

ANNEX B.5
FAI CATEGORY 1 EVENTS
CIAM JURY PRESIDENT'S CHECK-LIST

EVENT NAME:

A. JURY PRESIDENT'S RESPONSIBILITY

After his appointment at the appropriate Bureau meeting, the Jury President must maintain close contact with the event organiser with special emphasis on the following:

- Check the progress of the contest site.
- Check whether there are any problems with the contest officials.
- Check with FAI HO regarding financial status of the competitors' NACs.
- Check that the status of all competitors registered for the event is in accordance with the FAI Sporting Code General Section 8.1.3.6.4 and related clauses.
- Check the FAI Sporting Licence database - confirm the Event Director's declaration.

B. BEFORE THE ON-SITE 1ST TEAM MANAGERS' MEETING

1. Call a Pre-Event Jury Briefing and Check:

a) That all the Jury members are present, ready and available:

- Jury President:
- Jury Member:
- Jury Member:
- Jury Alternate:

b) Jury members' documentation (make sure latest editions are available):

- Current Sporting Code General Section
- Current Sporting Code Section 4 – ABR Volume
- Current Sporting Code Section 4 – Specific Volume of Class Rules
- Current Protocol for Award-Giving and Closing Ceremonies at FAI Championships
- Current FAI Code of Ethics
- Current Jury Members Handbook (currently the 2001 edition)
- Event Bulletins
- Official Entry List (Competitors entered. Make sure that a final entry list is published after the TM Meeting.)

c) Jury members' authority documents & provisions

- Event ID badge or pass
- Event car pass (if any)
- Meal tickets
- Accommodation
- Contact telephone numbers (Event Director & all Jury Members)
- Communication devices
- Transportation
- Expenses reimbursed (Check with the Event Director is anything is remiss)

2. Arrange a Pre-Event Meeting with the Event Director and Jury members (on arrival and before the start of the event) and check:

a) Implementation of all Sporting Code dispositions regarding the event

- Complaints by NAC(s) regarding entry and/or eligibility.
- All personnel required by the Sporting Code available.
- All FAI medals and diplomas available (diplomas to be pre-prepared; only the 1-2-3 names to be added later).
- Respective CIAM FAI trophy/ies available as well as the trophy transfer forms.
- FAI flags available.
- FAI anthem available.
- Check that all the technical equipment for the contest is available and working.
- Check that the files for the final results:
 - (i) contain the Jury members' names with a signature block;
 - (ii) contain the appropriate trophy for each classification;
 - (iii) that the layout of the results form is appropriate to the class.

b) Jury meeting room arrangements

- Suitability, availability, access, keys.

c) Briefing room arrangements

- Access and seating arrangements (table and sufficient chairs).

d) Competition centre arrangements

- Access permission (access to any place remains prohibited unless permission is obtained by the Jury President).
- Permission to use office equipment (especially in the case of protests).

e) Jury transportation during the event

- Car available.
- Person in charge of the car; name:
- Car park and access.
- Refuelling arrangements.

f) Communication during the event

- Officials' phone/fax/emails list.
- Event Director's Jury calling procedures during the event.
- Complaint and Protest transmission procedures.
- Arrangements in place for the fast transmission during the event of documents such as:
 - (i) judges' scores (where appropriate) to tabulators
 - (ii) results (multi-class events) to tabulators

g) Arrangement of the flying site and other technical facilities

Has the organiser satisfied the requirements of ABR Volume as follows:

- B.8 Special Contest Organiser Requirements

and, where relevant, sections:

- B.9 Free Flight B.11 Radio Control
- B.10 Control Line B.12 Space Models

Are the facilities for random processing in place?

Is all the random processing equipment in working order?

3. **Arrange a meeting, if possible, with the Event Director, Jury members, judges and contest officials (before the start of the event)**

C. DURING THE 1ST TEAM MANAGERS' MEETING

Check the following:

- All Jury members present and seated at allocated places.
- All necessary contest officials present.
- Announcement of the location of the official notice board.
- Announcement of any shortened time limits for complaints and protests.
- Announcement of safety and competition limitations.
- No-shows - confirm the Event Director's decision.
- Check for any local rules.

D. BEFORE THE PRIZEGIVING

Check the following:

- Prizegiving plan conforms to CIAM and FAI prizegiving protocols.
- Completed Final Results signed (ABR B.5.5 a) and presented to Event Director.
- Completed Jury Final Event Report Form signed and presented to the Event Director.

E. AFTER THE EVENT

REPORTS

1. FINAL RESULTS (i) AND FAI TROPHY TRANSFER (ii) NOTIFICATION TO THE FAI OFFICE

(i) Final results, General Section 3.16.2.1 & (ii) Trophy Transfer forms, ABR B.21.6.3 b)

The official entry list, signed results and the completed trophy transfer forms must be sent within 24 hours of the end of the event.

2. JURY FINAL REPORT FORM (to the Event Director) (IJMH Appendix A)

This report has to be signed and given to the Event Director at the conclusion of the event.

3. REPORT OF THE JURY PRESIDENT (to the FAI) (IJMH Appendix B & General Section 3.16.2.3)

This report, with details of all protests, has to be sent with the retained protest fees, by the Jury President to the FAI Head Office within 8 days of the conclusion of the event.

Note that if the FAI permits, then the protest fees may be delivered in person by the Jury President when next attending a Bureau or Plenary meeting.

4. REPORT OF THE JURY PRESIDENT TO THE ASC (CIAM) PRESIDENT (IJMH Appendix D)

This report and a signed copy of the event results, must to be sent by the Jury President to the CIAM President (and copied to the CIAM Bureau) within one month of the conclusion of the event. Note that this report should include, on behalf of all the Jury members, the full narrative of the event as a separate file.

5. NOTIFICATION OF A NEW WORLD RECORD (FAI Sporting Code 4, ABR Volume, B.4.1.d)

If a new world record is set during a World or Continental Championship, it is the responsibility of the FAI Jury for that event to notify the FAI Head Office within seven (7) days of the record accomplishment and remind the competitor and organisers of the need to assemble proper documentation within the prescribed time limit for homologation.