAI assistance is provided:

- Official recognition of the event and placement in the FAI International Sporting Calendar
- Support, assistance and advice of experienced contest officials and CIVA Officers prior to the event
- Judges and Jury members selected by CIVA based on experience and/or performance. CIVA pays travel allowances (the “TA” system) to FAI Officials to and from the contest site
- Access to the official CIVA scoring software (this is mandatory)
- All FAI and CIVA Medals and Diplomas appropriate to the Championships and coordination on the delivery of permanent “traveling” trophies to the event
- An FAI Sanction Package which is sent to the organizer several weeks in advance and which includes the FAI flag, the FAI medals, FAI diplomas with a template for printing names, and other useful documents and support material
- The CIVA Sanction Fee must be included as part of the competitors entry fee

2.8 Insurance

For championships held within the European Union –

- Competitors are required to present proof of insurance at limits in accordance with EC Regulation 785/2004; see <https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32004R0785>
- Organisers are required to purchase third-party promoter’s liability insurance in accordance with the requirements of their country.

In countries outside the EU, organisers must take steps to investigate and secure appropriate insurance.

2.9 Budgeting and Costs

CIVA does not review or approve budgets for FAI Aerobatic Championships, but FAI may seek to verify various aspects of each event on a continuous basis. An overview of the finances and budget for the Championships should be presented at plenary. The following table lists some key areas:

| <i>Item</i> | <i>Notes</i> | <i>Refer to para:</i> |
|---------------------|---|-----------------------|
| Accommodation | Hotel rooms for competitors, team members, warm-up pilots, FAI/CIVA Officials and all volunteers. Organisers have the option of reducing the Entry Fee and allowing Teams to make their own arrangements from information provided by the organiser | 3.11, 16.1 |
| Box markers | Strips on the ground to mark the aerobatic performance zone | 11.1 |
| Boundary judges | If required – these are part of the organisers’ team, not FAI officials; suitable equipment and operators must be sourced, trained and accommodated. Boundary judgement may also be electronic | 11.4 |
| Bulletins #1 and #2 | Key documents created by the organiser and distributed electronically many months in advance of the event start date, fully describing the planned event structure and facilities, and how to enter it | 6.2, 6.3 |

| | | |
|------------------------------------|--|-------------------|
| Contest hardware | Computers, printers, copiers and associated office / admin supplies | 7.2, 8.4 |
| Drinking water | To be available free-of-charge to all participants | 11.5 |
| Emergency fire and medical support | Fire truck and ambulance with trained emergency personnel | 11.6 |
| Figure selection meetings | Meetings of all Team members and Officials at which Free Unknown and Unknown figures are selected and approved | 6.5, 14.3 |
| Flags | An FAI flag is provided in the Sanction Package. National flags should be flown at the site and national anthems available for ceremonies | 2.7, 21.2 |
| Fuel and lubricants | For all functional and competition flights | 11.5 |
| Insurance | Third-party promoter's insurance to meet national requirements | 2.8, 11.5 |
| Internet | WiFi throughout the contest site | 7.2, 8.6 |
| Judging equipment | To accommodate the judging panel and associated hardware | 13.4 |
| Meals | Three meals per day for all fee-paying participants and FAI officials | 3.7, 11.9 |
| Meteorological services | An aviation weather forecasting service and wind measuring equipment must be resourced and operated throughout the event | 3.4, 10.4 |
| Opening and closing ceremonies | Reception, closing dinner, and costs for facilities and refreshments | 5.3, 5.4 |
| Safety equipment | Fire extinguishers of the proper type and quantity, equipment for secure outside aircraft parking if this is envisaged, and any other materials and equipment as well as emergency response services required for the safe and secure conduct of the Championship | 3.2, 11.6 |
| Sanction fees | Currently €200 per pilot, payable to FAI on receipt of their invoice | 2.7 |
| Security | As required, dependent on contest location. ID's to be provided to all participants. Areas limited to participants to be marked and secured | 7.3, 11.6 |
| Snacks and refreshments | Available free of charge in the morning and afternoon for the panel of Judges; franchises where possible for all other participants | 3.7, 13.16 |
| Temporary buildings and tents | For hangarage, briefings, and meals. Team villages are also customary with one tent per Team (combined if only one pilot per country) | 11.5, 21.5 |
| Toilets | Portable toilets (male and female) if airport facilities are not adequate. Also required at the judging positions | 11.5, 13.9, 17.4 |
| Transportation | For Team members and FAI Officials between hotel(s) and airfield. FAI Officials arriving in-country must also be transported to the contest site and returned to their departure airports at the conclusion of the event | 11.5, 13.12, 16.3 |
| Trophies | Organisers may decide to present trophies in addition to the FAI and CIVA medals provided as part of sanction fee | 5.4, 19.3, 21.1 |
| Volunteers and support staff | An adequate support team must be established to handle all aspects of contest organisation including finance, logistics, transport, airfield, flight operations, interpreters, safety, accommodation, the aerobatic box, judge support, procurement, identification and meals. | 7.1, 14.1 |

3. Mandatory Championship Organisation Requirements

Following approval of a bid the International Jury President becomes the official **CIVA Event Liaison Officer** (the ELO), the principal point of contact for all communications and requests for advice between the Organiser and CIVA up until the start date for the event. The ELO will bring his/her extensive experience of successful prior championship organisation and management to the event.

The items that follow here are considered vital matters that championship organisers must accomplish to a high standard. If an alternative solution is considered, agreement should be sought from the ELO or the CIVA President and the alternative option or procedure must be approved and authorised before it may be adopted as the official competition solution.

3.1 The Contest Director

The Contest Director (CD) must be nominated by the organiser in the bid documents, with full details supplied for the CIVA Bureau to review. Acceptance of the nominated CD is subject to approval by CIVA.

- The CD carries the overall responsibility for all aspects of the championship organisation and operations, land-side and air-side, and must have proven capability and experience in the planning and managing of successful major aerobatic events.
- He must quickly appoint and manage a team of suitably experienced officials empowered to execute all event requirements to an agreed standard under his overall control, comprising at least:
 - A deputy Contest Director who will act as the CD's second-in-command in all matters and provide stability and continuity when the CD is engaged in other areas.
 - A Safety Officer (SO) to assist the Contest Director in all matters of safety, health, environment and security.
 - An experienced Flight Director (FD) to take primary responsibility for the management and control of air-side competition operations. The FD must have proven experience in competition flight operations and be fully conversant with CIVA competition regulations.

3.2 Performance Zone – location, safety, marking and judging positions

- No part of the aerobatic performance zone (the 'box') plus the 50m boundary extension may be sited overhead any public areas or persons not under direct ATC control. If this requirement cannot be met, organisers should carefully check through national aviation / display guidelines and legal protocols relating to public events to ensure that all safety regulations are adequately satisfied.
- The box markings must be accomplished to a standard that meets the published CIVA specifications, and in place from the very start of pre-event official practice sessions.
- Note that your box marking team must change the wind direction chevrons on the main box axis whenever the official wind direction is revised, an urgent requirement on every occasion.
- Prepared judging stations must be established suitable for operation throughout the expected hours of contest flying, without problems from the orientation of the sun – thus east, west and south stations are required in the northern hemisphere; east, west and north in the southern hemisphere.

3.3 Airfield operations

- Throughout the event the operation of the airfield and its ATC systems must primarily be devoted to meet championship flight requirements.
- Other air traffic may be accommodated provided that their movements are controlled by local ATC and the FD in a way that does not disrupt the flow of competition flights; this may require the availability of an operational runways outside the competition box limits for all non-contest traffic.

- Organisers must provide a separate dedicated frequency for championship flight communications, and recognise that not all competition pilots may be able to understand or communicate in English or the local language.

3.4 Contest site weather data and meteorological services

- Organisers must show that the historic weather records for the championship site predict suitable contest flight conditions per Section 6 requirements for at least 80% of the scheduled event period.
- The on-site availability of comprehensive weather forecasting data to enable timely meteorological briefings suitable for championship organisation is vital to enable full use of the available flying time.
- Accurate measurement of the wind direction and speed at the surface, at 300m and 600m (power) or 700m and 1200m (glider) levels. The cloud-base and the current visibility are frequent requirements, for which specialist equipment and a trained operator must be available.

3.5 Scoring Director appointment

- Good experience of working in and a thorough understanding the Windows™ operating environment is essential. A background of casual computer use in an office environment is not sufficient.
- The Scoring Director is the “guardian” of accuracy and primary manager of correct operation of the CIVA championship results system. The overriding responsibility in this post is to provide a timely and accurate service in accordance with Section 6 regulations and all Jury instructions.
- A sound working knowledge of CIVA championship operational requirements is especially important.
- Experience of operating the scoring software and participation in training sessions using historic championship data is an essential preparation for event scoring management and output.

3.6 Work-space / rooms for CIVA officials

- Both the Jury and the Chief Judge must have office style rooms available to them thus:
 - The three-person Jury will require a dedicated secure room to privately discuss protests and other matters with small numbers of Team Managers, pilots etc.
 - The Chief Judge will need ad-hoc use of a room able to accommodate up to 25 judges and assistants, both for briefing purposes prior to the event and on demand during the event to discuss matters pertaining to judging and to enable video conferences etc.

3.7 Meals and refreshments

Where meals are included in the entry fee:

- The provision of suitable meals at times and places to suit competing pilots’ requirements is a key safety issue whose importance must not be underestimated.
- All official contest participants must be offered breakfast facilities either at their hotels or on-site at a time suitable for early briefing attendees and pilots flying at the start of that day’s performances.
- Lunch boxes or a cash allowance cannot normally be regarded as an adequate meal provision.
- The evening meal may be provided either at the hotels or at the airfield, or suitable alternative arrangements must be subsidised by the organisers.
- Where meals are excluded from the entry fee the organisers should make every effort to offer a rapid on-site restaurant or café service to provide food/snacks and drinks to all participants.

3.8 Warm-Up pilots

- The International Jury will select at least one (glider) or two (power) official Warm-Up pilots several months before the event. These pilots are not subject to an entry fee and their accommodation and fuel/oil costs must be borne by the organiser. Priority will be given to at least one Warm-Up pilot from the organising NAC. Liaison with the Jury President and the nominated pilots to finalise this arrangement is a key item that must be resolved well before the time of the event itself.

3.9 Accommodation and Transport

- Where hotel accommodation is provided, you should aim to locate all participants in one hotel or at least close together to reduce transport complexity and encourage participants to mix, exchange views and socialise.
- Hotel rooms will normally be multiple-occupancy, with provision on the event entry form to indicate sharing preferences. Single rooms shall be available at extra cost to meet individual requests.
- If high temperatures can be expected at the championship location, hotel rooms must be provided with adequate air conditioning.
- The accommodation should not be further than 20-25 minutes by road from the airfield. Regular transport services must be available to meet all likely championship requirements.
- Note that depending on the judge arrival schedule it may be mandatory to accommodate all judging panel members one day ahead of the championship opening day, without charge to these people; for power events see sporting code Part 1 – para 1.3.2.3.d).

3.10 Communications and related equipment

- An effective PMR (personal mobile radio) communication system for officials is essential, preferably with dedicated channels for different groups of officials. This must work effectively over the entire contest site; radio repeaters at strategic points may be necessary.
- The free availability of mobile telephones to contest officials and team managers for SMS purposes is highly advantageous. This must however be backed up by a managed array of Team 'post-boxes' to make the important messages available in printed format.
- Organisers must ensure that key information – especially regarding transport arrangements, flight order revisions, unknown sequence revisions, daily briefing times etc. – is promptly posted and updated at ALL hotels as well as the event info-centre.
- The creation and use of dedicated WhatsApp or similar messaging groups is strongly encouraged, to facilitate the rapid distribution of key information to competitors, judging panel members, contest officials and the general public via mobile telephone systems.
- At the airfield and in all the hotels reliable high-speed internet access must be provided, preferably via a secure WiFi system. This is particularly important for distributing programme updates to teams, and also to provide information regarding the Free Unknown figures selected for each programme and receive sequence submissions back from each team.
- Organisers should publish a dedicated email address for use by all teams as the primary "send-to" target for (a) Free Known sequence and (b) Free Unknown sequence submissions – in the latter case to be easily accessed by the International Jury. A procedure is also required for the return of rejected Unknown sequences to their sender, to facilitate their re-design and re-submission.

3.11 Entry fees

Organisers must provide an entry fee structure to meet the following key objectives:

- The fee structure should be simple and straightforward, built around a 'primary fee' for each of the available options and with the least possible variations to accommodate pilots and Team officials, accommodation types, early and late payments, and refunds.
- Full details of the organisers' bank account for fee payments must be provided.
- Online fee payments systems should be available if possible to facilitate speedy money transfers at the current exchange rate from any country.
- For hotel accommodation, the price should be stated for dual occupancy rooms with an optional surcharge for single occupancy, plus the day-rates for before and after the official event period.
- Provision should be made with clearly stated options for:
 - the date from which normal entry fee payments will be accepted
 - the date(s) from which late entries can be accepted at increased cost above the primary fee

This structure should encourage submission of entries at the earliest opportunity to enable improved forward-planning for the organiser. Options for later entries above the primary fee should amount to no more than +20%, or perhaps up to +50% at the event itself.

- A clearly stated refund policy is required to enable paid fees to be returned, less an adjustment to cover normal administrative and banking costs.

3.12 Training airfields

The availability of suitable in-country or nearby airfields in adjacent countries for training activities prior to the event will be an important factor for many teams. Organisers should provide a list of airfields who have agreed to offer this facility, subject to negotiation with team managers regarding the number of aircraft and/or pilots, the amount of training flights planned, hangarage expectations and fuel and lubricant requirements etc. If an adequate range of training airfields within an acceptable transit distance from the championship site is not available this may be a key issue when your championship bid is considered by the CIVA plenary, and can also be an important matter for teams when considering their entries.

3.13 Aircraft Rental Options

The organiser should take all possible steps to construct a list of aircraft and owners who are able to negotiate rental agreements with pilots wishing to enter the event but who are unable to bring or secure their own competition aircraft. This list should be posted on the championship website so that prospective renters can either directly or via the organiser make contact with the aircraft owners in order to investigate whether an appropriate rental agreement can be agreed.

3.14 Point of Contact for Overseas Competitors

Organisers of World or Continental Championships should nominate a person within their team to serve as the point of contact for overseas participants. This person must be available to assist participants at any time to provide advice and where necessary access to any documentation required in the organising country in order to be able to fly with rented aircraft or to operate a foreign aircraft there. The name of this person and their contact details must be provided to CIVA so that the information can be posted on the CIVA News website in conjunction with other championship information.

4. FAI / CIVA Services and Documents

4.1 FAI Sporting Code

The CIVA Sporting Code Section 6 for Power (part-1) and Glider (part-2) events may be downloaded from the CIVA News website Document Store at <https://www.civanews.com/the-civa-document-store/> or the FAI/CIVA website Documents page at <https://www.fai.org/civa-documents>

4.2 International Jury Handbook

This is available from the FAI website Documents page at <https://www.fai.org/documents>

4.3 CIVA scoring software

CIVA approves one officially approved software package for scoring all championship flights. This package is freely available on request from:

- **ACRO** – Aerobatic Contest Results Organiser
For further details see <https://www.acro-online.net>
ACRO is authored by CIVA President Nick Buckenham (civa-president@fai.org)

Before the event start date the current logon/password must be obtained from the CIVA President to enable uploading of the event results to the official CIVA results website at <https://www.civa-results.com>

4.4 The Aresti Aerocryptographic System

An in-date copy of the relevant Power or Glider Aresti Aerobatic Catalogue (condensed) must be obtained from the Aresti System S.L website at <http://www.arestisystem.com> and made available for reference when matters of aerobatic sequence design are being considered.

