



# IPC FAI Controller Handbook



2018 Edition

Effective March 1<sup>st</sup>, 2018

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*Special note: The use of the words he or his in this document does not imply gender but is used in place of he/she or his/her.*

*The 2018 Edition differs from the 2017 Edition in those paragraphs with a vertical bar in the margin.*

## Introduction

This Handbook is issued by the IPC

- as an information source for prospective FAI Controllers,
- to assist FAI Controllers to perform their duties at First Category Events.

This Handbook will be used by the FAI Controller for all IPC First Category Events.

The FAI Controller is appointed by the IPC, upon recommendation from the IPC Bureau and may not be from the Organiser's country.

The duties and responsibilities of the FAI Controller, which commence upon appointment, are:

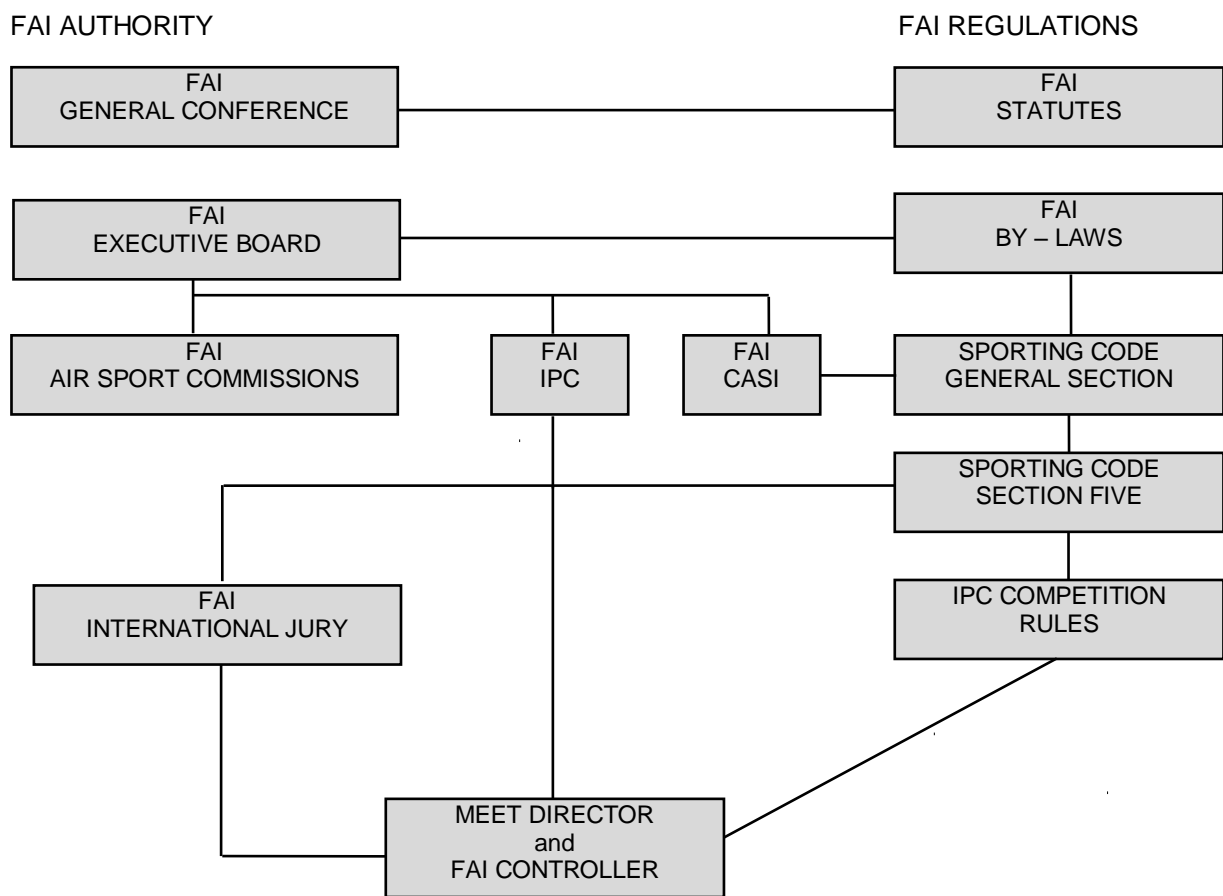
- To read and then follow the IPC FAI Controller Handbook.
- To ensure that the Organiser follows the terms of the Organiser Agreement, the Sporting Code, the Approved Bid and the Competition Rules as they pertain to the organisation of the competition, including timely payment of the required Deposit (FCEAD 2.2.3) and the Sanction Fees.
- To ensure that the Organiser follows the terms and conditions of the accepted FCE Application/Bid as they pertain to commitments made to assist Delegations and any other administrative matters.
- To visit and inspect the competition site at a suitable time during the preparation thereof unless deemed unnecessary by the IPC Bureau and/or the relevant IPC Competition Committee.
- To review the medical services and, in conjunction with the Organiser, agree to the level of medical services required. Minimum requirements include:
  - Emergency medical personnel to be present at the FCE, the number, based on best practice, to be determined by the size of the event (number of competitors, officials and spectators).
  - Adequate medical equipment on site.
  - Emergency response services (ambulances, helicopters etc.) and medical facilities (hospital etc.).
  - A procedure in place in the event of a casualty or a serious accident. The document "FAI Guideline In the Event of a Casualty or a Serious Accident" can be obtained from the FAI Secretariat.
  - An Organiser may wish to consider having counsellors on standby to act in the event of a major incident.
- To inform the IPC Bureau if and when organisational or administrative problems or irregularities arise.
- To report to the Jury as to the state of organisation, before the Jury gives its approval to start the competition (SC5; 4.5.1).
- To monitor safety and report any safety violation (including that described in SC5 1.3(2)) that takes place during the FCE to the Safety Panel for further action in accordance with SC5, 4.8
- To attend all Safety Panel meetings and be responsible for recording in writing all Safety Violation Notices.
- To assist, if necessary, in the travel cost reimbursement of the personnel listed in SC5 4.1.4(1).
- To confirm the attendance of each Jury Member by signing their expense reimbursement claim form and to assist, if necessary, a Jury Member in submitting it to the IPC Finance Secretary. Each Jury Member will submit the claim form, with receipts, to the IPC Finance Secretary for approval and payment processing in accordance with the current IPC Expense Reimbursement Policy Document.
- To liaise with the Organiser and Meet Director during the competition to ensure adherence to the program of competition, the Sporting Code and the Competition Rules. Any deviation must be reported to the Jury.

- To establish the number of participants who pay the Sanction Fee. The FAI Controller shall first establish a provisional estimate, which must be paid to the FAI at least seven days before the published start date of the competition. The FAI Controller shall then establish the actual number of participants to allow for a final settlement before the Jury approves the competition results and declares the event to be valid. The FAI Controller must advise the IPC Finance Secretary of the actual number of participants, so that a proper accounting may be made.
- To review and submit all Official Information Bulletins as required by SC5 4.1.5.

The FAI Controller will not report to the IPC, unless issues have arisen that require consideration or a decision by the IPC at its next Plenary Meeting. If no report is required, the FAI Controller need only report to the Chair of the relevant Committee. The FAI Controller must have a thorough knowledge of the Sporting Code, General Section, and Section 5, the Competition Rules and the Organiser Agreement.

# 1 FAI Controller Guide

## 1.1 ORGANISATION, AUTHORITY AND REGULATIONS



## 1.2 RESPONSIBILITY OF IPC RULES AND REGULATIONS COMMITTEE

The responsibility of the IPC Rules and Regulations Committee is to prepare, maintain and publish the IPC FAI CONTROLLER HANDBOOK.

## 2 FAI Controller Appointment and Procedures

### 2.1 APPOINTMENT

Any IPC First Category Event shall have an FAI Controller appointed by the IPC.

