

IGC STEWARD HANDBOOK

Effective 1 April 2004

This handbook was originally approved by the IGC Plenary on the 2nd of March 2002

The IGC Steward Report was updated on the 4th of July 2003

The 1 April 2004 update incorporates recommendations, from WGC's held in 2003, and approved by the Bureau. The changes are marked by margin lines.

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1 INTRODUCTION

This document is intended to provide guidance to individuals appointed as Stewards at IGC sanctioned International Championships. The Steward is the independent representative of the IGC attending a Championship to observe the conduct of the event.

The IGC requires that one Steward be appointed as the Chief Steward and that this appointment should be made through the IGC one year prior to the start of the event. This will enable the Organisers and the Chief Steward to work together in preparing for the event, particularly in the preparation of the Local Procedures prior to their submission to the Annex A Group for approval.

Stewards can and should liaise with the Organisers and Jury for the purposes of rule interpretations and factors affecting the fairness and safety of the competition.

The Stewards should encourage the Organisers to demonstrate that all aspects of the organisation are functioning correctly as early as possible during the practice week prior to the Opening Day.

2 BASIC ROLE

The basic role of the stewards at FAI events is defined in the FAI Sporting Code - General Section 4.3.6. Requirements for Stewards at IGC events are also outlined in Annex A.

To be effective Stewards must:

- Be aware that they have no formal power or authority to make decisions. Their role is one of providing advice and/or support to the Director, the International Jury, the Team Captains *and* the competitors.
- Be thoroughly knowledgeable of the contents of both Annex A and the Local Procedures and have these documents available at all times during the event.
- Understand that Annex A Rules may not be alerted at any time, but that Local Procedures, especially those relating to safety issues and specific start, finish and airfield procedures, may be amended by the Organisers in consultation with the Stewards.
- Be experienced in sporting events at the highest level and be sensitive to the human aspects of high performance sport.
- Be able to establish a good working relationship with the Organisers, the Team Captains and competitors. They should be aware of the strengths and weaknesses of the Director and his organisation.
- Be observant and seek to anticipate issues that may cause competitors to consider that they have not been treated fairly by the Organisers.
- Be prudent in answering questions from Team Captains and competitors. Their answers must be consistent with the rules and regulations and the Director statements at briefings. If a Steward is unclear in any detail, he/she *must* confer with the Director.

- Be diligent and monitor the systems the Organiser has in place to make sure that they are appropriate and robust.
- Be visible, watchful and observant. Take notes of incidents that may be unsafe or cause for complaint or protest.
- Be able to provide objective, accurate and factual evidence to the International Jury if required.

3 SPECIFIC RESPONSIBILITIES

The requirements of the Sporting Codes are by necessity rather general. At least one Steward must attend the official training period for the event to establish rapport with the Organisers, offer support and detect potential problems. In addition the IGC Stewards should:

- Establish a relationship with Team Captains and Competitors to identify impending problems or difficulties that participants are experiencing (*Do not promise to fix these problems—the “fix” is the responsibility of the team or the organiser as appropriate*).
- Attend all briefings and check that they are adequate and that all information required by competitors is included and consistent with the Sporting Code and all other written documentation. Ensure that the Organisers provide written copies of all briefing information that relates to flying and competition procedures.
- Make notes of all statements by the Organiser or other competition officials, including times of all events such as launch opening, closing, briefing times, etc.
- Listen carefully to all announcements and check that those participants who do not have the official language as their first language can easily understand the language used. This is especially important if the organiser’s staff are not competent in the official language. (*Be particularly aware of “literal translations” that, when retranslated, may mean something different as many problems arise from a breakdown in communications*).
- Collect, and have on hand at all times, all documents issued by the organiser, including Local Procedures and rule clarifications. These should also be “language checked”. Ensure the Organisers date and time stamp these documents.
- Confirm with Team Captains and competitors that announcements and documents can be correctly interpreted and collect statements and documents concerning points of contention in regards to rule application and interpretation.
- Attend meetings of the Team Captains. Note that these meetings should be restricted to the Organisers, Team Captains and Stewards. The members of the International Jury may attend as observers.
- Monitor the status of scores, check that briefings clearly state when protest times elapse and that all competitors have adequate opportunity to lodge complaints and/or protests.
- Review all systems for accuracy and soundness of operation by observing various points, including:

Task Setting – Check that:

- Task legs are not immediately adjacent to closed or restricted airspace.