4.5 Sequence design software

Organisers must be familiar with the operation of commonly used software for handling the competitors' Free Known sequences, and for the printing and distribution of Unknown and Free Unknown sequence submissions. The free browser-based "OpenAero" application available from <https://openaero.net/> should normally be used, though Visio Aresti files may be accepted for which a copy of that software is required.

4.6 FAI Services and Contacts

See the FAI online information at <https://www.fai.org/structure> to obtain details of the current management structure and section responsibilities at FAI headquarters.

4.7 FAI and CIVA Medals and Diplomas

Organisers can expect to hear from the FAI secretariat in Lausanne shortly after the approval of the bid. Christine Rousson (tel: +41 21 345 10 70 and email: christine@fai.org) is currently the contact for all organisers and is responsible for shipping the FAI Medals, FAI Diplomas, FAI flag, and other material.

From 2021 onwards the range and number of championship medals awarded include a new design of CIVA medal that was approved at the 2019 plenary. These medals will be forwarded to the organiser by the CIVA President (email: civa-president@fai.org) from the appointed UK manufacturers in accordance with Section 6 requirements.

4.8 CIVA Championship Trophies

Here is a list of the trophies to be awarded at CIVA championships, and their intended recipients.

Section 21 of this document and <https://www.civanews.com/civa-trophies-their-origin-and-history/> provide more text and visual information to review and verify the appearance of each trophy.

Unlimited Power World Aerobatic Championships

Trophy

Awarded to -

- | | |
|---------------------------------------|---|
| 1. The Aresti Cup | The World Aerobatic Champion |
| 2. The Manfred Strössenreuther Trophy | The winner of the Final Freestyle Programme |
| 3. The Royal Aero Club Trophy | The Women's World Aerobatic Champion |
| 4. The Eric Müller Trophy | The winner of the Unknown Programmes |
| 5. The Nesterov Trophy | The winning Men's Team |
| 6. The FAI Challenge Trophy | The winning Women's Team |

Unlimited Power European Aerobatic Championships

- | | |
|---------------------------------------|---------------------------------|
| 7. The Manfred Strössenreuther Trophy | The European Aerobatic Champion |
| 8. The Darius and Girénas Trophy | The winning Men's Team |

Advanced Power World Aerobatic Championships

- | | |
|------------------------------|---------------------------------------|
| 9. The Peter Celliers Trophy | The World Advanced Aerobatic Champion |
|------------------------------|---------------------------------------|

Advanced Power European Aerobatic Championships

- | | |
|------------------------------------|--|
| 10. The Ivan Tuček Floating Trophy | The European Advanced Aerobatic Champion |
|------------------------------------|--|

Unlimited Glider World Aerobatic Championships

- | | |
|----------------------------|-------------------------------------|
| 11. The Roland Küng Trophy | The World Glider Aerobatic Champion |
|----------------------------|-------------------------------------|

Advanced Glider World Aerobatic Championships

- | | |
|----------------------------|--|
| 12. The Roland Küng Trophy | The World Advanced Glider Aerobatic Champion |
|----------------------------|--|

Yak-52 World Aerobatic Championships

- | | |
|----------------------------|-------------------------------------|
| 13. The Yak-52 Trophy | The World Yak-52 Aerobatic Champion |
| 14. The Yak-52 Team Trophy | The winning Yak-52 Team |

Note that CIVA Yak-52 championships ceased from 2023 onwards.

CIVA Championship Organiser of the Year Trophy

- | | |
|---------------------|---|
| 15. (name as above) | Awarded at the plenary conference by prior vote |
|---------------------|---|

5. Opening and Closing Ceremonies and Awards

Refer also to “Protocol for Award-Giving and Closing Ceremonies at FAI Championships” from the FAI online portal at <https://www.fai.org/event-organisers-space>

5.1 Introduction

The ceremonies mark the official beginning and end of the competition. The goals are:

- To bring together competitors, officials, dignitaries, and guests in one place to officially mark the opening and closing points of the event. Their “Olympic” style presentation attracts attention from the media, public and sponsors, with traditions dating back to the beginning of FAI and CIVA.
- To provide the formal arena for recognition of the championship winners and their presentation to the air sports world, the aviation community, and the public.

The dignity and quality of these events must be maintained and protocols observed in order to respect the importance of FAI Aerobatic Championships and the level of skills, talents, and dedication displayed by the winners in the rigorous atmosphere of international competition.

5.2 Venue

The selection of venues for the opening and closing ceremonies will depend on the location of the championship, the facilities at the airfield or nearby, and the number of participants. If an outdoor ceremony is planned then an indoor alternative should be available in case of inclement weather. There must be a stage or a central area where the speakers may be located, with operational public address facilities. Seating is not essential for the opening ceremony, but it is required for closing as the awards presentations are complex and can take considerable time.

5.3 Opening Ceremony

The primary aim is to gather everyone together and to have the event officially declared “open”. The ceremony should comprise at least the following elements:

- A “Parade of Nations” to begin the ceremony. Designate an assembly point for the Teams, Judges and the Jury to assemble in alphabetical order – local language can be used for country names.
- Each Team should be led, preferably by local youth in traditional costume, carrying a sign with the national flag and country name.
- The Parade can be accompanied by music – military and other bands are suitable
- The Teams should finally assemble along a line that encircles or faces the podium area.
- The announcer, normally a senior member of the organising team, calls for the FAI anthem to be played and the FAI flag will be raised.
- The CD welcomes everyone and extends his best wishes for a safe and successful event.
- The organiser should select a pilot to declare the Pilots Creed, and the Chief Judge or a nominated alternative person nominated to declare the words from the CIVA Officials Creed. These creeds are available from the CIVA News website at <https://www.civanews.com/the-civa-document-store/>
- The assembled local dignitaries, government officials etc. at the stage or podium area should be introduced as they come to the microphone to add their welcomes. A small presentation regarding the country and the championship location may be welcomed, though necessarily kept very brief.
- Finally, the highest-ranking FAI official will officially declare the event “open”.

For the purposes of protocol, FAI officials are ranked as follows:

- FAI President

- CIVA President
- FAI Secretary General
- CIVA Vice President
- International Jury President

Some additional points:

- Team members, CIVA officials, and contest officials should be properly dressed.
- CIVA officials will not wear any national colours as they are considered “FAI International Officials” and must avoid any appearance of favouritism or bias.
- The Master of Ceremonies (MC) should speak English as this is the official language of FAI Aerobatic Championships. The use of an interpreter may be necessary to translate from the local language to the official event language (normally English) and from it to the local one for the public.
- An official photographer should be present for all ceremonies in order to document the event and to provide digital images to the organizers, the FAI, and CIVA.

5.4 Closing Ceremony

These combine speeches and the awards presentations. Many closing ceremonies are held in conjunction with a dinner, in which case the following points should be considered:

- Reception – set a time to gather, share drinks, and to socialize.
- Dinner – set an exact time for beginning.
- The award presentations can precede or follow the dinner.

There is additional complexity because of the awards, national anthems and flags that are to be presented or utilised. This will require particular attention to the following:

- The awards podium (three-level if possible) and the three flag displays should be of different heights, with the highest in the centre for the Gold medal winner; the left podium position / flag pole, as seen from the spectators, will be for the Silver winner and the right for the Bronze winner.
- If an indoor setting is employed then the flags may be displayed on a screen, helpfully with the winners names also displayed.
- Instrumental versions of all national anthems are available on the internet in .mp3 format, for example at <https://nationalanthems.info/>. Prior to the ceremony these must all be scrupulously checked for accuracy and quality – playing the ‘wrong’ national anthem or a poor quality version of it can be a disastrous and embarrassing error.
- Flags representing each officially present nation must be checked for accuracy and size, and hung in an appropriate manner. All flags should be of the same size.
- A large table should be set up on or nearby the stage/podium for the medals and trophies to be displayed for viewing prior to the event, and for easy access to the assistants to the presenters. It is most helpful to lay them out in the chronological order of their presentation, with a clear list detailing the recipient, a description of the trophy and where appropriate its history and origin.
- FAI Sporting Code, Section 6, requires the International Jury to conduct a review and check of all Trophies, medals and diplomas. This should occur prior to or at the beginning of the Championships in order to resolve any problems with the FAI Head Office in Lausanne, Switzerland. The medals and diplomas are normally sent to the organisers several weeks prior to the event.
- The organiser must ensure that the names of the current champions, team champions and trophy winners are correctly engraved on the trophies before the prize giving ceremony. Advice should be sought from FAI HQ if necessary, as mistakes here are highly embarrassing and must be avoided.

The awards-giving will be conducted as follows:

- The MC should announce who will present the various FAI medals, CIVA medals, FAI diplomas, and trophies along with their titles.

- CIVA medals and FAI diplomas for individual flight programmes can be awarded by a contest official, member of the International Jury, local dignitary, or sponsor representative.
- The FAI medals (larger in size) and diplomas for the overall champion, the women's champion (unlimited power only), and team champions should be presented by the highest ranking FAI official in accordance with the list above. FAI medals will be delivered pre-engraved for the event.
- Trophies for the overall and team champions will be presented by the highest ranking FAI official.
- Other officials, such as those of the contest, or local dignitaries may assist the primary presenter in this process such as helping with the handling of the medals or presentation of diplomas.
- FAI Sporting Code, General Section, requires that FAI diplomas be awarded to 1st through 10th places overall. The FAI diplomas for 4th through 10th places should be presented before the top three diplomas; the winners are called to the podium as the MC announces the recipient's name and country, to receive their diplomas immediately.
- Medal winners will then be called forward separately by name and country, in the order of bronze, silver and finally gold to have the medals hung around their neck, the diplomas presented, and the trophies handed over as appropriate. Team medals are presented in the same order.
- Team medals, diplomas, and trophies will be the last presented.
- Immediately after all medals and diplomas have been given, the national anthem of the gold medal winning individual or team will be played and the three national flags will be raised simultaneously. Note that "Hors Concours" (H/C) pilots are not eligible for any awards.

Time should be allowed for spectators and media to take photographs of the winners prior to them stepping off the stage. However, in no case should photographers be allowed to interfere with the viewing of the ceremonies by spectators.

The final stage of the closing ceremony is as follows:

- After the last awards presentations have been made, the MC will then direct the FAI flag to be lowered, and at the same time the FAI anthem will be played.
- The FAI flag will be neatly folded by the organiser's staff and given to the Contest Director. The Contest Director will, in turn, present the FAI flag to the highest-ranking FAI official on site. That official will then present the FAI flag to the organizer of the next Championships (appropriate to category) if they are present.
- The highest-ranking FAI official will then formally declare the event officially closed.

After the Closing Ceremony

Organisers should carefully check that all medals, diplomas, and trophies have been presented and taken away by the recipients, and if necessary that transport is available to get the trophies to the recipient's hotel. If there are any unused medals these must be returned immediately to the CIVA President. If any items are left at the podium they should be given to the winner(s) in case they were left behind, or taken to storage for later shipment. Trophies are valuable and must always be carefully protected.

All Trophies presented at FAI Championships are "traveling trophies". They are brought to the event by the previous winners and taken away by the current winners. The organiser is responsible for them from their arrival at the event and until their presentation to the winners.

The championship **Jury President** is responsible for ensuring that winners and/or Team Managers must sign a CIVA **Letter of Agreement for FAI Trophies** that requires them to provide proper care to the trophies. This important document can be downloaded from the FAI website at <https://www.fai.org/civa-documents> and also the CIVA News website at <https://www.civanews.com/the-civa-document-store/>

6. Bulletins, Local Regulations and Briefings

6.1 Sporting Code Requirements

General

The Organiser of a World or European Championship must publish a bulletin on the championship website to describe the key elements of the forthcoming event for the guidance of pilots, officials, and all other interested parties. In the event that updates are necessary to extend, revise or supersede any of the material in this first bulletin then a second official bulletin should also be published.

6.2 Bulletin #1

This document, in PDF format, must be published online as soon as possible after formal acceptance by FAI / CIVA of the organisers bid for the event, and certainly not later than 6 months prior to the event. The aim of this initial bulletin is to provide a complete briefing on the structure of the event, including the overall schedule and entry costs, how interested pilots and teams can check their eligibility and make an initial entry, and contact details for key officials in the organisation.

The following list provides a series of suggested section headings and indications of appropriate content for inclusion in this bulletin. This guide does not however comprise an exclusive series of subjects or sub-items; Organisers should take care to include all items of information that officials, competitors and visitors might require relating to the safe and timely operation of the event.

Organisers

Name of the official organiser

Name of the officiating body (if different)

Primary areas of responsibility

Rules

The FAI and CIVA regulations for the event:

- FAI Sporting Code – General Section
- FAI Sporting Code Section 6 Regulations
- National Aviation Authority regulations
- Local regulations applicable to this competition – if necessary with an English translation
- The official language of the event
- The protest fee currency and amount (see Section 6)
- Customs and national boundary requirements for overflights and aircraft transportation

Officials

Names and areas of responsibility:

- The International Jury
- The Chief Judge and board of Judges (if known)
- The technical commission
- Local officials – the CD, deputy CD, SO, FD, Airfield Manager etc.
- The main contact name and email address, responsible members of the organising body etc.

Location

The ICAO code and postal address for the event

Runways in use, radio frequencies

Siting of the box and the box-markers, the minimum box altitude, potential conflicts with adjacent structures or properties etc.

The contest site geographic location with respect to other significant aviation centres

Details of the local Aero Club, if their facilities are to be available for training etc.

Details of the expected accommodation site(s)

Transport arrangements

Schedule

A table of dates and times for opening and closing ceremonies, briefings, flying periods, final airshow etc.

A schedule for training days at the contest site prior to the event – normally one week, free of charge

Details of designated alternative training sites, availability and costs etc.

The final date/time and email address to submit all Free Known sequence computer files

Notice of the first allowed arrival date and time for teams and pilots

Expected arrival times for CIVA officials and members of the judging panel

Plan for the operation of Programme-5 (4 minute Final Freestyle, unlimited power)

Facilities

Hangarage availability and space allocations

Fuel and oils to be available and their cost

On-site maintenance and engineering services

Fees for pre-contest glider practice flight tows to 800m and 1,250m

Entry Eligibility

Entry criteria for NAC teams and pilots

Possible reductions to team sizes

Possible restrictions on male/female team pilot numbers

4 minute Final Freestyle entry restrictions

Hors Concours (H/C) entry restrictions

Team officials and observers restrictions

Entry Requirements

Aircraft and pilots documentation

Pilots license validation requirements relating to the host country

Details of Pilots 'next of kin' / person to be notified in the event of a casualty

Local Aviation Authority regulations and documentation

Aeroplane Insurance documentation

Free Known Sequence submission acceptable formats and the 'send-to' email address

Customs and border visa requirements and entry controls

Pilot licence validation requirement for foreign pilots flying local aircraft

Entry Fees

Table of dates and entry fees payable for pilots and non-competing team members

Explanatory statement regarding entries for Programme-5 only (4 minute Final Freestyle, unlimited power)

Description of accommodation options and sharing discounts together with the relevant fee structure

The required currency for fee payments

Organisers bank account details, IBAN, SWIFT codes etc. for making international payments

Statement regarding payment of local bank fees

What is and what is not included in the entry fee

Entry fee structure, fee revision and refund policy and schedule

Media and publicity requirements and funding, sponsors logos, flight televisual recordings

Training Sites

Options and opportunities for securing local training sites

Timescales, priorities and expectations in the allocation of training sites

Restrictions to direct contact between teams and potential training sites

Availability of aviation fuel and lubricants at each training site

Airshow (if there is to be one)

Planning and expectations for a final airshow

Regulations, Display Authorisations and national / local CAA requirements

Opportunities for competitors to take part in the airshow

Airshow entry fees and/or payments

Departures

Clearances for departure at the end of the event

Exit documentation, transit planning etc.

