



FAI Sporting Code

*Fédération
Aéronautique
Internationale*

Section 10 – Microlights and Paramotors

Annex 5

NOTES FOR DIRECTORS, INTERNATIONAL OFFICIALS, AND OFFICIAL OBSERVERS

To Take Effect on 01 January 2018

Section 10 and General Section combined make up the
complete Sporting Code for Microlights and Paramotors

*Maison du Sport International
Av. de Rhodanie 54
CH-1007 Lausanne
(Switzerland)
Tél. +41 (0)21 345 10 70
Fax +41 (0)21 345 10 77
E-mail: sec@fai.org
Web: www.fai.org*

Annex 5 to SECTION 10

NOTES FOR DIRECTORS, INTERNATIONAL OFFICIALS AND OFFICIAL OBSERVERS

1. THE CHAMPIONSHIP DIRECTOR

The success or failure of an international championship depends on the quality of its competition director. A good director will keep a championship together even with insufficient helpers and poor weather, but an inadequate director can ruin the whole event even when supported by good staff and fine weather.

1.1 SELECTION OF A DIRECTOR

- 1.1.1 The director of a championship is selected by the NAC (or delegated national association) organising the event with the nomination approved by CIMA.
- 1.1.2 If the director cannot be named at the time of making a preliminary bid, it is essential that he should be in position at least one year ahead of the event. He must have enough time to look after all organisational aspects of the preparation, but may well have to make adjustments to his own life or work. This is often forgotten. Any financial and material support arrangements between the NAC and the director should be finalised before the director is expected to start work.
- 1.1.3 Sometimes confusion is caused by having more than one person in the organisation called director. The administration chief, for example, could be called manager.
- 1.1.4 It should not need saying that the director must have a wide experience of the sport, including having considerable knowledge of its technicalities, operation and needs. It is not enough for the director just to be an excellent pilot.
- 1.1.5 The director must want to do the job, be prepared for an immense amount of hard work, and have the health and stamina to complete it. Wanting to do the job means having affection for the sport and respect for the people who do it. This may seem obvious but in a recent championships the director considered himself superior to the competitors and to the FAI rules and in another the director made it known that he had no liking for the type of flying or the people involved. Both events ended with frustration and unhappiness.

1.2 WORK OF A DIRECTOR

- 1.2.1 The responsibility and work of a director starts with his appointment and continues through the whole preparatory period, followed by 2-3 weeks of 24 hour a day responsibility - though hopefully not work. There will also be a clearing up period at the end.
- 1.2.2 If the championship is to succeed all its departments must complement each other and be efficiently run. This will involve many people in a big event so the initial planning has to be well thought through. This is the first job of the director and includes:
- a) Layout of the flying area, location of administration and reception offices, accommodation, car parks, social areas, workshops, stores etc so that they conveniently relate to each other. The championship site should be considered as a working village.
 - b) Deciding how work will be divided, into what departments, and deciding who will be in charge of each. For example, airfield marshals, observers and timekeepers, scorers, administration including production of score sheets and briefing notes as well as normal office work, technical officials, accountants, medical and SAR services, PR with local authorities and residents and the press, restaurant, bar, and social arrangements etc as required (S10 A2).
- 1.2.3 It is important for the director to have a small and secluded personal office. It must be possible to have private talks with members of staff and VIPs etc, as well as having somewhere to keep spare clothes, cameras, etc.

1.3 DELEGATION

- 1.3.1 It is absolutely essential that the director is willing and able to delegate. This means deciding on the best officials for the jobs and giving them responsibility. Officials and their helpers will also have to work hard and their reward is a successful and happy championship. A director who tries to do all the work himself or who interferes unnecessarily prevents this. During the championship the director should have time not only to keep a supervisory eye on the whole operation but to talk to competitors and interested visitors.
- 1.3.2 For the whole championship period, plus any official practice days, the director is on duty and will probably find each day longer than expected. For example, early morning task setting and weather assessment, attending evening jury meetings or helping sort out scoring computer breakdown at midnight. If he does not organise himself properly, he will, and many directors have, become burnt out before the finish. It may seem simplistic but self organisation is about getting regular meals and enough sleep. A director who walks about eating a sandwich in the afternoon because he missed breakfast and lunch, or who falls asleep on the scoring office floor at 2 am does no service to himself or the competition. The director becomes a zombie and the organisation risks falling apart. It has happened.