In accordance with SC5 4.1.1.2 the IPC Bureau will, after recommendation from the relevant Competition Committee(s), nominate a person for appointment as the FAI Controller, to be approved by the IPC Plenary at the same time that the First Category Event receives approval.

## 3 FAI Controller Duties

### 3.1 BEFORE THE EVENT

The FAI Controller:

1. Will obtain a copy of the Sporting Code, General Section and Section 5, the Competition Rules for the Event, the Organiser Agreement and the accepted Bid Document and be thoroughly familiar with the contents of all of them.
2. Will contact the Organiser (President and Secretary of the Organising Committee) (OC) and explain to them the role of the FAI Controller, which is described in the Introduction to this handbook.
3. Will advise the OC of the need to issue two Official Information Bulletins, the timing and content thereof and the need for the Bureau to approve the Bulletins before issue.
4. Determine the dates of issue of the Bulletins and request that the OC ensure that they are prepared and sent to the IPC 1<sup>st</sup> Vice President at least 60 days before the issue date (see SC5 4.2.5)
5. Ensure that the Organisers website (if one is to be used) is only posting information as per accepted bid and both Official Information Bulletins.(see SC 5 4.1.6)
6. Will advise the OC of the Sanction Fee payment procedure and how the provisional amount is to be determined and the timing of payment. It is suggested that the provisional amount be determined using the Entry Forms (Provisional or Final) received. Remember that IPC holds Euro 800, submitted with the FCE Application as a prepayment of the Sanction Fee. – see Annex 4.
7. Will advise the OC of the amount of the Pre Event Deposit (see FCEAD and Organiser Agreement) and the timing of the payment (no later than 30 days before the start date of the Event) and will ensure that it is paid on time.
8. Will review the medical services and, in conjunction with the Organiser, agree to the level of medical services required. Minimum requirements include:
  - Emergency medical personnel to be present at the FCE, the number, based on best practice, to be determined by the nature and size of the event (discipline, number of competitors, officials and spectators).
  - Adequate medical equipment on site.
  - Emergency response services (ambulances, helicopters etc.) and medical facilities (hospital etc.).
  - A procedure in place in the event of a casualty or a serious accident. The document “FAI Guideline In the Event of a Casualty or a Serious Accident” can be obtained from the FAI Secretariat.
  - An Organiser may wish to consider having counsellors on standby to act in the event of a major incident.

9. Will arrange a site inspection at a suitable time (either in person or by a representative). This site inspection is to ensure that the location is suitable for the events to be conducted and is in accordance with the requirements of the Sporting Code and the Competition Rules and is in accordance with the details of the accepted bid. Any deficiencies must be listed in detail and the OC must agree to a plan/timetable for these deficiencies to be rectified.
10. Will advise of the need for anemometer calibration and evidence thereof (if needed).
11. Should make his own travel and accommodation arrangements in conjunction with the OC.
12. Will contact the Chief Judge and assist, as needed, with the required judging equipment and organisation of the Judges' seminar and training program (if one is being held).
13. Will contact the OC to ensure that the facilities and services to be provided are adequate and appropriate. Examples of what is meant by this are the registration office, judging room(s), electronic scoring system, internet connection, power supply, hotel accommodation, local transportation, interpreters, parachute packing areas, creeper and dirt-dive areas, PA system, etc. As each competition is different, the FAI Controller will need to act as circumstances dictate and may well prepare a detailed checklist, which will likely be different to the one included in this Handbook.
14. Should keep the Jury advised of any pertinent matters.