Weather

Local and en-route weather information resources

Weather expectations for the duration of the event

Doping Control Measures

Statement regarding the organisers and competitors obligations

Submissions of Therapeutic Use Exemption (TUE) documents

Co-operation with FAI / CIVA doping control measures

Competitors' use of prescribed and other medications

Publication of Bulletins

When and how further bulletins will be published

Contact Details

Details should be provided of all relevant officials and their areas of responsibility

Volunteer opportunities and requirements should be explained

Details of any other useful information centres should be added, for example relating to Passport and VISA controls, border and currency restrictions, national / local statutory aviation requirements etc.

Appendices

The Preliminary Entry Form

Airfield Information

The aerobatic performance zone and the judging positions

Anti-Doping Policy Statement

Statement of Substances and Methods prohibited at all times

Therapeutic Use Exemption (TUE) form

Anti-Doping Acknowledgement and Agreement form for entrants to complete

Other critical documentation, forms, requirements etc.

6.3 Bulletin #2

At a later stage it may be necessary to update items given in the initial bulletin, and/or to add further information regarding key developments in the championship plan, and/or to provide additional information as a result of entries received, comments made and questions asked, national and local flight regulations, customs procedures etc. Bulletin #2 – and any further bulletins or official publications the organisers may feel necessary – should follow the format of the above guidelines, and be made available in the usual way on the Organisers website.

6.4 Briefings

The following briefings should be scheduled by the organiser:

- a) An Officials Briefing given by the organisers and attended by Chief Delegates or Team Managers, the Chief Judge and members of the International Jury should be scheduled prior to the start of the contest to discuss the expected contest programmes, any problems that might arise over interpretation of the rules, and relevant taxiing, procedural and safety aspects of the event.
- b) A First Briefing of all competitors and officials must be held before contest flying starts, to make known all key safety, procedural and operational information. This briefing will conclude with the drawing of lots by competitors, upon which the order of flight for the first programme will be based; the judges and their assistants may not be present during the latter process.
- c) Either at the First Briefing or shortly thereafter figures must be selected for at least the first Free Unknown sequence (power) or all Unknown sequences (glider) – see paragraph 6.5 below.
- d) A Daily Briefing must be held before the start of flying each day, to be attended by competitors or their Team Manager or Coach, and by all officials directly engaged in operational aspects of the event during the day.

Refer to CIVA Section 6 Regulations for further details of items (a), (b) and (c).

The Daily Briefing

At the start of every competition day the Contest Director (CD) and his staff must conduct a thorough briefing of all assembled pilots and officials, lasting not more than 30 minutes. It is most important that this briefing each day starts at the published time, as this sets the standard for punctuality and the proper observance of official instruction throughout the event.

The briefing should be specific and directive, as anything less may lead to avoidance and confusion. At the discretion of the CD some elements of the briefing may be delegated to other officials, e.g. the Chief Judge (CJ), the Flight Director (FD), the Safety Officer (SO) and the chief meteorological officer.

The daily briefing will cover some or all of a range of subjects as follows:

- Roll call to ensure that at least one representative is present from every competing country.
- Introduction of contest and host airfield officials.
- Safety briefing including review of previous days safety issues.
- A meteorological briefing describing the forecast weather for the day, the current official wind direction and the forecast/measured wind strength and direction in the box, the planned frequency of wind measurements during the day, and any other information pilots might require in preparation for their flights.
- Description and location of the aerobatic performance zone and the direction of the contest axis, any emergency landing areas and no fly zones, including public car parks, and the sterile area location. A detailed drawing or projection should be used to show the location of the performance zone; crowd and display lines must be shown if in use at the contest.
- The maximum and minimum heights at which penalties and disqualification will result.

- The safety frequency and its use during the event.
- Description of the airfield facilities and operating regulations, including refuelling procedures, aircraft parking and any local airspace restrictions that might affect transit to or from the box.
- Flights by Warm-Up pilots and subsequent judging panel conferences.
- The order of flying for each programme and class, together with planned break times for judging conference purposes and/or meals; any Hors Concours competitors must be identified and the CD will describe how H/C flights will be incorporated into the flying order.
- The scheduled time of the first contest flight of the day, and where appropriate the expected time or flight number of the last flight of the day.
- Start-up, taxi, take-off and any expected airborne holding procedures, including where appropriate the use of a dedicated ground ATC frequency and subsequent change to the Safety Frequency.
- The handling of flight interruptions for weather or technical reasons; the location of the 'sterile' area to which affected aircraft must immediately proceed upon landing.
- Description of the initial Emergency Response planned for the event.
- Review of any other matters to ensure a complete understanding by all parties.
- Time check.

Matters discussed during any briefing that are considered sufficiently important should also be circulated to Chief Delegates, Team Managers and competitors via SMS and/or the established paper-based information distribution systems.

6.5 Selection and approval of figures for Free Unknown sequences

Power and Glider championships both call for meetings at which the figures must be selected and approved for the construction of Free Unknown and/or Unknown sequences. The schedule for these meetings must be established in conjunction with the International Jury and circulated sufficiently in advance to ensure that the responsible technical personnel, the Jury, the Chief Judge and all competitors and Team personnel to plan their presence. The date and time of each meeting must be sufficiently before the relevant sequences are scheduled to allow –

- a) The figures to be submitted, checked and approved by the International Jury
- b) Copies of the approved figures, annotated as required, to be published online in OpenAero and pdf formats and circulated to all Teams
- c) The Teams to design and electronically submit their sequence files to the dedicated email address
- d) The International Jury to check and approve each sequence, bearing in mind that they may require changes to be made by Teams who submit unacceptable sequence designs that are rejected for incorrect figure(s) or for safety reasons
- e) The publication of all approved sequence designs for a sufficient period to enable pilots to nominate the sequence they wish to fly
- f) Preparation of all judging paperwork and entry into the scoring software of the nominated sequence data for each pilot

At power events three such sessions will normally be required, one each for Programmes 2, 3 and 4. Note that the first of these sessions must be either at or shortly following the First Briefing, to allow sufficient time for the programme-2 sequence design / receipt / checking / publication / selection process to be completed and judging paperwork created in advance of the scheduled time for this programme.

At glider events the 35 figures for Unknown Programmes 2, 4, 5 and 6 and for Free Unknown programme 3 will all be selected in one session. The above (power) timing and urgency considerations regarding the selection process however still apply in respect of (glider) programme-2.

7. The Contest / Registration Office

The Contest / Registration Office will be the principal focus for all competitors and officials on arrival at the championship, and its staff will remain actively engaged for the duration of the event. Planning and scheduling of organisation tasks for the Registration Office should begin at least 12 months before the event, to ensure that the necessary preparatory work is completed and that timely sign-offs and approvals are secured for the many tasks.

In this document the description of judging paperwork preparation is handled separately in chapter 8, though Registration staff will undoubtedly be requested to provide much information throughout the event.

7.1 Principal duties of the Registration Office team

The Registration team will provide or control many important functions, starting up to 12 months before the event with the receipt of completed entry forms and associated materials by competitors. The range of tasks to be carried out during the build-up to and the event itself will comprise at least the following:

- Registration of contest attendees, receipt and checking of personal and aircraft documents
- The receipt of each pilots Free Known sequence in an acceptable format
- Receipt of anti-doping TUE's, and noting of emergency contact details
- The distribution of 'Goody-Bag' and meal tickets, hotel information, timetables etc.
- Photography for and production of security badges (*see below*)
- The creation and issue of the above personal badges
- Help in translations, local communications
- Judging line and other official paperwork – see chapter 8
- The posting of Unknown and Free Unknown sequence copies
- Volunteers coordination
- Book-keeping, possibly including fee collections and receipts
- Transport logistics
- Information centre for participants
- Media accreditation

7.2 Office space and equipment

It is generally necessary to have two areas in the contest office:

- a) Contest staff area
 - Computers for registrations and all associated tasks
 - Printers for producing all official documentation
 - Copiers – one each mono and colour units for office use
 - Collating and binding equipment
 - WiFi or cable internet access
 - USB memory sticks for general use
 - Phone/fax services
 - Tables and chairs, filing equipment
- b) Competitors area
 - One or two public computers with internet access
 - Printer connected to the above computers

- Copier for general use
- WiFi
- Tables and chairs
- Information board
- Post/pigeon-hole boxes – one for each team (see the Communications section)
- Power outlets for computers and phone chargers

7.3 Official photos of Pilots, team members and contest officials

While tiny passport-style photos may be acceptable for security passes, these are rarely well suited for subsequent PR purposes and for entering into the scoring system data-file for web uploads etc. Refer to the Scoring section of this document for further advice.

8. The Scoring Office

General

The operation of the scoring office and the preparation of judging paperwork play a critical role in the smooth running of all CIVA Championships, providing essential support to all other officials. Early nomination of the Scoring Director and definition of the procedures for creating judging paperwork will greatly encourage the smooth take-up and management of contest information and the creation of key paperwork that is essential to all parties during the event.

8.1 Scoring Director and Assistant

- The Scoring Director (SD) is a vital post in the championship organisation team. Current experience in practical data-collection and computer based information distribution systems is essential. Accuracy and speed under pressure are required to deliver reliable services to other parts of the event management effort.
- The SD must be supported throughout by at least one experienced Assistant dedicated to managing the flow of paperwork and information between the judging line, the Jury, the organising team and the scoring office.

8.2 Office and facilities

- A lockable room separate from all other event activities is essential, to provide a quiet and uninterrupted zone for the Scoring Team to concentrate on their tasks.
- Multiple electrical wall-sockets will be required for electrical equipment connections.
- Air conditioning will be advantageous if the local environment becomes hot.

8.3 Computer software

The scoring systems currently approved for use at CIVA Championships and how to obtain them are described in chapter 4.3. The SD **must** by prior use or structured training be thoroughly familiar with all practical aspects of the selected software, and the many requirements of the CIVA way of creating and publishing the results and other operating data and advisory materials. Basic data handling aspects are:

- The availability and incorporation of Pilot and CIVA Official's photos
- The creation of successive Flying Orders to meet CIVA regulations. Note that for power events the procedure to determine the order of flight at para 3.2.1.6 in Section 6 Part 1 must be followed
- The regular uploading of results and other championship information to the CIVA Results website

Note also that for access to the CIVA Results website, login/password details must be obtained from the CIVA Scoring Director or the President well in advance of the event.

8.4 Hardware and equipment

The following list should be taken as a basic requirement. Confirmation should also be sought from the nominated SD regarding other items that may also be required:

- Desk for scores entry – at least 800mm x 1600mm (approx. 32" x 64")
- Two good-quality adjustable office / secretarial type chairs.
- A desktop computer with up-to-date Windows operating system, although the SD may prefer to use a personal laptop instead.
- Colour Printer-Copier-Scanner capable of min. 45 sheets/min.

- Separate Photocopier or Copier-Scanner for mono output, min 45 sheets/min.
- A quantity of spare printer toner and/or inkjet cartridges for the units present.
- A broad selection of office supplies including A4 boxes, plastic sleeves, filing trays, folders, staplers, adhesive tape, post-it notes, waste bins etc.
- Binder system for creating 10-12 sets of Free Known sequence paperwork.
- A quantity of USB memory sticks, mains and data leads, task lighting etc.

8.5 Paper for printing

The number of A4 (or Letter in the US) paper sheets printed during the event may be surprisingly large.

Ready reckoner for the absolute minimum number of sheets required:

| <i>Sequences (there can be up to 6)</i> | <i>Form A or L</i> | <i>Forms B+C or L+R</i> | <i>Approximate total No of sheets required:</i> | |
|--|------------------------|--|---|--|
| | | | <i>No of Pilots “P”</i> | <i>For 7 Judges For 10 Judges</i> |
| Free Known P1 | “P” | 1xB and 1xC (or L/R) per pilot | 25 | 2,500 3,500 |
| Free Unk. P2 | “P” | Power: 1xB and 1xC (or L/R) per unique sequence (assume at least 8) | 50 | 5,000 6,700 |
| Free Unk. P3 | “P” | | 75 | 7,500 10,000 |
| Free Unk. P4 | “P” | | 100 | 10,000 13,500 |
| Unknowns P2, 4, 5 + 6 | “P” | Glider: 1xB and 1xC (or L/R) per sequence | | |
| Free Unknown sequence booklets | | 1xB (or L) per pilot | | |
| F/O lists, Results, Judges analysis, Other documents | | Assume 1,000 sheets min. | | |

8.6 Internet access

The scoring office must be within range of a reliable direct-cable or WiFi broadband system installed to service the CIVA Results website. Sharing of the scoring system internet access with other local users is particularly inadvisable – publication of the web results on a frequent basis must not be compromised. A hard-wired / network broadband feed is preferable to WiFi if this can be achieved.

8.7 Data entry

- Much of the basic data entry must be completed well ahead of the contest first briefing so that the Contest Director, Chief Judge, Jury, Flight Director and other officials all have copies of the necessary official documentation to manage their jobs. Accurate details of all Sequences, K-factors and Penalties, Pilots / Teams / Aeroplanes, Judges and Assistants etc. must therefore be made available to the Scoring Director in good time.
- As they become available a copy of each Pilots Free Known sequence is required by the SD to allow entry of all Free Known sequence K-factors and figure identity data so that creation of Free Known

programme judging paperwork and the creation of Form-B booklets for the Team Managers and Judges can commence.

The workload for marks entry is normally high throughout all championships. It is best handled by two people to key-in and constantly check the entered data for accuracy. In the event of any doubt regarding any of the data returned by the Chief Judge, the SD must determine from the CJ the correct solution to the query without delay, either personally or by messenger. Any changes must carry the signed approval of the CJ or a member of the Jury.

8.8 Flying Orders

For all programmes the scoring system must be used in the presence of a member of the Jury to assemble the Flying Orders returned from the relevant briefings. Note that for power events the procedure to determine the order of flight at para 3.2.1.6 in Section 6 Part 1 must be followed. This can be a high pressure task for which the SD must be well prepared in order to produce sufficient sets of judging paperwork in the right order and enable flying to commence without delay. A copy of each Flying Order must be signed as approved by a member of the International Jury before it may be distributed and used.

8.9 Photographs

In conjunction with the organising team, good quality photo JPG's for Pilots and Contest Officials should be available to be entered into the scoring system for inclusion on all relevant items of paperwork and web-based results pages/pop-ups etc.

- Note that passport style images may provide inadequate quality. Original JPG's of at least 1,600x1,200 size or similar should be the **minimum** acceptable standard.
- The organisers should encourage local amateur photographic club members to become involved, this option normally providing a good standard of photography at little or no cost. The photographers can also use the scoring software with a copy of the contest file (to provide accurate names) to prepare photo files away from the scoring office, to be imported at suitable times.

8.10 Results preparation and approvals

At the conclusion of each flight programme:

- Warm-Up pilots **must** be excluded from all official results – the ACRO scoring software provides specific features that must be used to ensure this.
- Clearly marked "Provisional Results" must immediately be printed for circulation to the organisers, the International Jury, PR channels and other interested parties, and the same data updated on the CIVA Results website. At this stage the latter should continue to display Raw Marks Check-Sheets for all pilots' marks and scores. Note that the ACRO software can be set to make these title switches automatically, linked to the unlock/lock status of each sequence.
- The Chief Judge must receive a complete set of Judge Analysis sheets for himself and to distribute to all judges. Note that the ACRO software optionally publishes individual Judge Analysis pages online when the relevant sequence(s) are locked.
- After the protest period has concluded the Jury and Chief Judge must sign an official set of "Final Results" for each sequence and the overall ranking, after which the web results check sheet pop-ups should be replaced by 'Final' standard FPS pop-ups. In ACRO it is again the unlock/lock sequence status that switches between raw and FPS marks sheets being uploaded to the web results page.