1.4 THE DEPUTY DIRECTOR

- 1.4.1 Any wise director will insist on having, and using, a deputy director. This person must be capable and available though need not be on duty to the same extent as the director. The deputy director is not only an insurance,

should the director fall ill or have a personal emergency, but it is an extension of his eyes and ears, as well as looking after non-routine matters as the unexpected arrival of VIPs, arranging jury meeting paperwork, and ensuring that the prize giving takes place without problems.

2. THE INTERNATIONAL JURY

2.1 JURY OBJECTIVES

- 2.1.1 To apply the rules of the FAI Sporting Code General Section, Section 10 and the Local Regulations and come to a decision based on these rules as they are written. The "spirit" of the rules and of "sportsmanship" should not be considered if they conflict with the written rules and their intention.

2.2 PROCEDURE

- 2.2.1 The Jury should accept a protest, which must be in writing, only via the director or deputy director. The protest must be given to the jury president although another jury member may accept it on his behalf.

Remember that protests are made against a decision of the director, so if he has not yet made one there are no grounds yet for a protest.

- 2.2.2 Check with the director that the protest was made within the permitted time limit, and that the director has received and is holding the fee.
- 2.2.3 Read the protest carefully to ensure that it:
- A) states the reason for the protest, and
 - B) states what the protester wants from the result.
- 2.2.4 If it is not clear what the protest is about, return it via the director to the protester asking for clarification. If necessary give extra protest time (e.g.: 1 hour) for the protest to be rewritten. It is not possible to deal effectively with a protest which is just a general grumble against the organisers.
- 2.2.5 On accepting a protest the 3 jury members should:
- A) Read it carefully,
 - B) Decide what rules are involved and read all of them carefully,
 - C) Agree the best way to deal with the protest.

This may involve interviewing witnesses, obtaining evidence from the director, and/or studying papers, photographs and FR evidence. Since the competition has to continue while this is going on it may be sensible to see people separately rather than hold a formal "court" involving several key officials at the same time. However, it may be essential to see the director and protester together and hear their evidence directly.

- 2.2.6 When the 3 jury members are agreed on how they want to handle the protest, they should arrange with the director for a meeting with the officials and witnesses they wish to see.
- If the Jury decides to hold a formal court, seats should be arranged for the director to sit to one side and the protester to the other. Both should be allowed to bring an interpreter, or an expert witness of their own choosing to answer questions. The jury may itself require the presence of other officials, witnesses or papers.
- There is no reason why the stewards should not be present as observers, used as information gatherers, or appear as witnesses.
- 2.2.7 When all the necessary evidence has been obtained the jury may either announce their decision, or end the meeting and on their own further consider the evidence and come to a decision. The jury decision shall be put in writing and signed by all 3 members. Copies shall be made for the 3 jury members, the director, the protester, the notice board, and for the files.
- If the protest is from the same country as one of the jury members it is usual for this member to abstain from any vote, and for this to be noted on the protest result.
- 2.2.8 The decision of the jury is final and applies for the remainder of the competition. If the NAC of the protester is unsatisfied, it may appeal to FAI, but this can be a long process. If the jury understands and interprets the rules properly and makes the correct decision it is extremely unlikely that the NAC will enter an appeal or that FAI would accept it.

2.3 PENALTIES

- 2.3.1 Unless a specific penalty for an offence is stated in the Local Regulations, the jury should study the penalty guidelines in the General Section and apply these appropriately without fear or favour. However, occasionally a penalty may be too severe for the circumstances. To take an example: it is normal that if a pilot does not cross a finish line he will not receive speed points. But if he crossed with sufficient height and speed but just on or beyond the end of the line, because several other aircraft were crossing at the same time and he believed there was risk of collision, taking away all speed points is very harsh although the infringement took place.
- 2.3.2 In such a case the jury could look into any ameliorating circumstances very carefully. Should they find, for example, that the only reason for crossing just beyond the end of the line was because the collision risk was real, it would not be unreasonable to allow the speed points and consider the infringement as a technical

offence. The penalty could be in accordance with the guidelines in the General section. The pilot would still lose points but fewer than the loss of all speed points. The protest would still be lost because the infringement had taken place and the protest fee would be forfeited, but the penalty would be more reasonable.