Launching - Check that:

- The launch marshals understand the launch system.
- Adequate instructions exist and will work under all the likely (and unlikely) weather conditions.
- The system records any times of launch delays as required to determine if the day is valid or to set specific task related times.
- Sufficient tow planes are available for launching and re-lights.

Turn Points and Assigned Areas - Check that:

- Turn Points and Assigned Areas are adequately defined.

Finish - Check that:

- The finish line is defined in a manner that allows crossing to be determined unambiguously and preferably in a manner that allows the pilot to view for themselves that close finishes are valid or invalid.
- The system used to record finish line crossing minimizes the possibility of pilots being missed, mistakenly identified or errors being introduced.

Scoring - Check that:

- The scores are being correctly calculated in accordance with the published scoring formulae. (*Do not assume that computer based scoring systems are in fact correct*).
- The checking of GNSS records is thorough and accurate.
- The collection, processing, and storing of GNSS records is controlled so that the possibility of flight records being tampered with, lost and/or stolen is minimized.
- The presentation of Performance and Preliminary results to the public are appropriate and timely.

Safety - Check that:

- Appropriate arrangements are in place to respond to pilot injury.
- Adequate crowd (and team) controls exist, including outside the airfield boundaries under the approach paths of the aircraft on short finals.
- Mechanisms are in place to cancel the task if necessary due to unsafe conditions.
- Record instances where safety is compromised.

4 REPORTING ON THE EVENT

The Stewards are requested to submit a brief report to the Organisers, the IGC Bureau, and the IGC Delegates. The primary purpose of this report should be to identify desirable changes to Rules and Procedures for future competitions. There is no requirement to comment on aspects of the competition that functioned well. The attached IGC Steward Report form should be used as guidance in providing feedback.

Specifically the report should highlight any of the following issues:

1. Rule and Local Procedure problems.
2. Instances where fairness was compromised.
3. Instances where safety was compromised.
4. Clarifications, decisions, and problems that were required or that occurred.

IGC Steward Report

- Name and Date of Event

1 ORGANISATION *(Comment only where appropriate)*

- 1.1 Overall organisation
- 1.2 Quantity of officials
- 1.3 Experience of officials
- 1.4 Suitability of meetings and briefings
- 1.5 Suitability of weather information
- 1.6 Suitability of facilities
- 1.7 Transportation
- 1.8 Information dissemination (Pronouncements, schedules and decisions)
- 1.9 Pilot assistance
- 1.10 Retrieval
- 1.11 Launch control for fair access and efficiency
- 1.12 Opening and closing ceremonies including presentation of Jury and Stewards
- 1.13 Other social events
- 1.14 Total number of scheduled days and number of contest days
- 1.15 Media liaison
- 1.16 Public and Internet display of real-time aircraft positions and information
- 1.17 Other organisational comment

2 **RULES** *(Comment only where appropriate)*

- 2.1 Adequacy of Local Procedures
- 2.2 Addendums or changes
- 2.3 Fair applications of Rules and Local Procedures
- 2.4 Possible improvements of Rules and/or Local Procedures
- 2.5 Task setting and operations
- 2.6 Scoring system (use and application)
- 2.7 Protest handling and registration

3 **SAFETY** *(Comment only where appropriate)*

- 3.1 General safety of the event
- 3.2 Occurrence of incidents and/ or accidents
- 3.3 Availability of medical personnel
- 3.4 Use of safety officers
- 3.5 Launch safety
- 3.6 Pilot skills relating to safety
- 3.7 Suggestions for future safety enhancements

Name

Name

Name

Signature

Signature

Signature