At the end of the event the organisers will require a range of authorised results sheets detailing all official trophy winners and medal recipients. This is especially important to drive preparations for the medals and awards ceremony at the conclusion of the championship.

9. Preparation of Judging Line and other official paperwork

9.1 Responsibility for official paperwork preparation

An early decision must be taken regarding whether preparation of all paperwork for the judging line and other key official areas should be handled principally by the Registration staff, by the Scoring Office staff, or by a separate dedicated team drawing information and guidance continuously from both of those areas.

This decision will most likely be determined by local aerobatic contest custom and practice. A separate team dedicated to this major task has the best chance of providing the clearest and most suitable solution, with key information provided throughout by both the Registration and Scoring office staff.

9.2 Office facilities

The office space required for this team is a space that would normally accommodate 3-4 office staff and the associated equipment. It should be lockable, well lighted, with air conditioning if the climate is likely to be hot, have a good number of electrical service outlets, and be and set in a quiet area so that the team can work uninterrupted when engaged in the complex and pressured task of creating the required sets of judging paperwork. The equipment available and dedicated to this team should therefore comprise:

- Two tables for paperwork layout and sorting – at least 800mm x 1600mm (approx. 32" x 64")
- Two good-quality adjustable office / secretarial type chairs.
- A desktop computer with up-to-date Windows operating system.
- Colour Printer-Copier-Scanner capable of min. 45 sheets/min.
- Separate Photocopier or Copier-Scanner for mono output, min 45 sheets/min.
- A quantity of spare printer toner and/or inkjet cartridges for the units present.
- A broad selection of office supplies including A4 boxes, plastic sleeves, filing trays, folders, staplers, adhesive tape, post-it notes, waste bins etc.
- Binder system for creating 10-12 sets of Free Known sequence paperwork.
- A quantity of USB memory sticks, mains and data leads, task lighting etc.

For the judging line the work of this team is largely concerned with the duplication of approved master A, B and C or L and R forms and Flight Summary Sheets, and their identification and collation in the correct order into sets per pilot for use by the judges, the Chief Judge and the boundary judging team. Other tasks may include the production and distribution of order of flight sheets and various schedules as directed by the CD and the International Jury, and the creation of paperwork sets for the Boundary judges.

Refer also to the ready-reckoner for paperwork shown at 9.5 which provides an overall estimate of the amount of A4 (or Letter in the US) sheets of copier paper that are likely to be required during the event, and the associated printer toner/cartridges. This will undoubtedly amount to many thousands of sheets, a resource that must be topped-up whenever necessary throughout the event.

9.3 Preparation of judging paperwork

Timely preparation and availability of the judging paperwork is always a major task. Great care is necessary to avoid mistakes or errors within the paperwork or delays to its distribution, which can have a deep impact on the successful flow and outcome of the whole championship.

It is strongly recommended that this service is operated with intimate linkage to the data held within the scoring system, which must always be used as the primary source for pilot / judge / sequence data. The use of separate spreadsheets and/or handwritten lists should be avoided unless there is no possible alternative,

in which case extremely thorough cross-checking must be instituted to ensure that reliable and correct output is achieved.

Some preparation of the judging paperwork for the first flight – the Known sequence – can be commenced before the event starts, but it is receipt of the official Order of Flight for the first sequence that triggers the possibility for collation of the initial sets of pilots sheets into the correct order for each judge.

Note that:

- It is critical that judges sets of paperwork are sorted in the expected order of flight, that they are properly identified to associate the correct sequence diagrams and Form-A's or L's for the judges, so that the correct Form-A's or L's are collated with the Flight Summary Sheet and the associated Boundary Judging data by the Chief Judge for despatch to the scoring office by the runners.
- In all programmes all pilots fly potentially unique sequences, and thus any incorrect ordering of paperwork by the scoring office – which could lead to incorrect use of it by judges – would cause serious problems on the judging line and the entry of incorrect data into the scoring computer.
- The Chief Judge will also require a set of judging paperwork for each pilot, together with a copy of the official order of flight and sufficient Flight Summary Sheets, Boundary Judging forms, Take-off time-sheets etc. to record all necessary instructions and comments, so that the scoring office can accurately enter the data without further reference to the judging line.

Construction of Free Unknown and Unknown sequence judging paperwork sets cannot be tackled until these sequences have been approved by the International Jury. For Free Unknown sequences the pilots must also have notified the scoring office of the identity of the sequence they will fly, and the official order of flight for each sequence must be resolved and available.

9.4 Programme 5 – the Final Freestyle (power only)

This is an invitational flight programme flown after all other sequences have been completed, for which the entry is normally limited to up to 20 pilots. It may be flown with music, in which case the pilot should have provided to the Registrar a copy of the music on a USB memory stick or other suitable media. No other paperwork will be submitted, and the judging paperwork can thus comprise the appropriate quantity of sets of blank Programme-5 form A's together with at least two Final Freestyle Summary Sheets per judge.

9.5 Distribution of Free Known sequence copies

The Chief Judge will require the scoring office to provide a complete bound set of all Free Known sequence Form-B's and C's (or L/R's) for each judge. These must be anonymised, with no mention of pilots' names, team references, logos other than FAI/CIVA, computer filenames etc. The use of temporary "masks" in the photocopier can greatly simplify this process.

Complete sets of pilots Free Known sequence Forms, but this time including their identifying/origination information, must also be provided for the Jury and to each Team Manager – see Section 6.

10. Other Office Facilities

10.1 International Jury Office

The Jury (3 people) will require a small lockable office with three keys available, and a twin power supply socket per Jury member. If likely to get hot then air conditioning should be provided.

10.2 Judges Briefing Room

The Chief Judge and his judging team (up to 35 people in all) will require a quiet room on the airfield for study and relaxation during the event, and for their initial briefing which the Team Managers will also be invited to attend. The provision of a computer projector system may be requested by the Chief Judge to display important information to all attendees.

10.3 Press and Media Centre

Organisers should provide a room with power, air-conditioning etc. located close to the other offices and information areas where media staff may base their operations and make their reports.

10.4 Meteorological Services office space

If a meteorological officer is operating at the event he/she will provide an essential service throughout the event, and may usefully operate from adjoining space to the balloon / wind measurement crew. Such a state operated or private service must be contracted from a reliable and experienced resource. The meteorological crew will require WiFi and electrical services, and their advice should be sought regarding all other associated matters.

10.5 Contestants Raw Score-Sheet review and acceptance area

A secure area away from the Scoring Office equipped with a table and some chairs for competitors and Team Managers to review pilots score sheets and sign for them should be established, and a person should be assigned to supervise the process. No more than 2 or 3 pilots should check the score sheets at the same time. See also chapter 'The Contest / Registration Office'.

11. Airfield Layout

General

This section describes the responsibilities of the organiser in setting-up and managing the practical aspects of the airfield for officials and pilots. Note that other sections in this manual also contribute to the same subjects, from the viewpoint of the officials concerned.

11.1 The Aerobatic Performance Zone

Refer to CIVA Section 6 for details of the layout for the performance zone and the necessary ground markings.

Contact should be established between the Contest Director and the Chief Judge at the earliest opportunity, to discuss and agree all matters of importance prior to the arrival of the CJ and commencement of the event.

The basic ground-marking requirements for the aerobatic performance zone (the “box”) are set out in CIVA Section 6. The marker strips must be robust and durable items of the correct size, fixed to the ground in such a way that they cannot be blown loose by high winds etc. While white marker strips are normally the default colour, ‘DayGlo orange’ provides a better contrast with airfield markings and grass and strong consideration should be given to such alternative solutions.

Human presence

The area within the box plus the 50m buffer zone and its immediate surroundings should not enclose any public or private road, walkway or occupied premises. It is important that while competition flights are in progress it is free of any human presence not directly managed by ATC – see para 3.2 in this document.

Marker placement and visibility

The area below the box plus the 50m buffer zone must be essentially flat so that the markers can normally be laid at ground level without any possibility of slant-view interruption to their visibility. If raised marker supports are necessary they must not exceed 3m in height.

Marker re-positioning during the event

Note that for both power and glider events the main box axis markers must include two ‘wind arrows’ or chevrons that must always be set to point into (i.e. opposite to the direction of) the official wind direction. These will require swift attention before flying will be allowed to recommence whenever the official wind direction is changed.

Obstacles

The box should not contain any obstacle higher than 5m that might provide a safety issue in the event of a forced landing. Note also that any obstructions (buildings, trees, topography etc.) within or adjacent to the performance zone greater than approximately 10m in height that might obstruct the judges view of a competing aeroplane at disqualification height at the far side of the box, or which might create a safety problem to the competitor, will require Jury approval. Compliance with SERA 5005 esp. para (f) and/or any other local/national flight regulations must be taken into consideration during this process.

It is possible to officially raise the 100/200m minimum flight altitude to accommodate obstructions, but this is undesirable. The siting of the performance zone and the available judging locations must receive great care during preparation. If in any doubt the Chief Judge should be consulted to provide the CIVA view.

If it is deemed necessary to operate with the box minimum flight altitude above that given in Section 6 this

must be approved by CIVA, if necessary including a prior site visit by the ELO (the CIVA Event Liaison Officer) to establish the final solution, before the event can receive final approval.

Non-contest operations

If it is anticipated that non-contest aircraft movements will take place during contest operating periods, then any surface used for non-contest take-offs and landings should be outside the box limits.

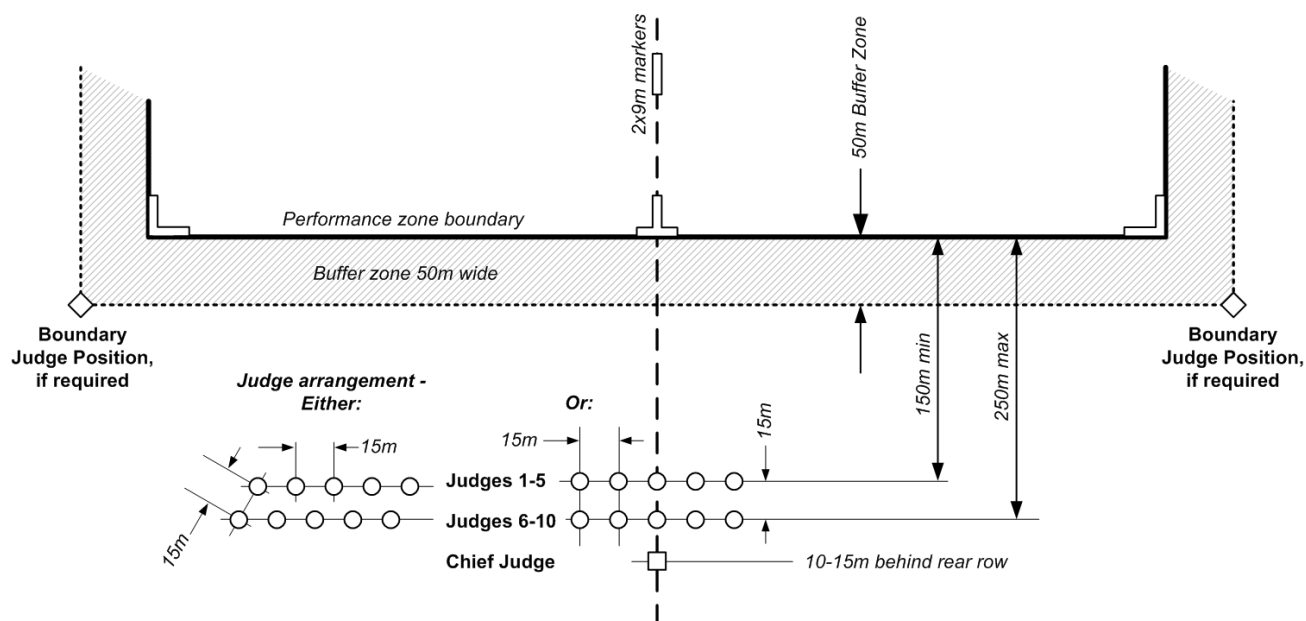
11.2 Emergency landings

The area below the box must contain or be adjacent to a usable runway so that an emergency landing can be safely made from any location within the box at minimum altitude. Non-compliance with this requirement would almost certainly render such an area unacceptable for competition purposes.

11.3 Judging Position Locations and Facilities

Hardware and facility requirements relating to the judging positions and facilities are dealt with in the Judging Line section of this manual. The positions and spacing of individual judging stations is detailed in CIVA Section 6.

The judging stations must be located at least 150m but no more than 250m from the adjacent box edge, and separated by at least 15m. The Chief Judges station should be located on the box secondary axis and 10-15m behind the judges. The sketch below provides an example layout, but local conditions may lead the organiser to alternative solutions – the Chief Judge and the Jury must finally approve whatever is proposed.



Facilities and provisioning

The judging panel and associated ground staff may comprise as many as 35 people, both male and female, who will work with high concentration for up to ten days at an open location. Good equipment, facilities and the regular provisioning of their snacks and refreshments is of considerable importance if a high rate of flight completions is to be expected.

Separation from outside influences

Closeness of the judging locations to public roads, pathways and/or construction, farming or equipment operations may significantly impair a judges' concentration and lead to poor performance. The organisers

should ensure that none of the above can influence the effective operation of the judging panel, and take immediate steps to mitigate such problems if they occur.

Communications equipment

The Judging Line section of this manual details the communications hardware and servicing necessary to ensure the high standard of intercommunications essential at a major championship. The ability to handle potential emergencies by the CJ, the Flight Director and the Contest Director are highly dependent upon the reliability and effective use of this equipment. Note that line-of-sight problems with VHF transmissions can severely compromise the performance of communications systems, and great care must be exercised to avoid the use of inappropriate locations. The intended communications equipment must be thoroughly tested well in advance of the event.

Transmission of judging output data to the scoring office

It is highly desirable to ensure that output from the judging panel of completed paperwork is received by the scoring office with the least possible delay. If possible a system should be established to capture and collate an image of each judging sheet plus the CJ's Summary Sheet and transmit them to the scoring office in order that this data can be entered into the scoring system at the earliest possible moment.

In addition to the above, a small number of dedicated staff and transport facilities are also required to ensure the timely return of completed judging paperwork to the scoring office. Delays to the receipt of this paperwork can severely compromise progress at any event, especially in the completion of a programme.

11.4 Boundary Judging

When boundary judges are used the organiser should include the locations and facilities when surveying to locate the performance zone and ensure that –

- boundary judges are properly trained in the operation of the sighting hardware, the radio communication procedures and in accurate completion of the relevant paperwork
- the boundary judging locations themselves are easily accessed when required, and
- that reliable radio communications can be maintained between the boundary judge and the Boundary Judge Manager (most likely situated at the Chief Judges desk), and
- a competing aeroplane in the vicinity of the boundary lines controlled by the relevant judge will be clearly visible for the purpose of determining if/when it transgresses the zone boundary in both outwards and/or inwards directions.

Each designated boundary judging location must be furnished with appropriate seating and the equipment necessary to accurately assess the said boundary transgressions, and these items will be checked by the Jury prior to the start of the contest.

Note that for power championships the recording of infringements of the performance zone may be carried out only with a CIVA-approved electronic tracking system.

11.5 Flight Line and Airfield Facilities

Provision of flight line facilities falls generally under the following major headings:

Fuel and oils

The organisers must provide within the entry fee for each competitor a sufficient quantity of aviation fuel and lubricating oils for all competition flights, serviced through approved equipment suitable for in-field

operations. Fuel and oil for official practice periods and return transits must be paid for by the competitors. The total quantity required is easily determined, and sufficient provisioned plus a suitable margin.

Hangarage

The organisers should aim to provide sufficient secure hangarage for all competing aeroplanes. Visiting a/c accepted into the contest environment may if necessary be stationed outside, and advice to this effect placed on the organisers' website. An appropriate level of insurance should be in place to cover incidental damage if not caused by teams or competitors; in this context it is in the organisers' interest to provide experienced members of staff to manage all a/c movement into and out of the hangars in order to avoid any possibility of damage.

Briefing room

An easily accessed room large enough to accommodate all parties with audio-visual equipment is necessary. The briefing room should not be consigned for other purposes for the duration of the event.

Registration and central administrative area

Handling the registration of pilots and other team members and logging the receipt of Free Known sequences will make this a busy area for 2-3 days, thereafter relatively unused. See chapter 'The Registration Office'.

Engineering and maintenance facilities

Access to an on-site accredited aviation maintenance service is essential, although the duty may be light. Engineers on duty should have direct experience of working with aerobatic aeroplanes and pressured timescales.

Distributed toilet facilities

A good number of temporary toilets should be placed throughout the site so that competitors can easily access them at short notice, bearing in mind the need for disabled person access and usability.

Drinking water

Bottled drinking water – cooled if the weather is warm – should be available without charge at convenient locations around the area where pilots and Teams will congregate during the event.

Transport to/from the hotels

Depending on the distance between the hotels and the contest site, the presence of sufficient public transport vehicles and drivers to undertake the prompt carriage of contest personnel to and from the event throughout the day is essential to enable morning briefings to start on-time and the return of people to the hotel area whenever required.

Fire and Medical Emergency facilities

Set up meetings with your local Fire and Ambulance Services to determine the level of cover that they deem appropriate for such an event, bearing in mind the likely nature of any aviation incident. Query also the legal minima required in your country, and establish firm arrangements to meet the appropriate criteria. Fire extinguishers of the proper type and size must be distributed throughout aircraft locations and be available to staff trained in their use at each engine start-up.

Police awareness

Contact the local Police Station and discuss the traffic handling and security arrangements that they feel appropriate. Establish firm arrangements with them to meet the appropriate criteria.

NOTAMs/TRA's and local aviation regulations

It will be essential to make the national aviation authority responsible for airspace control aware of the timing and nature of the event, and establish a TRA (temporary restricted area) or at least a NOTAM to advise other airborne traffic regarding competition flight operations. You may need clearance to entitle the organisation to operate competitors a/c down to the minimum altitudes expected, and other local conditions may apply. You will need a dedicated officially established safety frequency for the event.

Provision of WiFi

A good WiFi service around the competition area is and at the hotels essential. At the airfield this is a specialist task for which an outside contract is normally the best solution.

Public loudspeaker equipment and Commentators

Though not essential it is good practice to provision for an appropriate standard of open-space fixed loud-speaking equipment and at least one good commentator experienced in aerobatic matters.

The Cloud-Base checking

The Jury may require the services of a light aircraft and pilot to check the cloud-base. These must be immediately available whenever contest flights are planned or are in operation, the cost being covered by the organiser. It may be possible to employ vertical laser-sensing equipment for the purpose of cloud-base sensing, though the availability of a light aircraft as a back-up to provide confirmation cannot be avoided.

The Scoring Office, the Judges Briefing Room and the Jury Office

These three offices should be on the airfield, separate and lockable. See chapter 'The Scoring Office and Judging paperwork'.

Meteorological Services and office space

Reliable information from professional weather resources is an essential service need throughout the event. This may be provided at briefings by the CD or a meteorological officer; the latter would usefully operate from adjoining space to the balloon / wind measurement crew.

ATC equipment and facilities

The ATC requirement is relatively light for competition aeroplane traffic, and may optionally be handled by established local ATC staff at the event airfield. Management of non-competition traffic must not compromise the release and/or landing of competition aircraft, whose fuel reserves will normally be far lower than for other movements. Reliance on handheld airband communications devices as the sole means of communication is not advisable, as these may not provide adequate power under all circumstances.

Team tenting

Unless a suitable permanently open briefing hangar, meeting point, restaurant or other comfortable local area is available where participants can congregate to watch the flying, organisers should provide a minimum of one tent or sun-shade area of suitable size for each team, taking into account the number of team members, together with leisure seating to accommodate all team personnel in relaxing conditions when not flying.

Aeroplane preparation area

There should be a space allocated for competitors to locate their aeroplane while preparing for their flight, adjacent to or easily reached from the hangars area and the Team tents. This should be a clear distance away from the re-fuelling area and the designated sterile area.

11.6 Safety, Health, Environment and Security

A. General

Safety, health, environment and security (hereafter called Safety) is of highest priority to CIVA and the management of every aspect of Safety during training on the championship site and during the championship itself (combined called the Championship or Championships) needs to be clearly planned and executed. CIVA's goal is always to have zero Safety incidents during the Championship.

The Contest Director has the overall responsibility for the Championship and he/she should organise his/her team in such a way that Safety is managed effectively with the zero incident goal in mind. Every member of the contest team has a responsibility towards Safety as do competitors, team members and CIVA officials.

B. Safety Management Plan

Per paragraph 4.1. of the Organiser Agreement, the bid for the championship needs to include a "Safety Management Plan" and a plan for the presence of "Medical, Rescue and Emergency Services".

The Safety Management Plan should address but is not limited to following areas:

- A Safety Policy, organiser commitment and responsibility, general safety goals, safety personnel
- Special or local safety and operational rules
- Risk Management, identification of Safety risks/hazards and risk mitigation
- The performance zone (the Box) and Judges position (see paragraph 3.2.)
- Hangarage
- Parking and flight line
- Stopped engine zones
- Ground movements
- Airside safety for competition flights
- Arrival and departure flights
- Other GA movements, ground and air
- Fuel station and access routing
- Sterile area and access routing
- Ground movements and flight line signalling
- Bad weather response plan in case of strong winds, storms, lightning, dust and sand, hail and other natural dangers to people, aircraft and other equipment, based on forecasts and real time data
- Emergency response plan, medical, rescue and emergency services. (see section 20: Emergency Procedures)
- First aid material and personnel
- General safety material such as fire extinguishers, signalling material, fencing and mobile barriers for public areas, high visibility safety vests, etc.
- Movements within championship location of participants, LOC team and others such as pedestrians or people with individual transport (bicycles, scooters, cars, etc.)
- Seating areas for championship participants to watch flights
- Judging line and judge support, viz: transport and location access
- The contest organiser (LOC) team
- Officials
- Competitors health and physical condition
- Competitors and team members, quiet areas, protection from sun, availability of drinking water
- Anti-Doping control (see FAI Anti-Doping regulations at <https://www.fai.org/anti-doping>)
- Public/spectator management, general and special permits
- Coordination with local police in view of road traffic of championship participants, and public and potential incident handling

- Contractor, third party suppliers safety management
- On-site catering, food and beverages in view of pilot's health
- Outside the competition site: all participants safety and personal security, driving, buses/mini buses, local tourism, exercising, food, drugs and alcohol
- Championship site security
- Safety communication, safety briefings, safety part of general briefings, posters, banners, website, push messages i.e. via WhatsApp
- Incident investigation and root cause analysis (near miss, light, serious, major, catastrophic accidents)
- Incident and near miss reporting (no-blame culture)
- Operational recovery from an incident (Business continuation methods)

C. Additional Safety recommendations

Lateral separation between the performance zone and any areas where the public or contest personnel are allowed must be sufficient to ensure safe clearance from overhead flight by competing aeroplanes. Unauthorised persons, e.g. non-team members and the general public should be prevented from access into all areas where aeroplanes are stored and/or propellers may rotate – see also para 11.1 Obstacles.

Sufficient trained medical staff and First Aid facilities, and fire-fighting equipment and personnel, should be available at all times to meet national regulations, especially with regard to aviation and public display related circumstances – see CIVA Section 6.

From a short while before on-site training is allowed and throughout the event itself it will be necessary to maintain a high standard of security to prevent outsiders from being able to access and/or cause damage to stored aeroplanes and associated equipment.

Traffic flow and policing into and out of the event site may also require planning in conjunction with local Traffic Officers and/or Police.

The local police should be asked to provide details of all relevant national public safety and security regulations to ensure that organisational planning enables them to be met or exceeded.

11.7 The “Sterile” Area

Refer to CIVA Section 6 (Technical Commission and Mechanical Defects).

The organiser must prepare a secure or “sterile” area that is protected from spectators and team members, such that a pilot declaring an in-flight mechanical defect may land and taxi to this area for inspection by the technical commission.

11.8 Wind Measurement Services

See CIVA Section 6.

The organiser should secure the services of a CIVA approved wind measuring service (by drone etc.) or a qualified weather station crew to provide such wind measurements as are required every half hour, or as otherwise stated. Note that wind measuring requirements and approved techniques differ between power and glider contest regulations. This information must be quickly made available to the Contest Director, for circulation among the designated recipients.

11.9 Meal and refreshment provision during the event

If the event is to take place in potentially hot conditions it will be important to ensure that sufficient food and refreshments are available at all times, both for competitors and others, to meet all likely hydration requirements. This is a major task, best handled by people experienced in this type of event catering. It can also present a significant cost, thus careful management and control are required. Aligning this service with the principal meals provider may be appropriate, but a separate resource will provide an alternate channel in the event that the primary service becomes disrupted.

See also CIVA Section 6 Regulations.

12. FAI and the International Jury

12.1 Duties of the International Jury

The International Jury comprises a President and two jury members. Their primary duty is to monitor and oversee all aspects of the championship and ensure that all aspects of FAI / CIVA rules, protocols and safety requirements are correctly followed. In the event that they perceive inappropriate handling of any circumstance that requires remedial action they will inform the organiser, championship competitor or official of the correct course of action, and by personal oversight ensure that this is achieved.

The Jury are also responsible for adjudicating in respect of any Official Protest or complaint presented to them by a competitor or other official of the championship, and in effect provides the top layer of recourse at the event to anyone seeking redress over any matter relating to the application and proper execution of FAI and CIVA regulations.

If the Jury are unable to conclude any such matter to the satisfaction of the applicant, the applicant may address their complaint to FAI headquarters and an International Appeals Tribunal will be convened to hear the case.

The FAI International Jury Handbook is available to download from the FAI website documents page at <https://www.fai.org/documents>

12.2 Contest Site Inspection

An early duty of the Jury is to make a general inspection the contest site to ensure that in all key respects it does meet the regulatory requirements of FAI and CIVA. This should not be taken as a 'sign-off' of any specific area, rather as a general acknowledgement that the site appears to meet the standard required.

Where any element of the site preparation appears to fall below the expected standard, the organiser should expect to be advised of the shortcoming and guided in the most suitable way that redress can be applied.

13. The Judging Line

13.1 Chief Judge Guidelines and Duties

General

The Chief Judge (CJ) is responsible for the ordered and accurate assessment of all flights. He bears special responsibility for the control and comfort of the judging teams and the video support unit as well as his own team of assistants.

13.2 The Performance Zone and Judging Positions

The organisers must liaise with the CJ during the months before the event to ensure that the performance zone is sited in the most appropriate position. This should include finalising the location of the proposed judging positions, and an assessment of any structures or trees within the box area that might affect -

- a. Line-of-sight obstruction of the complete flight envelope
- b. The published CIVA minimum height criteria

Organisers should review the separately published CIVA Aerobatic Performance Zone specification and refer also to “The Aerobatic Performance Zone” section in this document to ensure that they are familiar with and have met the above requirements.

Before the contest starts

The Chief Judge should plan to meet the Contest Director at the contest site at least 24 hours prior to the first championship briefing to carry out the following duties:

13.3 Trial Run of the CJ station, judging positions

Prior to the contest first briefing there must be an on-site examination of the Chief Judge’s station and each judging position overseen by the CJ, at which the equipment to be supplied for the CJ’s station and the individual judging stations should be discussed and agreed.

- Judging positions should be clear of visual obstruction without rising ground in the direction of the box, and away from noise.
- Each judge location should be separated from any potential interruption or discussion with members of the public by non-judging personnel, if necessary by barriers placed at least 15m distant.
- Judging Stations should be comfortable, easily accessible and well protected from the sun.
- The individual judging positions should be at least 15m apart and similarly distant from the CJ’s position, set back between 150m and 250m from the edge of the performance zone.

13.4 CJ’s station equipment list

- One sturdy table sized for three people sitting side by side.
- Chairs for 5 people (CJ, two Assistant CJ’s, Video operator and Runner), with at least two ‘recliners’.
- A comprehensive box of ‘Office Supplies’ - stapler, paperclips, rubber bands adhesive tape, Post It Notes, sufficient clip boards, box files and ballpoint pens for the appointed number of judges.
- Thought must be given to handling the paperwork, its storage, collection (runner) and distribution, bearing in mind the possibility of windy conditions.
- Refrigeration equipment for cold drinks etc.

- A smoothed electrical supply for the refrigerator and video equipment via a portable generator, with sufficient fuel available to cover the whole event. If a portable generator is used it must be located in a position where the noise and exhaust does not impact the judging line.
- A video monitor must be available and mounted at a height (1.6-1.8m) suitable to allow all participants to clearly view the video reviews.
- All of the above must be accommodated in a tent of high stability and with the capability of opening on the longest side. For reviewing videos during judging line conferences it may be necessary to darken one area within this tent so that the monitor is easily readable when there is bright sunlight, or provide a separate darkened tent. In either case, the viewing area must be large enough to accommodate the Chief Judge, his assistant, the video operator, and all grading judges.

13.5 Judging station equipment list

- Two good quality reclining sun lounger type chairs and one semi upright adjustable chair on the basis of three persons in each judging team
- At least three spare loungers and three upright chairs should be available in reserve, to cover breakages to judges' chairs – a not infrequent occurrence!
- A minimum of two umbrellas with a suitable stands or a variable orientation overall sun shade must be provided for each judging a station. Umbrella stands should be sufficiently robust to keep them stable in windy conditions, alternatively means of guying the umbrellas must be provided.
- Other methods of keeping the judging positions in the shade are acceptable (e.g. well supported awnings) but must be capable of surviving two weeks out on a windy airfield. However, adequate guy lines at least three suitable hammers and ample pegs must be provided for the judging stations.

13.6 Boundary Judging equipment and positions

- At glider championships where boundary judges are to be used the Jury and/or the CJ or his Boundary Judge Manager should inspect and approve the locations and sighting / communications equipment for each position. At each location there should be a reliable installation that the boundary judge can use to clearly determine when a competing aeroplane crosses the box buffer-zone boundary going out of and into the box. This construction should allow the boundary judge to remain comfortable and alert for extended periods in the operation of this key duty.
- The organiser should consider a roster to rotate the line judges around the various positions, in order to provide a certain amount of variety and interest.
- At power championships where electronic aircraft box-location equipment is employed the system must be thoroughly tested and approved prior to start of the first session, and a further brief test carried out at the start of each subsequent session to prove that the system is functioning and calibrated correctly.

13.7 Judging communications equipment

The CJ must be provided with suitable radio equipment that is recharged on a daily basis to enable:

- Secure communications between the CJ, competing pilots, and the starter. At least two air-band units and spare batteries will be required. Note that failure of this equipment would lead instantly to interruption of the contest.
- Reliable communications with the Contest Director, the Scoring Office, the Boundary Judges and on-duty members of the International Jury. To cope with the need for separate channels for the different duties, up to 4 radios may be required plus one spare. Suitable equipment in this context might be Motorola or Icom Personal Mobile Radios (PMR's), but would not normally include domestic walkie-talkies whose performance and reliability would be inadequate.

- All equipment must be tested and approved prior to commencement of the first competition flights.

13.8 Video screen for reviewing and checking flights

- A high contrast monitor of at least 24 inches diagonal size should be mounted at the Chief Judge's station, preferably not in direct sunlight and at a height of 1,5m to 1,8m to enable viewing by a group of standing people. Siting it on a table is to be avoided if possible.
- Viewing of the monitor is greatly improved if the location darkened by use of a light-stopping enclosure, for instance a dark material tent or small solid walled hut.
- If it is not possible to provide such a monitor at the Chief Judge's station then this facility must be readily available in the Judges Room. Lack of a flight-line monitor however will cause significant delays to critical flight-line conferences and impact the timely publication of results.

13.9 Judging line facilities

The Organiser must provide suitable toilet and hand-washing facilities in relation to the number of male and female personnel on the judging panel. Permanent location at each judging position is preferable, though the organiser may opt to move them to alternate judging positions prior to their use for each session. Any shortcomings in the above must be dealt with before any competition flying takes place.

13.10 Judge and Assistant arrivals

The organiser is responsible for monitoring the expected arrival scheduling of all judges and assistants, to ensure they are able to transit to the airfield or hotel on-time. Special transport arrangements may be required if local services are not adequate or appropriate. The Chief Judge should be kept informed of these arrangements in case he can assist in resolving any problems that may arise.

13.11 Judges briefings

Before the first contest briefing there must be a discussion forum between the CJ and his panel at either the main hotel or in the judges briefing room, at which:

- Team managers should be invited to attend in order to ensure that pilots and team members understand judging issues and updates.
- The CJ will review with judges the results of the Judges Currency Examination.

At the beginning of each day the Chief Judge may wish to give a short briefing to his panel to cover any points which have come up the previous day, and allow the judges to raise any points they feel necessary.

13.12 Transport to and from the judging line

The judging panel and associated staff must be transported to be at the judging position at least 15 minutes before the commencement of each session, and brought back to the contest central area when the sessions conclude. Sufficient transport must be available on a permanent basis throughout the event so that flying is never delayed because the judges are not in position. Drivers must know before the event starts how to get to each of the nominated judging positions.

13.13 Other staff required on the judging line

The organiser must provide –

- Sufficient staff to swiftly collect the judging sheets from each judge after every flight and sort them into judge-number order, and convey them immediately to the Chief Judge for assessment.

- A 'runner' to swiftly convey sets of judging paperwork from the judging line to the scoring office after they have been assessed and signed-off by the Chief Judge. There should at no time be more than 3 sets of completed paperwork thus pending; more frequent transfers than this are preferable.
- If an electronic data recording and transmission system is employed to handle the judges' marks this must be thoroughly tested prior to the first contest flight and approved by the Chief Judge and the International Jury. Additional training may be required for the judges and assistants to ensure efficient and accurate use of this facility.
- At least two competent staff to handle all other ad-hoc judging line requirements, including refreshment handling and the break-down, movement and re-establishment of all judging equipment at alternative locations as and when required.

During the contest:

13.14 Judging line management

- The Chief Judge will be responsible for the smooth running of all aspects of the judging line.
- The line will be run in accordance with current CIVA Section 6 rules at the level relevant to the competition (Unlimited, Advanced, Intermediate, Yak-52 or Glider).
- When necessary the CJ will withhold judging papers or the electronic transmission of judging data until he is able to call for a judging break, then by conferencing will determine the appropriate solution and release the paperwork to the runner.
- If a temporary stoppage of flying is necessary for any reason the CJ will liaise with the CD and the Flight Line Director to ensure that notice is provided to the competitors at the earliest possible time.
- Should an incident occur that demands a cessation to flying, the CJ will advise the CD that the judging panel, video operator, line judges etc. will require transport to withdraw the judging team to the briefing room and await further instruction.
- The Chief Judge will liaise with the Scoring Office and the Jury to ensure that appropriate Judge Analysis printouts are generated and received at the conclusion of each sequence.

13.15 Movement / repositioning of judging line equipment

It may frequently be necessary to pack-up and move the judging line equipment from one station to another. This is normally required during the lunch period, but a change of wind direction may require that this operation is carried out rapidly at short notice so that judging can continue with the least disruption at the next position. The most appropriate solution will be to use dedicated vehicles and trailers to carry the equipment, and a number of experienced staff will normally be required to de-camp and re-build the judges station so that it is instantly set-up in a fully usable state for the judging panel.

13.16 Judges refreshments

The organiser shall maintain a ready supply of refreshments to the judging line appropriate to the contest weather. This should include a range of cold drinks and bottled water if the temperature is high, and/or coffee and tea if it becomes colder, plus a range of light snacks.

Organisers must be clearly aware that work on the judging line typically involves many hours of high concentration from every member of the panel for up to ten or more days, throughout which sustained pressure to complete the maximum possible number of competition flights each day is the norm. The importance of good operational facilities within a well-established working environment cannot be over emphasized to ensure that reliable, accurate and timely output from the judges is assured.

13.17 Video Recording Operations

These recommendations describe a minimum standard of operator capability and video equipment at CIVA championship events. A capability less than given below is unlikely to meet the standard of output required to resolve judging questions regarding matters of fact when demanded by the Chief Judge.

The video operator

The use of video equipment through a long series of competition aerobatic flights to the standard necessary to reliably resolve matters of fact when required by the Chief Judge is a complex and demanding task. Dependence on amateur capabilities and domestic equipment can easily lead to inability to meet this requirement, with a direct and potentially damaging impact on the accuracy of championship results.

Evaluation of the video position

- The video operator should be present to confirm that the position and electrical feed provided are suitable at least 12 hours before the competition starts.
- If changes are required the organiser must take steps to provide solutions that are agreed by the CJ and the video operator.
- At least one training flight should be recorded by the video operator and the equipment provided to view the flight in detail must be checked and approved by the CJ.

Key operational aspects

- It is vital that the video operator records every flight from initial entry into the performance zone to the final wing rocks with a stabilised, well exposed and correctly focussed image. The CJ will advise the video operator whether recording of Warm-Up flights is required in addition to all of the competition flights.
- Some sequences prior to the official start of the event should also be recorded, particularly when these constitute judge training exercises for subsequent review by the panel.
- The working requirement may span up to 10 days at 8 hours per day. The equipment set-up must be commensurate with these conditions; for instance, stooping to use the camera eyepiece because the tripod is too low would quickly render the operator unfit for further work.
- Each flight video must commence with a clear record of the flight programme title and the flight number so that each one is clearly identified for subsequent search and replay purposes.
- The operator should have a competent understanding of the names of figures and figure elements in an Aresti aerobatic program to be able to follow the instructions given by the Chief Judge or his assistant. This is especially important in Free Known and Unknown sequences where the flow of figures changes from flight to flight.
- The CJ should meet and discuss the demands of the job with the camera operator before the event to confirm that the operator is competent to manage the task, and has available to him the necessary standard of technically suitable equipment.

Video camera

- The ideal camera is one used frequently by the operator and technically capable of the performance required. If the unit is hired for the event the operator must be competent and proficient with it.
- A high-end domestic camcorder may be acceptable provided full manual control is enabled.
- A 1080P HD video system recording to SD memory cards (i.e. not mini cassette tapes) is required as the minimum acceptable standard, as it is essential to be able to navigate quickly forward or back through recordings when seeking to locate a specific figure in a given sequence. Direct-to-SD recording equipment, preferably in conjunction with a rapid laptop transfer system, should be available. Note that cassette based systems can easily lead to the loss of many recorded flights if the operator forgets to return exactly to the original 'current position' once the review is completed.

- The camera should be powered by replaceable battery packs, unless the power at the Judges location is provided by a reliable stabilized AC/DC petrol or diesel generator.
- A stock of fully charged batteries is essential, together with a clear understanding that batteries must be replaced **before** they run down!

Tripod

- If the operator mounts the video camera on a tripod this becomes a critically important item. It is extremely difficult to closely follow an aerobatic sequence without a sturdy and robust tripod fitted with a fluid head. Note that standing astride a tripod leg during videoing is not recommended, as this may lead to stumbling over the leg when significant lateral movement of the aeroplane is tracked.

14. Communications and Public Relations

14.1 Internal Communications

Before the competition

- Comprehensive contact details should be provided of all relevant officials and their areas of responsibility (e-mail address, mobile phone number etc.) in the first bulletin.
- Prospective participants should be able to receive all necessary assistance with visa and Customs formalities and training arrangements in English.
- Throughout the lead period into the event it is vital that organisers respond quickly to incoming communications or questions – even if only to say the request is received and a response will be generated soon. Not replying to questions is very unhelpful, and is to be avoided at all times.
- Any information concerning further development of the competition should be published on the official competition website and preferably sent to the team contacts according to the preliminary entry forms.
- The use of other communications regimes such as Facebook, Twitter, Flickr etc. may also provide organisers with good broadcasting opportunities in conjunction with the similar features associated with the FAI website.

At the competition

The organiser must establish an efficient radio communication system between the contest officials (Contest Director, Chief Judge, Flight Director, Chairman of the Technical Commission, and the International Jury) -

- A separate radio channel should be assigned for the contest staff (starter, volunteers, office, etc.)
- Efficient communications with safety services (fire and rescue, ambulance) are essential.
- Reliability of radio communication between the contest officials is a safety-critical requirement and the organizer must ensure effective contact between all possible contest official locations.

When boundary judging is carried out the organiser must ensure that reliable radio communications can be maintained between the boundary judges and the Boundary Judge Manager, who will most likely be situated at the Chief Judges desk. Communications on two separate frequencies will be required.

14.2 Communications equipment

The Judging Line section of this manual details the communications hardware and services necessary to ensure the high standard of intercommunications essential at all championships. The ability to handle potential emergencies by the CJ, the Flight Director and the Contest Director are highly dependent upon the reliability and effective use of this equipment. Note that line-of-sight problems with vhf transmissions can severely compromise the performance of such systems, and great care must be exercised to avoid the use of inappropriate locations.

Radio equipment battery charging

The organizer must ensure that all radios are fully charged for use at the beginning of each day, and that sufficient replacement batteries/radios are available to cover all plausible emergency requirements.

ATC equipment and facilities

The ATC requirement for competition aeroplane traffic is normally handled by established local air traffic staff at the event airfield. Note that a dedicated ground frequency may be used to control competing aircraft movements on the ground both before the competitor takes off and when they return from the box safety

frequency for landing guidance. Reliance on handheld air-band communications devices as the sole means of communication is not advisable, as these may not provide adequate power under all circumstances.

14.3 Communications with Teams

It is necessary to ensure that all Teams receive essential information during the event, viz: the time-schedule for the day, flights and briefings delays or rescheduling, the order of flights and the results of flown programs, proposed unknown figures and sequences, the time to submit proposals and for Free Unknowns the choice of the sequence version to be flown by each pilot, and so on. For that purpose several parallel means should be used:

- Post boxes at the airfield (contest office) assigned to each team.
- Text and e-mail messages to Chiefs of delegations or people appointed by them.

It is current practice to provide a mobile telephone to each Team, the Contest Director, all Jury members and the Chief Judge, and to make a list of their numbers available to all competitors and officials. To facilitate the circulation of contest related text messages, organisers should establish a central information distribution system operated by a nominated IT operator, preferably driven by a simple computer-based texting facility (e.g. Skype, T-Mobile etc.) with receipt groups established to enable targeted messaging.

Notice / information boards

For pilots and team members to follow the progress of flights and be ready to fly it is necessary to clearly display either the number of the pilot in the air or the number of the next pilot to fly at a location visible from the competitors parking/flight line.

Information boards should be sited at the contest office, the flight line and the holding point with the most recent meteorological information on wind speed and direction. The weather bulletin must include the time of any change in wind speed and direction as well as the time of the bulletin's publication.

The times of lunch breaks/end of flying, the number of the pilot last to fly before the lunch break or end of the flying day etc. should be displayed on the information boards and announced by all relevant/available means of communication.

Team managers and pilots should also be notified about any planned breaks in flying by the starter or the responsible person working on the flight line.

14.4 Public Communications

PR, television/video services and news dissemination

If possible the organiser should link with selected local / national services to promote news and results from the event. To this end it will greatly enhance the availability of newsworthy material if the organisers strike agreements with competitors and their teams to make themselves available at prescribed times for interviews and tv discussions, and if possible their in-cockpit video material should be freely available for use by the media services. Note however that the FAI will retain overall control of media rights for the event, thus all local arrangements must be conducted in accordance with FAI strictures.

The organizer should appoint a key person to be responsible for media relations, to follow publications on the event and have links to them available to competitors, officials and FAI during the competitions and as one report after the competitions.

Press releases and booklets with information on competitors, team members, contest officials, Jury and Judges and progress of the competitions should be issued daily either on the competitions website or as a competitions newspaper for public as well as for competition participants.

Public loudspeaker equipment and Commentators

Though not essential it is good practice to provide an appropriate standard of open-space fixed loud-speaking equipment and at least one good commentator experienced in aerobatic matters. It is essential that the PR system is set in such a way so it cannot disturb the Judges in their work.

Prior to the take-off for and during the performance of a programme, details concerning the competitor concerned may be published by any means (radio commentary, etc.).

The organiser should formally invite the media to opening and award/closing ceremonies.

15. Internet and Websites

Several websites will become directly involved with the event, and the organisers care and attention must be targeted to extract the most advantageous benefit from each one.

15.1 The FAI website

The FAI maintains an extensive website at <https://www.fai.org> to service all FAI headquarters and sporting commission needs. In the CIVA section at <https://www.fai.org/commission/civa> you will find a link to the organisers' championship domain so that interested enquirers can navigate quickly to that website for up-to-date championship specific information.

15.2 The CIVA Championship Results website

During the championship itself the Scoring Office must continuously upload all relevant contest and results information using the approved CIVA Scoring Software to the official <https://www.civa-results.com> website. In addition to data posted by the Scoring Office on the CIVA Results website, the organiser is free to post unofficial results and other contest related data on his own website and to the media.

15.3 The CIVA News website

CIVA operates a separate informational website at <https://www.civanews.com> that offers a resource for official documents and many other facilities that the organiser may seek in the operation of the event.

15.4 The Organisers championship website

The organiser should create a website designed to provide up-to-date information on all aspects of the championship. The organiser is responsible for all aspects of this web, including securing an appropriate domain name preferably in the format <https://www.championship-name-and-year.com> and instructing the FAI to publish this link on its own championship diary page.

The site should at all times make it clear that the event is primarily an FAI-CIVA World or European Championship, whilst freely promoting the full range of organiser-driven identities and corporate linkages that may be necessary. To maintain a similar look-and-feel between different organiser's websites, the following key requirements should be provided for the benefit of teams, pilots and other interested parties:

- A 'welcome' index page describing the event and introducing links to the principal sponsors and corporate identities associated with the championship.
- A series of menu driven links leading to some or all of the following:

Scheduling

Contest timescale and proposed schedule

Airfield Information

Accommodation information

Note! Flight Orders should **never** be published

Teams and Pilots

Bulletin-1 (initial information)

Bulletin-2 (later / final information)

Preliminary entry list

Interim and Final entry lists of Pilots and all other Team personnel
Box layout, contest areas etc.
How to enter the event
Aeroplane rentals and swaps

Anti-Doping Policy and Practice

Responsibility of competitors to provide TUE's
Explanation and list of prohibited Substances
The Competitors Declaration
Supporting documentation

Useful documents

Flight Crew Licensing requirements
How to obtain a Visa to the host country
Practice sessions – via online bookings if possible
National and local flight regulations and rules
Customs formalities / requirements
FAI Casualty and Major Incident Guidelines
Non-competing aircraft arrivals

Contact details for

Contest management
Accommodation and alternatives
Volunteer Application form

Website details

Map of the site, recent changes / log of revisions
A disclaimer, if necessary

External links

Link to the CIVA Results web page for the event
Link to FAI / CIVA and CIVA News websites

Media information

Photo gallery
Constantly updated info as a media resource etc.
Final airshow info – schedule, invited pilots etc.

And finally – this is Very Important!

The most critical requirements are:

1. Nominate a small group of competent IT people
2. Build and publish a simple and practical site
3. Make sure that it is easy to navigate
4. Make sure that you **KEEP IT UP TO DATE**
5. Show prominently the date and time of the last update

16. Hotels and Transportation

16.1 Accommodation requirements

For Teams, Officials and the Warm-Up pilots (normally two)

Section 6 requires that for World and Continental Championships the organisers offer accommodation and food for the duration of the event to all participants, warm-up pilots and officials, though they may choose to exclude the costs of the accommodation and food from the entry fees as long as they offer an appropriate alternative such as a list of appropriate hotels and/or camping facilities etc.

Note that depending on the judge arrival schedule it may be mandatory to accommodate all judging panel members one day ahead of the championship opening day, without charge to these people; see the plenary minutes for further info.

For Judges

A minimum of seven and a maximum of ten international judges and their assistants are selected by CIVA to work at the event, or only five at Intermediate events, plus the Chief Judges' team which normally comprises three people. The contest organiser must provide accommodation, food and local transport to them and their assistants, with no entry fees.

For the International Jury

The contest organiser shall provide accommodation, food and local transport for the three Jury members, or where appropriate two members at an Intermediate event.

16.2 Hotel locations

Available hotels/camping sites/other accommodation either to be booked by the organizer or by participants shall be listed by the organizer in the contest bid and first bulletin. Where hotel accommodation is provided, it is strongly preferable to locate all participants in one hotel or at least in hotels close together to encourage participants to mix and socialise, and reduce transport complexity. The accommodation location(s) should be no more than 20-25 minutes by the coach/minibus services provided by the organizer, preferably closer.

The organizer must establish an official list of contest participants with their accommodation / transport arrangements to set a route and regular schedule for official contest transport services.

16.3 Local transportation

Airport transfers

The organizer should establish a list of transport requirements for contest officials, Jury members and Judges arrival/departures and arrange transfer between airports and contest site/hotels.

Transport to/from the hotels

Depending on the distance between the hotels and the contest site, the presence of sufficient public transport vehicles and drivers to undertake the prompt carriage of contest personnel to and from the event throughout the day is essential to enable morning briefings to start on-time and the return of people to the hotel area when required.

The organizer should set a schedule/timetable for official transportation between accommodation locations and contest site for competitors/team members, Jury and Judges. It is recommended that there be adequate transport available at least:

From the hotels to the airfield

- In the morning to be comfortably in time for the first briefing
- For the evening meal time if this is arranged at the airfield
- At least two more times a day in the interval between morning briefing and lunchtime and lunchtime and the evening meal.

From the airfield to the hotels

- After the end of flying/evening meal
- At least two more times a day in the interval between morning briefing and lunchtime, and lunchtime and the end of flying/evening meal.

Separate transportation should be assigned to the Jury, Judges, scoring office personnel etc. due to their job needs.

16.4 Rental cars

Sponsored vehicles provided to the participants, and discount prices arranged by the organizer for rental cars, are highly appreciated and helpfully take most of the logistics of local transportation away from the organizer's workload. Available services should be listed by the organizer in the first bulletin.

If possible a dedicated vehicle should be provided for the Jury and another for the Chief Judge.

Information on requested help with local transportation should be collected by the organizer at Registration time to enable the necessary logistics to be resolved.

17. Glider Events – Special Requirements

17.1 Local Aero Club details

Contact details for the operators at the Aero Club on whose airfield / site the championship will be run should be made available, together with all further information and resource references that can be found to enable competitors to approach them in all matters concerning pre-event access to tow facilities and fees, local accommodation, and any other club facilities or regulations that may be considered pertinent.

17.2 On-airfield camping

It is not unusual at glider events for competitors and their team assistants to camp out on the airfield or in an appointed area prior to and even during the event, to minimise their costs during the championship. The organiser should encourage this solution to their accommodation as far as it is practicable on-site.

17.3 Rigging and de-rigging area

Teams will require a suitable unobstructed and readily accessible area to site their trailers, assemble the gliders, and after the event to dismantle and re-pack them.

17.4 Glider-towing Operations

The following points relate specifically to the glider launch and retrieve process:

Provision of Towing Aircraft

The organisers should aim to provide 3 towing a/c on a permanent basis, available throughout the practice and contest period. If any towing a/c suffers mechanical problems it must be replaced immediately. Towing performance must be sufficient to ensure a rapid sequence of competition flights as specified in Section 6 Part 2 paragraph 3.1.3. Towing aircraft of widely differing performance should be avoided.

Operating surfaces

Separate surfaces must be available for tow take-offs and landings of gliders and tow aircraft. When towing aircraft must land on the same surface as gliders, plan to avoid delays when gliders must first be removed after landing.

Glider starting grid

For expeditious launching of the gliders, there must be sufficient space near the take-off position where gliders can be set up and made ready for the take-off. Ideally, there should be enough space to set up all the participating gliders for one flight programme. The starting grid must be easily accessible from the hangar(s) where the gliders are stored. Fresh water and toilet facilities should be available at the starting line.

Glider retrieval

Gliders on the ground will normally be towed by car. If the organisers do not wish to have private cars on or near the operating surfaces, they must provide suitable tow vehicles for this purpose.

Tow-line dropping

Towing aircraft should preferably be equipped with tow-line retraction gear. If they are not, landings should be made with tow-line attached; if this is not possible, the tow-line dropping area must be at a safe distance from starting grid and glider landing surfaces.

Towing aircraft refuelling

Arrangements must be made that a tow aircraft which is due to be refuelled can be replaced by a standby without delaying tow operations. For this reason, there should be a refuelling area for the tow aircraft away from the operating surfaces.

18. Miscellaneous

18.1 FAI Anti-Doping Guidelines

The FAI has been signatory of the World Anti-Doping Code since 2003, and the FAI website provides access to WADA strictures here: <https://www.fai.org/anti-doping>

In the event that further more or detailed explanation of anti-doping legislation is required organisers should visit the WADA website here: <http://www.wada-ama.org>

18.2 FAI Environmental Guidelines

The FAI Environmental Commission provides guideline material in all aspects of competition operations. Further information is available at: <https://www.fai.org/page/envc-about-us>

19. Post Championship Actions

19.1 Storage of official Judging and Sequence paperwork and computer files

Following completion of the event a considerable quantity of official documents and records must be correctly handled:

- The organiser must box and store all official paperwork for a minimum of 12 months, in case this may be required by CIVA / FAI to substantiate any post-event review.
- It will be helpful to separate the stored paperwork into:
 - Documents submitted by competitors in support of their entry.
 - Documents created before or during the event and used for competition management.
 - All documents relating to the judging process, marks entry etc.

19.2 Transmission of official championship results to FAI / CIVA offices

- The organiser is responsible for ensuring that the FAI office receives a comprehensive set of official results together with details of all trophy, medal and certificate recipients.
- Note that FAI requires a complete set of the official results sent to them including the pilots' names, his/her NAC, gender, aircraft type and registration numbers/letters, but to be free of all references to H/C or Independent pilots. This should be in MS Excel .xls or .xlsx format.
- A separate copy of the final computer file must be sent to the CIVA President, together with:
 - A zip file with JPG copies of all pilots and officials photos as used by the scoring system.
 - Copies of all sequence diagrams in their original electronic format; this to include all pilots Free Known sequences and Unknown and Free Unknown sequences used at the event.

19.3 Handling of retained medals and trophies

If any official trophies, FAI / CIVA medals or other materials remain unused at the completion of the event, make contact with the CIVA President to establish whether they must be returned and if so the correct means and method for their transit back the FAI office in Lausanne.

19.4 Assistance with departures of officials, competitors aircraft and re-packing

Transport should be made available as required for all departing officials. Be aware also that it will take at least one or more days for many competitors to depart the competition site, or dismantle their aircraft and pack them for transit back to their base.

- Local departures will normally require the services of meteorological, ATC and possibly engineering and/or ground handling staff.
- For international flights the submission of Flight Plans may also be necessary.
- If personal items or articles are found on-site after the departure of their owners it will be helpful if these can be collected and held at a secure location by either the CD or an appointed contest official.

19.5 Report of the Contest Director to CIVA

An official report must be submitted to the President of CIVA by the Contest Director as soon after the event as possible, preferably within 28 days. This report should detail key process at the event and their successful completion, including a section on Safety and the handling of incidents, should they have occurred, or where necessary some clear notes regarding alternative actions taken and the outcome at their conclusion. CIVA is mindful that many elements of prior plans will often require reassessment and revision or change during an event; where appropriate clear reporting of all such circumstances and the solutions adopted are a valuable resource, especially in the maintenance of this Guide and other regulatory materials.

20. Emergency Procedures

The organiser should obtain a copy of the key document “FAI Casualty and Accident Guidelines” from FAI headquarters, as this may not be available on the FAI website.

20.1 Airfield Major Incident Plan

All operational airfields should be able to provide on request their official plan for dealing with major incidents. This should be used as the basis for setting in place additional equipment and/or facilities that may be deemed necessary together with local arrangements designating members of the organisers’ own staff to deal with specific responsibilities agreed between the airfield operator and the organiser.

20.2 Overview of Procedures

In the event of a serious accident or casualty the airfield Major Incident Plan should be activated, supported by specialists from the organisers who will provide aviation expertise and a direct interface between the airfield staff and the contest organisation. The procedures invoked to deal with such aviation related incidents will be based on the FAI Guidelines document “In the event of a casualty or a serious accident at FAI Air Sports” (2000 edition), but modified appropriately to interface effectively with the local plan.

20.3 Incident Response Team

A response to a serious accident or casualty will be co-ordinated by the following team of contest officials:

- The Contest Director
- The designated Safety Officer, and if appropriate his deputy
- The designated Public Relations officer

These officials should liaise with the airfield major incident response team to deal with the situation.

20.4 Immediate response to an incident

Participants should report the occurrence of any incident to a contest official or a member of the Jury, whichever is quicker. The official or Jury member must immediately contact the airfield manager and/or local ATC to inform them of the incident, who should alert the relevant fire, ambulance or police emergency services.

20.5 Role of Participants

Once the alarm has been raised, the professional incident response teams will have the training and equipment needed to respond to the incident appropriately and it is best to let them handle the situation. Participants and officials should be requested to withdraw immediately to the main briefing area and await further guidance from the Contest Director.

Follow-up actions will include notification of victims family once the medical condition of each victim is confirmed, notification of aviation authorities (accident investigation bureau etc.), collection of documents and photographs, recording witness statements and giving updated official information statements to the relatives, participants, public and media.

When the contest participants next meet (morning briefing, or a special briefing), the Contest Director should inform them of the basic facts of the incident, the action taken and any decisions made regarding the future continuation of the contest.

20.6 Media Contact

There will inevitably be rapid and highly intrusive media and public enquiries or presence at the event site and/or the site of any major accident (which may be off the event site). Opinions, assumptions, and names of individuals involved should not be passed to the media. A properly constructed announcement should be released to the public and media by the Public Relations Officer when agreed by the Contest Director.

Press contact

Event participants should not speak to the press and media about the incident, but should always refer questions to the event Public Relations Officer.

Names and comments

Participants must not release any names of casualties to anyone outside the event emergency organisation. Similarly, participants must not make any statements that particular individuals are fit and well unless they are absolutely sure that is factually correct.

Statements

Copies of all official statements issued should be posted on a notice board in the Briefing Tent so that competitors have the opportunity to see them before they appear in the media.

20.7 Collecting 'Next of Kin' or 'Persons to be Notified' data

All official participants (team members, officials, observers, contest workers) should provide the Contest Office with contact details (telephone and postal address) for their designated Next of Kin or "person or persons to be notified in the event of sickness or injury". Team Managers should ensure that this information is completed on a "Persons to be Notified" Form and a copy given to the Contest Registrar no later than the first briefing.

21. Appendix 1 – Pictorial reference material

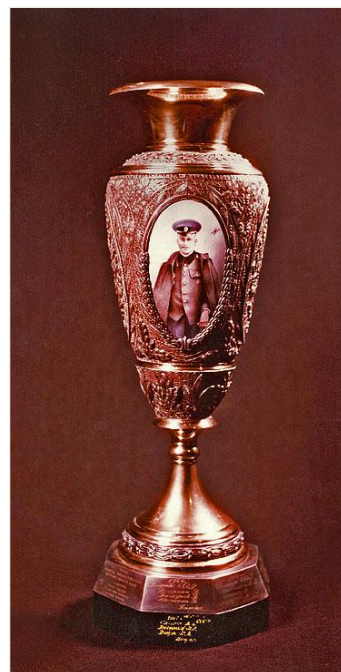
21.1 Aerobatic Championship Trophies and FAI Medals



Aresti Cup
Overall World Champion



Eric Müller Trophy
Winner of Unknown Programmes



Nesterov Trophy
Winning Mens Team



FAI Challenge Cup
Winning Womens Team (WAC)



Darius and Girénas Trophy
Winning Mens Team (EAC)



Peter Celliers Trophy
Overall Advanced World Champion

- Notes
1. There is an informative document on the FAI/CIVA web summarising all the trophies and their past winners. See the Documents > Organisers section.
 2. Trophy engraving of the current names and teams before the prize giving ceremony is essential.



Yak-52 Trophy
World Champion (Yak-52)

Note that CIVA Yak-52 events ceased in 2023



Yak-52 Team Trophy



Manfred Strössenreuther Trophy
European Champion (EAC)



FAI and CIVA
Medals, and FAI
Diplomas.
See Section 6 for
medal types,
designations and
distribution, and
diploma numbers
and recipients.



The Manfred Strössenreuther
Trophy is presented to the
Unlimited World Champion.



Royal Aero Club
Trophy, presented to
the Womens
World Champion

21.2 Typical National Flag array outside the main briefing area



21.3 Judging line equipment



Judge stations – sun protection by large parasols (left) and tubular plastic framework (AWAC 2008)



Boundary judging station / sighting equipment

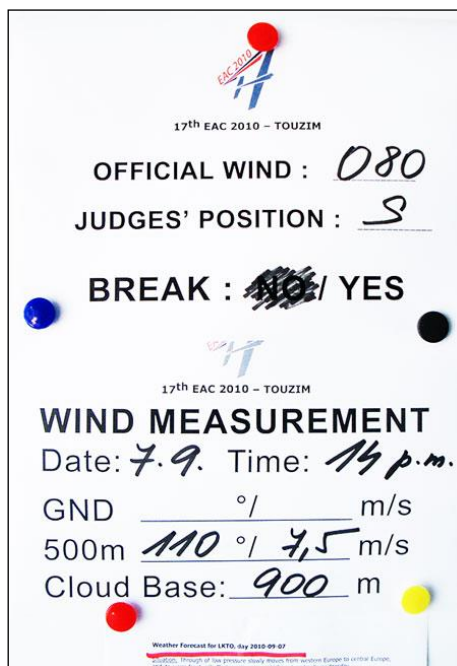


Suitable video camera and tripod



A typical judging panel – with 10 judges this can easily comprise up to 30 people

21.4 Box status information systems for pilots



Examples of box info for pilots – the official wind, the cloud-base and the break allowance, next pilot to fly etc.