### 3.2 ON ARRIVAL AT THE EVENT

The FAI Controller:

1. Will discuss all aspects of the organization with the OC, inspect the site to ensure that all is in readiness (Judges' room, Jury room, toilets and team tents, power supply as needed, etc.) and meet with the Meet Director and Chief Judge to discuss any issues that might arise.
2. Will ensure that an information board and official scoreboard (to be designated by the Chief Judge and approved by the Jury) are in place and convenient for competitor access.
3. Will ensure that registration facilities and procedures are in place.
4. Will ensure that all hotel and local transportation arrangements are satisfactory.
5. Will ensure that the PA system is satisfactory.
6. Will ensure that there are adequate facilities for the Judges' meeting and the Team Leader meeting.
7. Will ensure that two way radio communications for all competition officials are available.
8. Will check that Interpreters are being provided (SC5 4.3.7).
9. Will ensure that the current World Records are displayed (SC5, 4.3.10).
10. Must check Sporting License information on the FAI/IPC data base for all competitors to ensure compliance with SC5 1.2 (1).
11. Must ensure that the provisional Sanction Fee has been paid.
12. Must ensure that all necessary equipment is available and is as specified in the OA and the Bid Document.
13. Must be ready to report to the Jury as to readiness (SC5, 4.5.1)

### 3.3 AT THE START OF THE EVENT

The FAI Controller:

1. Must report to the Jury as to the state of readiness.
2. Must attend the Team Leader meeting, and if appropriate say a few words about safety and safe jumping.

### 3.4 DURING THE EVENT

The FAI Controller:

1. Must monitor safety and report any safety violation (including that described in SC5, 1.3(2)) that takes place during the FCE to the Safety Panel for further action in accordance with SC5, 4.8 and must attend all Safety Panel meetings and be responsible for recording in writing all Safety Violation Notices.
2. Must monitor adherence to the Sporting Code, Competition Rules, Organiser Agreement and the Bid Document. Any deviation must be reported to the Jury.
3. Should work with the Meet Director and Chief Judge as required by circumstances.
4. Determine amount of Final Sanction Fee and ensure that, if greater than the Provisional amount already paid, the balance is promptly paid, so that the Jury may declare the event to be valid.

### 3.5 AT THE CONCLUSION OF THE EVENT

The FAI Controller:

1. Will report to the Jury as to satisfactory/unsatisfactory completion of all contractual commitments by the Organiser.
2. Will confirm attendance of each Jury Member by signing their expense reimbursement claim form.
3. Will assist, if necessary, in the travel cost reimbursement for Event Officials and Judges.
4. Will collect the Recording Media (see SC5, 4.9.3) for delivery to the Chair of the IPC Judges' Committee.
5. Will advise the IPC Finance Secretary of the actual number of participants, so that a proper accounting may be made of the Sanction Fee.

### 3.6 AFTER THE EVENT

The FAI Controller:

1. Should report to the Chair of the relevant IPC Competition Committee(s).
2. Should, if considered necessary, prepare a written report on issues to be considered by the IPC at its next Plenary Meeting.



## ANNEX 1

**PUBLICATION HISTORY**

March 2007:	1 <sup>st</sup> edition
March 2008:	2 <sup>nd</sup> edition
March 2010:	3 <sup>rd</sup> edition
March 2011:	4 <sup>th</sup> edition
March 2012:	5 <sup>th</sup> edition
March 2013:	6 <sup>th</sup> edition
March 2014:	7 <sup>th</sup> edition
March 2015:	8 <sup>th</sup> edition
March 2016:	9 <sup>th</sup> edition
March 2017:	10 <sup>th</sup> edition
March 2018:	11 <sup>th</sup> edition

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## ANNEX 2

**FAI CONTROLLER CHECKLIST****Before:**

- Obtain copy of OA and accepted Bid Document.
- Ensure possession of most current edition of the Sporting Code (General and Section 5) and Competition Rules.
- Contact Organiser (OC); find out name and contact info for President and Secretary.
- Explain role of FAI Controller to OC.
- Advise OC of Two Official Information Bulletins: IPC format, timing and procedure for issue.
- Ensure the Bulletins are posted on the FAI/IPC website.
- Advise OC of amount of pre-Event Deposit and timing of payment.
- Advise OC of Sanction Fee payment procedure and timing.
- Arrange site inspection (date, etc. in person or by a representative).
- Review Medical Services Assessment Report.
- Contact OC re first aid, ambulance, etc.
- Contact OC and discuss facilities, etc.
- Check OC website (if online) about publication requirements.
- Advise about anemometer calibration and evidence (if needed).
- Arrange travel and advise OC.
- Contact Chief Judge and assist as needed.
- Keep the IPC Bureau and the Jury President advised of any pertinent matters.