2.4 DISQUALIFICATION

2.4.1 The General Section guidelines are clear enough, but the Jury may have to decide whether disqualification should be for the rest of the competition or for only the day of the offence and/or the following day. (If, e.g., the pilot for any reason scored few or no points on the day of the infringement.)

2.5 OTHER WORK OF THE JURY

2.5.1 The jury has a commitment to ensure that the director obeys the rules of the FAI and of the competition. If the jury finds that this is not the case, they are empowered, after warnings, to actually suspend or stop the event.

2.5.2 While it is the responsibility of claimants to make Championship record claims, the jury is the 'official witness' and must make sure the claim is accurate in its detail and properly corrected to ISO conditions before signing it. The jury should try to be aware of impending claims especially if it is necessary to measure a course before it is dismantled.

2.5.3 In championships where small team medals are available for purchase by eligible teams after the event, the Jury must pre-fill and deliver the medals application form to each team leader at or before the medals ceremony.

2.5.4 It is impossible to accurately calculate the final sanction fee to be paid to CIMA by the organizer from standard published information such as entry lists and score sheets. The CIMA Jury President Report Form is provided to capture this information. It should be completed as soon as possible after the start of the event and must be returned to the CIMA President and FAI Secretariat as soon as possible after the event. (This form is a replacement for Appendix D of the International Jury Members Hand Book).

2.5.5 Detailed instructions of the Jury work and the Jury Presidents checklist is to be found in the FAI document "International Jury Members Hand Book."

FINALLY, IT IS SENSIBLE FOR AT LEAST ONE JURY MEMBER TO CARRY ALL THE RULES, THE CONTEST AREA MAP, LIST OF COMPETITORS AND THE LATEST SCORE SHEETS AT ALL TIMES.

3 STEWARDS

Appointment & Qualifications: S10 4.13

3.1 THE STEWARDS OBJECTIVES

3.1.1 Stewards are advisers to the event director. They watch over the conduct of the event and report any unfairness or infringement of the Rules and Regulations or behaviour prejudicial to the safety of other competitors or the public or in any way harmful to the sport. They assemble information and facts concerning matters to be considered by the International Jury. (GS 4.3.4.2)

3.1.2 As stewards should be able to easily communicate with the organizers and should be experienced in competing themselves, preferably in the types of aircraft being flown in the championships, then they are expected to provide independent advice to the organizers on 'normal practice' in the way tasks are designed and run and the interpretation of the rules, regulations and penalties.

3.2 THE STEWARDS' ROLE

To be effective a steward must:

- 1) Be aware that he has no formal power or authority to make decisions. His role is one of providing advice and/or SUPPORT to the director, the International Jury, the Team Leaders AND the competitors.
- 2) Possess a thorough understanding of the FAI Sporting Code General Section, Section 10 and the local regulations and have these documents available at all times during the event. As he must advise the director on rule interpretation, it is preferable that he has been present at the CIMA meeting where the local regulations were approved. It is helpful if he has had experience in the interpretation of complex documents.
- 3) Be able to anticipate, and recognise in advance issues that may cause competitors to consider that they have not been treated fairly by the organiser. The steward should ensure that the information given to team leaders and competitors is unambiguous. He must be aware of difficulties created by language. He should ask himself "Was that briefing clear? How could the information be misinterpreted? Was the briefing consistent with the regulations? Were any changes, from what was required yesterday, clearly defined as different? Were all the items that were supposed to be covered, mentioned?" He should back up his judgement in these matters by enquiring of team leaders and/or competitors of their understanding. In addressing such issues he must not reduce the credibility of the director.
- 4) Be prudent in answering questions from team leaders and competitors - His answers must be consistent with the rules and regulations and what the director has stated, or will state at briefings. If the steward is unclear in any detail, he MUST confer with the director.
- 5) Be able to establish a good working relationship with the organisers, the team leaders and competitors. By recognising potential problems in advance he should take steps to avoid them becoming issues. Many

problems arise from a breakdown in communications. He should be aware of the strengths and weaknesses of the director and his organisation.

- 6) Be experienced in sporting events at the highest level and the stress under which all involved operate. He must be sensitive to the human aspects.
- 7) Not take it for granted that all things are happening in accordance with the rules and/or the way they appear on the surface. He should be looking at the systems the organiser has in place to make sure that they are robust. "Are the scores being calculated correctly and is all the required information being presented in daily score sheets? How is FR data being checked? What security is in place to ensure that FR data cannot be tampered with? How are any official timepieces synchronised? What systems are in place to make sure a pilot's timings are always recorded?" These and a multitude of other questions should be asked continuously.
- 8) Be visible, watchful and observant. Take notes of incidents that may be unsafe or cause for complaint or protest. Record time of briefings, launch opening, complaints or protests being submitted. Be able to provide objective, accurate and factual evidence.

3.3 AFTER A CHAMPIONSHIP

- 3.3.1 For first category events, the FAI secretariat shall be advised by the president of the jury, within a maximum of eight days of the end of the event, of the number of protests made, together with the numbers of protests withdrawn, upheld or failed, and the respective jury decisions. (GS 3.16.2.3)
- 3.3.2 The stewards should review the event in writing, looking in particular at:
 - Problems that arose;
 - Situations that could have developed; and
 - The successes of organiser and/or the organisation.
- 3.3.3 The jury and stewards should propose to CIMA modifications to the sporting code (or other documentation) so that for future championships problems are avoided (minimised), and successes repeated.

4. OFFICIAL OBSERVERS

4.1. AUTHORITY

- 4.1.1 Official Observers are appointed by a NAC (or its delegated National Association). They are empowered to control and certificate flights for FAI records, badges, championships and competitions in their own country and in another country if its NAC gives permission.

4.2. REGISTER

- 4.2.1 The NAC or its delegated national association is responsible for keeping a register of its Official Observers, for providing briefing or instruction and ensuring that access to changes to the Sporting Code is available to them. The national register should be reviewed and updated at intervals of not more than 5 years.

4.3. QUALIFICATIONS

- 4.3.1 Official Observers must know the Sporting Code General Section and Section 10 and have the integrity to control and certificate flights without favour.
- 4.3.2 Official Observers may not act as such for any flight in which they are pilot or passenger or have a personal, financial or business interest. (Owning or part owning the aircraft is not of itself considered financial interest.). If in doubt the countersignature of an independent Official Observer should be obtained.

4.4. CONTROL

- 4.4.1 Control means observing of take off, departure, finish and landing; sealing, unsealing and download and/or print-out of barograph and FR data, taking photos and videos and generally collecting enough evidence as may be required to substantiate a flight, and the signing of all certificates verifying the authenticity of that evidence.
 - 4.4.2 When flight recorders have been used in a task, the data from these shall whenever possible be collected by the organisation immediately as pilots leave the deck after landing. This may be either by collecting the flight recorders, to be returned to pilots at a later stage, or by downloading the data directly into a computer on the spot.
 - 4.4.3 Where possible and practicable, the task director shall conduct a fuel weighing procedure before the start of the competition, keeping the fuel for one or more economy tasks in quarantine until such time as they are needed during the competition. This procedure shall then be repeated immediately after the task in preparation for the next one.

4.5. CERTIFICATION

- 4.5.1 Official Observers may only certificate an event at which they were present, except that they may certificate an outlanding if they arrive soon afterwards and there is no doubt about the position of the landing.
- 4.5.2 Air Traffic Controllers on duty are considered Official Observers for observation of take off, start and finish lines, turn and control points and landing.

- 4.5.3 Championship officials are considered as Official Observers for a record or badge flight made during the event and for which the documentation is data used for scoring a valid task.
- 4.5.4 Independent witnesses may certificate an outlanding in the absence of an Official Observer. They must give their names, addresses, telephone numbers (if any) and state precisely the place and time of landing.
- 4.5.5 All certificates by people other than registered Official Observers must be countersigned as correct by the Official Observers controlling the flight.
- 4.6. SUSPENSION OR CANCELLATION OF AUTHORITY**
- 4.6.1 FAI, CIMA or the NAC may suspend or cancel the authority of an Official Observer for negligent certification or wilful misrepresentation.