21.5 Team tents, Briefing Rooms and Opening Ceremony



Examples of typical Team tents



Typical on-airfield briefing area and facilities



Judges video review in Briefing Room



Opening Ceremony on the flight apron – WAC 2013

22. Appendix 2 – Check Lists

The tabled items below are provided to enable organisers to maintain and update check-lists for all key items at the event. More detailed information is available in each referenced section of this document.

Section 1 Liaison and Initial Preparation

- ☐ Identify the CIVA Championship Liaison Officer – probably the Jury President
- ☐ Get copies of all relevant CIVA championship regulations

Section 2 Bidding

- ☐ Download, complete and submit the CIVA Bidding Documents
- ☐ Receive from FAI the Organiser Agreement for your event, sign and return to FAI
- ☐ Incorporate the Sanction Fee into your financial structure
- ☐ Establish your insurance solutions for all aspects of the event
- ☐ Create your event budget, maintain and develop as required

Section 3 Mandatory Championship Organisational Requirements *(refer also to later items)*

- ☐ Nominate the Contest Director
- ☐ Establish and define airfield operational aspects
- ☐ Finalise weather and meteorological services
- ☐ Nominate the Scoring Director and schedule appropriate preparation and training sessions
- ☐ Establish work rooms, furniture and equipment for CIVA Officials
- ☐ Finalise meal and refreshment services and scheduling
- ☐ Establish accommodation for all team members and officials
- ☐ Engage local transport services for daily movements of pilots and officials
- ☐ Finalise resource / contract for mobile radios, for officials and also aviation frequencies
- ☐ Establish and approve entry fee structure, fee change points, refund policy etc.
- ☐ Create list of available training airfields, operator details and practical implications
- ☐ Build a table of available aircraft rental possibilities, ensure all are updated onto website
- ☐ Nominate an official Point of Contact to handle enquiries from pilots overseas / other countries
- ☐ Establish appropriate glider towing aircraft, pilots, tow-rope drop-zone, associated equipment

Section 4 FAI / CIVA Services

- ☐ Obtain and distribute up-to-date copies of CIVA Section 6 Part 1 or 2 for all officials
- ☐ Appoint an experienced IT person as Scoring Director, institute appropriate training etc.
- ☐ Nominate a knowledgeable aerobatic person to manage Aresti / OpenAero exchanges
- ☐ Finalise all matters relating to medals, diplomas, creeds, the FAI flag, FAI Anthem etc.
- ☐ Check and finalise all matters relating to the presence of the correct trophies for the event

Section 5 Opening and Closing Ceremonies

- ☐ **Opening Ceremony** – review options, select the most suitable site
- ☐ Nominate the Master of Ceremonies / announcer, key speakers, presenters
- ☐ Select and invite key speakers, local political figures, dignitaries etc.
- ☐ Determine PA equipment required, select and contract a suitable supplier
- ☐ Review all options and develop a Master Schedule for all relevant parts of the ceremony
- ☐ Decide what refreshments are required, agree best option, engage supplier
- ☐ Check transport requirements, establish plan with appropriate providers
- ☐ Review and establish media requirements, circulate advice to local / national media centres
- ☐ **Closing Ceremony** – review options, select the most suitable site
- ☐ Nominate the Master of Ceremonies / announcer, key speakers, presenters
- ☐ Select and invite key speakers, local political figures, dignitaries etc.
- ☐ Determine PA equipment required, select and contract a suitable supplier
- ☐ Review all options and develop a Master Schedule for all relevant parts of the ceremony
- ☐ Decide what refreshments are required, agree best option, engage supplier
- ☐ Check transport requirements, establish plan with appropriate providers
- ☐ Nominate a responsible official to manage all aspects of awards and presentations
- ☐ Establish a secure area to hold medals, diplomas, awards, all other associated items
- ☐ Review and establish media requirements, circulate advice to local / national media centres
- ☐ Finalise plans for a 'last day' air-show, appoint delegate an experienced manager

Section 6 Bulletins, Local Regulations, Briefings

- ☐ Obtain copy of CIVA template for championship Bulletins, develop fully for your event
- ☐ Establish banking arrangements for entry fees, agree refund policy, test / prove all systems
- ☐ Review and assess all national and international aviation regulations that affect your event
- ☐ Review and assess all relevant national government / police rules and regulations
- ☐ Establish overall schedule for the event, Judge arrivals, transport and accommodation
- ☐ Assess and approve hangarage requirements, storage of equipment, security aspects
- ☐ Contact your local Fire, Ambulance and Police authorities, establish their requirements
- ☐ Check your draft bulletin with the CIVA President, adjust items if requested
- ☐ Establish appropriate meteorological services, appoint experienced officer in charge
- ☐ Appoint a capable operator to provide regular / on-demand wind measurements
- ☐ Institute close contact with existing ATC staff and ensure contest priorities can be satisfied
- ☐ Check with FAI regarding anti-doping control facility requirements, ensure availability etc.
- ☐ Finalise box marking requirements and equipment, appoint ground manager and team
- ☐ Establish Briefing Room and all required facilities, notice boards, PA services etc.

- ☐ Define and prepare a reliable Flying Order ranking system, check that it really works
- ☐ Prepare the Preliminary and Final Entry Forms, schedule them for publication
- ☐ Create online facility for receipt of document copies, incl. pilot credentials, Free Known files etc.
- ☐ Establish system and staff for approving / storing the received Free Known sequence files
- ☐ Check availability of suitable Free Unknown figure selection facilities and equipment

☐ **Section 7 Contest / Registration offices**

- ☐ Appoint suitable staff to provide all registration office duties, nominate managers
- ☐ Assess and prepare office space, desks, computers, printers, copiers, shelves etc.
- ☐ Ensure reliable electrical supplies to all stations, with extension leads where required
- ☐ Define requirements for the Info Centre, staff and equipment
- ☐ Plan and establish arrangements to create a Team Village with team tents, chairs etc.
- ☐ Establish a meal tickets system, appoint a meals and refreshments manager
- ☐ Prepare an on-arrival receipt system for registration, photos, personal badge issue etc.
- ☐ Review requirements for 'Goody Bag' and all associated items
- ☐ Establish an area for Team Messages with shelving / boxes per country
- ☐ Designate someone to obtain and publish NOTAM's and other official instructions
- ☐ Define your fee / cash receipt handling systems, storage and security requirements
- ☐ Review all signage requirements, establish a resource to provide all necessary signs
- ☐ Designate a media / PR office with desks, chairs, computer, printer, copier access etc.
- ☐ Plan installation of reliable high-speed WiFi systems throughout contest areas

Section 8 Scoring Office

- ☐ Appoint the Scoring Director and Assistants, who must have relevant experience in this role
- ☐ Procure all necessary computers, printers, ink and paper supplies, copiers, chairs, desks etc.
- ☐ Ensure adequate electrical sockets and extensions, lighting, WiFi access etc.
- ☐ Ensure complete knowledge of CIVA regulatory requirements, results output definitions etc.

Section 9 Judging Line Paperwork

- ☐ Establish systems for producing all Judges paperwork, judging sheets etc.
- ☐ Appoint mobile assistants to ensure rapid transit of score sheets back to the scoring office
- ☐ Investigate methods for electronic transmission of score sheet images to the scoring office

Section 10 Other office facilities

- ☐ Designate a small lockable office with table, chairs etc. for the International Jury
- ☐ Locate and dedicate a room for judges with table, chairs, refreshments etc.

- ☐ Designate a small room as the Press and Media Centre with table, chairs etc.
- ☐ The meteorological service may require a lockable space for their equipment
- ☐ Establish a room near the scoring office for competitors to check and sign Score Sheets

- ☐ **Section 11 Airport Layout**
- ☐ Review the intended box location and marking with all parties for acceptability and safety
- ☐ Create and operate a Safety Management Plan
- ☐ Designate an emergency landing solution that meets all possible problem situations
- ☐ For glider events – establish your Boundary Judging system and staff, communication equipment
- ☐ Fuel and lubricant facility – preferably separate for contest duties, and check stocks etc.
- ☐ Designate the “Sterile Area” for competitors to go to when directed by the Chief Judge or Jury
- ☐ Engineering and maintenance facilities – review and check capability

Section 12 FAI and Jury facilities

- ☐ Arrange for a Contest Site Inspection with the Jury President, resolve any issues

Section 13 The Judging Line

- ☐ Prepare three Judging Locations (normally W, S, E) for receipt of judging line equipment
- ☐ Assemble at least one set of all judging line equipment, and on-airfield transport to relocate
- ☐ Ensure availability of hand-held air-band and officials comms equipment, and test it
- ☐ Prepare refreshment facilities, cold water, cold boxes etc. and replenishment / supply service
- ☐ Establish swift transport facilities for all judges to / from the judging line
- ☐ Nominate an experienced video operator, ensure equipment is suitable, with spare batteries etc.
- ☐ Ensure that a good size monitor can be run to show flights to the panel, preferably shaded

Section 14 Communications and Public Relations

- ☐ Ensure comprehensive contact details of everyone held and available at Registration
- ☐ Prepare and test all radio communications equipment – good comms are vital
- ☐ Check availability of sufficient spare batteries and recharging equipment
- ☐ Obtain and set up the final-info board for pilots waiting to fly
- ☐ Detail an experienced officer to provide updated info to the media and press
- ☐ Set up a loudspeaker system to inform all personnel in public viewing areas

Section 15 Internet and Websites

- ☐ Designate an officer to maintain the contest website with all updated info
- ☐ Ensure the scoring office has login / password credentials to upload results to civa-results.com

Section 16 Hotels and Transportation

- ☐ Review all requirements for hotels and transportation – this is a constant requirement
- ☐ Rental cars may be useful for key personnel – Jury, Chief Judge etc. – and simplify other transport needs

Section 17 Glider Events, Special Requirements

- ☐ Publish access details for the club currently operational at the contest site
- ☐ Review all aspects of possible on-airfield camping for competitors, publish key instructions
- ☐ Identify and publish details of the rigging and de-rigging areas you wish competitors to use
- ☐ Specify clearly the designated areas for trailer parking and equipment storage
- ☐ Review, identify and agree contracts for glider towing operations
- ☐ Specify the allowable glider retrieval methods, especially regarding use of cars on the airfield etc.
- ☐ Identify and clearly mark the tow-rope dropping zone
- ☐ Swift refuelling of glider tugs will be important – ensure this is well planned and understood

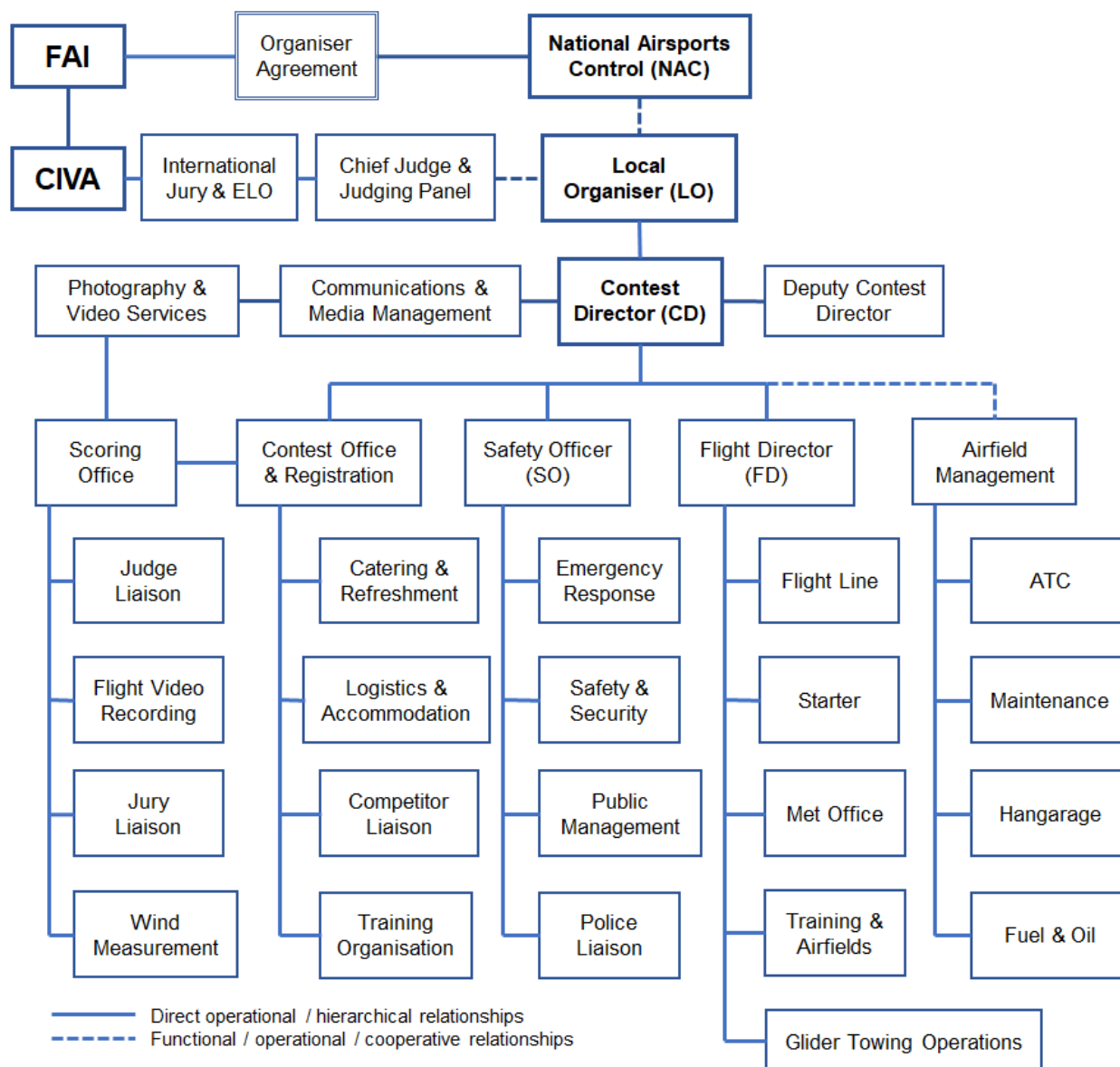
Section 19 Post Championship Actions

- ☐ Plan the storage of ALL original score-sheets – these must be retained for a minimum period of 12 months
- ☐ Send an Excel file with all programme and final results to FAI (ACRO has features to provide these)
- ☐ Send a copy of the final ACRO file to the CIVA President
- ☐ Send copies of all photos and sequence diagrams to the CIVA President (preferably Zipped into 1 file)
- ☐ Collect and securely store any unused trophies and medals, advise the CIVA President of all details
- ☐ Plan to advise and assist CIVA officials regarding transit back to their departure airports etc.
- ☐ The Contest Director must write and send a short report to the CIVA President regarding the event

Section 20 Emergency Procedures

- ☐ Get from the FAI office and clearly understand the **FAI Casualty and Accident Guidelines** document
- ☐ You must create and develop an **Airfield Major Incident Plan** to meet local emergency regulations
- ☐ Designate specific officials with responsibility for key accident response actions and liaison duties
- ☐ Create a media response / information process to avoid “disaster reporting” with incorrect information
- ☐ Ensure full and accurate personal and Next of Kin information is available to the emergency services

23. Appendix 3 – Example of a typical Championship Organisation Chart



24. Appendix 4 – Record of document changes and revisions

| <i>Reference</i> | <i>Revision record</i> | <i>Date</i> |
|------------------|---|---------------|
| GCO Issue-01 | First issue | January 2014 |
| GCO Issue-02 | Revisions: As annotated in the right margin in that issue | January 2016 |
| GCO Issue-03 | Revisions: As annotated in the right margin in that issue | March 2018 |
| GCO Issue-04 | Revisions: As annotated in the right margin in that issue | April 2021 |
| GCO Issue-05 | Revisions: As annotated in the right margin in that issue | February 2023 |