**On arrival at the Event:**

- Discuss organisation, inspect site for any changes, deficiencies, etc.
- Ensure that the site has adequate toilets, team shelter, etc.
- Ensure that the notice boards and PA system are adequate.
- Ensure hotel and local transportation arrangements are satisfactory.
- Ensure registration facilities are adequate.
- Ensure adequate space is available for the Judges' and Team Leader meetings.
- Ensure two-way radio communication for officials is available.
- Ensure, if needed, that Interpreters are provided.
- Check that current World records and World Parachuting Rankings are displayed.
- Ensure that all is in accordance with the accepted bid, the OA, Sporting Code and CRs.
- Have pre-event meeting with Meet Director and Chief Judge.
- Check Sporting License information on the FAI/IPC data base for all Competitors.
- Ensure provisional Sanction Fee has been paid.
- Ensure all necessary equipment is available and as per OA and accepted bid.
- Be ready to report to Jury as to state of readiness.

**Before start of Competition:**

- Report to the Jury as to the state of readiness.
- Attend Team leader meetings.

**During:**

- Monitor safety and attend Safety Panel meetings.
- Monitor adherence to SC, CRs and OA. Report any deviation to Jury.
- Determine amount of Final Sanction fee and ensure prompt payment.

**At end:**

- Report to Jury.
- Confirm Jury Member attendance.
- Assist, if necessary, in the travel cost reimbursement for Event Officials and judges.
- Collect Recording Media and paperwork and deliver to the Chair of Judges' Committee.
- Complete Annex 4 and report to Jury.
- Report to IPC Finance Secretary

**After:**

- Report to Committee Chair/s.
- Write report to IPC, if necessary.

ANNEX 3

**BULLETIN 1 AND 2 MUST CONTAIN THE DETAILS AS PER OFFICIAL BID FORMAT  
(ANNEX 3 OF THE FCEAD)**

## ANNEX 4

**FINANCIAL OBLIGATIONS AND COMPETITION STATISTICS**

FAI CONTROLLER: .....

NAME OF COMPETITION: .....

DATE OF COMPETITION: .....

**Application Fee:** \_\_\_\_\_ €

(paid at time of bid)

**Deposit:** \_\_\_\_\_ €

(to be paid 30 days before start of competition)

**Sanction Fee**

## Provisional Entries

Competitors	
Eligible Officials (HoD, Team Manager, etc.)	
TOTAL A	

Estimated Sanction Fee €90 x Total A – Application Fee = \_\_\_\_\_ €

(to be paid 7 days before the start of the competition)

## Final Entries

Competitors	
Eligible Officials (HoD, Team Manager, etc.)	
TOTAL B	

Final Sanction Fee €90 x Total B – Estimated Sanction Fee = \_\_\_\_\_ €

(to be paid before Jury declares the Event to be valid.

If overpayment by Organiser, amount to be reimbursed to them ASAP.

## Other important figures

Number of Jumps / Performances (official training & competition)	
Number of cutaways	
Number of Incidents/Accidents	

Comments:

This document is designed to help the FAI Controller follow the Organiser Financial Obligations and compile competition statistics and must be completed and must be handed to the Jury at the end of the Event to enable validation.

## ANNEX 5

**SAFETY PANEL NOTICE**

Title & Location of Competition
Members of Safety Panel: FAI Controller – Meet Director – Chief Judge –
Safety Panel Meeting No:
Time and Date:
Subject:
Details:
Decision:

Signature: \_\_\_\_\_ Safety Panel President (FAI Controller)

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_