

## **Guidelines for Organisers of Indoor FAI 1st Category Events**

### **Considering to bid**

- Make sure you have previous experience with organising competitions in the tunnel.
- The schedule is planned as follows:
  - o 2021: FAI World Indoor Skydiving Championships (ie every odd year)
  - o 2022: FAI World Cup of Indoor Skydiving (ie every even year)

### **Preparing the bid**

- Follow the IPC First Category Application Guide  
[https://www.fai.org/sites/default/files/documents/ipc\\_fcead\\_2018.pdf](https://www.fai.org/sites/default/files/documents/ipc_fcead_2018.pdf).
- You can also check previous bids at: <https://www.fai.org/IPC-documents> (meetings, choose a year, agenda, look for bids for indoor in the annexes).
- Be aware of the deadlines for when the bid needs to be sent to the Bureau. The bid will be reviewed by the Bureau and the relevant Committee Chairs before the bid goes into the IPC Agenda.
- Once you send it, you should not change anything unless you are asked to by the relevant IPC Committees or the Plenary.
- The bid needs to be a Word document, not PDF.
- Is the payment of the Application Fee in accordance with  
[https://www.fai.org/sites/default/files/documents/ipc\\_fcead\\_2018.pdf](https://www.fai.org/sites/default/files/documents/ipc_fcead_2018.pdf)

### **Presenting the bid**

- The potential Organiser will be given the opportunity to give a short presentation of their bid and answer questions from the IPC Delegates at the Open Committee Meetings prior to the IPC Plenary. Try to stand out.
- Be aware that rule changes can occur during meetings and the person presenting the bid needs to have a decisional power or a direct line of communication with whoever does, to amend those potential changes.
- In your presentation, focus on the following:
  - o Technological facilities
  - o Location of the wind tunnel and its surroundings
  - o Previous event organisation experience
  - o Plan how to attract media and sponsors
  - o Provisions to improve judges', officials' and competitors' experience
- In case your bid does not get accepted, seek guidance from those who did not vote in favour and take it as a chance to improve and come back next year.

## Preparations towards the FAI 1st Category Event

### As soon as possible:

- Prepare a website (get the domain you want). If you have issues with it, get in touch with the IPC Indoor Committee.
- The FCE website may be public before the date of publication of Official Information Bulletin #1. If this is the case, it may only contain information as per the accepted bid.
- Make early contact with the FAI Controller and the Chief Judges so that when questions arise, they have proper references.
- Contact previous organiser(s) so they can pass down important information and knowledge.
- Study the rules - <https://www.fai.org/ipc-documents>.
  - o Questions relating to the different events and the dive pools: The IPC Competition Rules
  - o Questions relating to judging and scoring: The IPC Competition Rules
  - o Questions relating to Organisation of Competition, General Competition Rules, FAI Judges (selection and duties): FAI Sporting Code – Section 5
  - o Questions relating to Sporting Licenses, Participation, Control of Sporting Events, Complaints and Records: FAI Sporting Code General Section
- Get an early confirmation/approval by the Chief Judge of the video angles and quality in case changes are needed.
- Consult with the Chief Judge about the reserved spaces, equipment and judging system.
- Remember that the IPC will require a copy of all the videos. For events judged off a single video angle, this is easy to just transfer from the scoring system used, but for events with multiple angles like Dynamic Flying, you'll need to find (and arrange for archiving) any additional videos that were not loaded into a scoring system. Some do this by combining two angles into a single video that is then loaded into the scoring system, others keep separate videos.

### Bulletin 1

The first bulletin must be issued at least 4 months before the start of the FCE in question. It has to be approved by the IPC, so do not leave it until the last moment.

It must contain the information listed in Annex 3 to the IPC First Category Application Guide – “Official Bulletin Format”. It can be helpful to look at (but not copy) the Bulletin from the previous FAI 1st Category Event.

### Bulletin 2

The second Bulletin will be issued at a date chosen by the Organiser which must be at least 30 days before the start of the FCE in question. (Again, it needs an approval from the IPC, so do not leave it until the last moment.)

It should in principle only contain new, additional and/or changed information.

### Registration process

The FCE Website may be used for both the provisional and final entry of Delegations, and for information on the status of preliminary and final registered Delegations.

The NACs need to do the registrations, not the teams themselves. It is recommended to make it obvious to the teams.

#### Payment of Deposit or Guarantee

It needs to be paid no later than 30 days prior to the competition start in accordance with [https://www.fai.org/sites/default/files/documents/ipc\\_fcead\\_2018.pdf item 2.2.3.](https://www.fai.org/sites/default/files/documents/ipc_fcead_2018.pdf)

#### Scheduling

- It is recommended to split the day between the disciplines (FS and AE)
- Make sure to keep the times from 8:00 to 24:00 in 48h prior to the beginning of the official training time (speed check), so each team gets a possibility of at least 15 minutes of training.
- Plan the speed tests for all the registered teams.

#### Getting ready

- Live stream: Think if you want to live stream the whole event. Other possibilities are higher quality highlights, short contents on social media, daily videos etc. or live streaming only the final day to the public (in that case, you can live stream previous days only to the competitors onsite and take it as practice, figuring out the correct camera angles etc.). Live streaming can be very expensive and lengthy contents can cause less interest from the audience (and mainly from the public) which is not the desired outcome. The goal is to reach the broadest audience possible, not to tell competitors' families and friends how is it going for their loved ones.
- Music: Any copyrighted music used for public audience can block your media accounts. Contact the previous organisers or the Indoor Committee to discuss this issue.

#### The week before the Competition

- Prepare the competition site with all the necessary equipment and test it.
- Be ready for the arrival of officials, judges training, arrival of delegations, team training and official training.

#### During the competition

##### Opening Ceremony

- To declare the event started: Raise the FAI flag and play the FAI Anthem (anthem can be downloaded from the FAI webpage).

##### