



Guide

*Fédération
Aéronautique
Internationale*

Organisation of Major Gliding Events

International Gliding Federation

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Preface

This guide is meant as a support to organizers of FAI/IGC gliding competitions. If you use this guide, and if you find that it helped you, please help us improving the guide by feeding back your experiences to the IGC.

The guide is meant as a help to organizers. The guide is not complete, local issues and conditions around any specific competition will call for additional activities and actions. This is also just one suggestion for the organization of the work, there are many other ways to organize a good competition.

Peter Eriksen, IGC secretary
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Development of the bid

(Start 6 months before deadline of the bid).

- Identify the "core team", e.g. 3 persons (Director, Finance, Communications).
- Identify the site, assure that it is suitable, and estimate required improvements.
- Study the FAI Sporting Code, Section 3, Annex A.
- Start developing the bid document (download from FAI/IGC web).
- Contact the IGC bid manager for initial notification, and possibly advice or support, he will also have old bids that inspire you in the development of your bid.
- Make a budget for the event, be realistic and careful, especially with the costs.
- Establish initial contact with key staff.
- Make a realistic estimate of the number of pilots, team members and spectators you can expect, estimate the number of voluntary staff you need. Remember that too much staff can be difficult to manage, try to assign double tasks. A tow pilot can also weigh gliders arriving on the grid.
- Evaluate the infrastructure of the selected site. Is there enough capacity of basic things like water, electricity and drains? If not, make already now provision for that.
- Is the camping site suitable, or does it need expansion (toilets, showers)?
- Establish initial contact with hotels and caravan renting companies.
- Contact local authorities and major sponsors.
- Establish initial contact with potential sponsors and media. Remember that the media rights belong to FAI, and any agreement has to be endorsed by FAI.
- Prepare material for IGC delegates to support the bid.
- Prepare a short presentation for the IGC meeting.
- Prepare the web site with logo and basic information so that it can be operational right after the (hopeful) approval of the bid.

The bid schedule and deadlines can be found in the minutes of the previous IGC meeting on www.fai.org.

The IGC meeting, where the vote on bids takes place, normally takes place in February/March.

Right after the approval of the bid

- Identify key staff that will be involved in the planning of the event. In addition to the 3 mentioned above, this could be the people responsible for:
 - operations,
 - administration,
 - site manager, including accommodation and restaurant,
 - task setting and scoring,
 - opening and closing ceremonies,
 - media, P.R. and sponsors.
- Make and agree amongst the team a detailed planning of all activities related to the event, including a staff plan. For big events divide the staff into teams, and start to assign team leaders. Distribute responsibilities amongst the staff, agree on means of coordination (meetings, e-mails etc.).
- Continue the search for sponsors.
- Read Stewards reports from previous events and encourage staff to read them as well.
- Contact organizers of previous events.
- Read carefully all relevant documents, such as the FAI Sporting Code General Section and Section 3, in particular Annex A.
- Consider training of key staff, e.g. as Stewards at similar events.
- Revise the budget.
- Make a communication plan that includes contact to local and regional authorities, national airspace authorities, sponsors, media etc.
- Inform local authorities, e.g. police, local community, civil aviation authority.
- Plan and initiate heavy activities such as infrastructure improvements.
- Negotiate airspace procedures with airspace authorities.
- Negotiate procedures for pilots not having licenses or gliders authorized in your country.
- Identify the Chief Steward together with IGC.
- If required, initiate glider rental.
- Initiate the web site. Look at web sites from other competitions to get inspiration to your site.
- Prepare a first Bulletin to participants.

One year or more before the event

(For major events, you should run a test competition one year before the real event. In this case you should start the preparation one year earlier)

Director:

- Include the Chief Steward in the planning.
- Assure that key staff and team leaders have identified all required staff, and that items such as accommodation and catering of staff are clear, including rules for the reimbursement of staff.
- Make sure you have the FAI logo on all communications, web pages, etc.
- The following Teams should be envisaged:
 - front desk, outlanding,
 - scoring,
 - weighing, gridding and launching,
 - towing,
 - meteorology,
 - public relations, communication,
 - events,
 - catering (if not done by an external firm),
 - camping, cleaning, toilets, showers,
 - web master.
- Keep in contact with external key partners, e.g. authorities
- Set up a simple document management system with version numbers and dates on all documents. Keep a master copy of all documentation on a separate PC.
- Prepare forms for registration.
- Send out initial registration forms.
- Finalise agreement with local club.
- Finalise the local procedures.

Finance:

- Keep budget and expenditure under control.
- Set up procedures for payment of the registration fee.

Communications:

- Appoint the web-master.

- Prepare and send out a second Bulletin including preliminary entries.
- Maintain contact with sponsors, start making detailed planning.
- Plan PR campaigns, e.g. in the local society.
- Make initial contact to media.
- Check the FAI web site for procedures, e.g. for the prize giving ceremony.

Operations:

- Contract tow planes.
- Contact insurance companies to organize for pilots who need to draw an assurance locally.
- Appoint a safety officer, develop a checklist in case of serious accidents.
- Prepare airspace and turn point files.
- Confirm airspace procedures with authorities.
- Confirm procedures for pilots not having a valid license for your country.
- Find and contract weighing equipment.
- Prepare gridding procedures, consider e.g. self launching, room for landing tow planes and gliders.
- Prepare towing procedures, drop zones, start lines.
- Prepare arrival and landing procedures.

Infrastructure:

- Identify all human resources.
- Start contracting temporary infrastructure, such as portable toilets, catering, hotels, car rental.
- Prepare the camping area.
- Make final arrangements for hotels, B&B, country houses, camping, etc.
- Plan entrance, signs, fences etc.
- Identify reception, briefing room, competition office and meeting rooms at the site.
- Prepare WiFi connections etc. (If you want to use WiFi for operational purposes, e.g. for transmitting files from pilots to the scorers, you should have a separate connection with restricted access for pilots and TCs).
- Foresee a room for the Jury and the stewards.

Task setting/scoring:

- Identify and test de-logging and scoring soft/hardware.
- Define procedures for flight recorder downloading or IGC file transfer.

- Define turn points, prepare for publishing them in suitable formats.
- Prepare task sheets.
- Start preparing the participants' list by creating .xls or similar spreadsheets with all information, making it easy to provide all sorts of participant's lists with various information.
- Make provision for the tracking system (if used), contact providers etc.

Opening and Closing ceremonies:

- Start planning the opening and closing ceremonies.
- Flag poles, sound, entertainment, speakers, medals. (The FAI flag and anthem will be sent from the FAI about one week before the opening).
- Prepare alternate procedure in case of bad weather.

Six months before the event

- Finalise the entry list.
- Send the local procedures to IGC for approval (at least 6 months before opening).
- Continue close cooperation with Chief Steward

Three months before the event

Director:

- Manage your team.
- Continue working with the stewards.
- Go through the FAI Sporting Code, Section 3, Annex A again with key staff to make sure that you have all understood the rules.
- Check that key staff and team leaders have identified all required staff.
- Keep in contact with external key partners, e.g. authorities.
- Finalise the participant's list and forms, task sheets etc.
- Go through all infrastructure, procedures for check-in, scoring, gridding, towing, landing, outlanding, etc. with the relevant teams.
- Require the personal medical insurance of the FAI officials coming from countries not having reciprocal medical agreements with yours.
- Check the contents of the web site.

Finance:

- Keep budget and expenditure under control

Communications:

- Prepare and send out a third Bulletin.
- Arrange meetings with sponsors to explain the organization, rules etc.
- Conduct PR campaigns, e.g. in the local society.
- Renew contact to media, set up procedures.

Operations:

- Confirm airspace procedures with airspace authorities.
- Confirm procedures for pilots not having licenses or gliders authorized in your country.
- Check the arrangements with assurance companies for pilots who need to draw an assurance locally.
- Check that the airspace and turn point files are up to date
- Check the availability of weighing equipment.
- Prepare gridding procedures, consider e.g. self launching, room for landing tow planes and gliders.
- Prepare towing procedures, drop zones, start lines.
- Prepare arrival and landing procedures.

Infrastructure:

- Brief all human resources about their role, distribute tasks.
- Assure that infrastructure such as portable toilets, catering, hotels, car rental is as planned.
- Review camping area and check that everything is in order.
- Assure that entrance, signs, fences are ready.
- Start preparing reception, briefing room, competition office and meeting rooms at the site.
- Prepare WiFi and test connections etc.

Task setting/scoring:

- Identify and test de-logging and scoring soft/hardware.
- Make sure it all works e.g. by running a small test competition.
- Arrange facilities for providing GNSS Flight Recorder calibration.

Opening and Closing ceremonies:

- Confirm with all invited guests.
- Go through the ceremonies, make e.g. a fictive run.
- Check that flag poles, sound, entertainment, speakers, medals are under control.
- Control national flags and anthems.

One week before the practice period starts

All (this is your last chance, when the competitors arrive you will be bogged down in solving their trivial problems, and you will have no more time to do your own work):

- Go through all decisions and planning and check that all decisions have been carried out.
- Ask all teams to verify that all documents, procedures, software, materiel, etc. is in place. Cross check.
- Make sure signs are in place so people can find the airfield, and can find their way around on the airfield. Put signs on buildings used for Briefing room, restaurant, toilets, competition office.
- Appoint a person who will raise and lower national flags every morning and evening.
- Place the permanent FAI logo in the briefing room.

After the competition

This is not the least important period; it will have a huge influence on the possibility to run another big competition on the same airfield.

- Communicate the results (at least the first three in each class) to the FAI office by e-mail as soon as they are official.
- Send the final results to the FAI secretariat signed by the Jury President.
- Clean up after you, assure that normal operations can resume as soon as possible.
- Go through the event and note down experiences. What went well, what would need improvement?
- Sort and store all relevant documentation.
- Document the experiences, and distribute that to all involved.
- Thank your team, organize maybe a small event to celebrate the success.

- Thank all sponsors and involved authorities by sending a letter, e.g. with a small video from the event.
- Prepare a report to IGC. Jury and stewards will also report, but from their perspective.
- Prepare a CD-ROM with all information related to the event and send it to FAI as future reference.
- Organise a small event to celebrate the success with all staff and volunteers.
- If you have found this guide useful, please help us improving it by providing your suggestions for improvement.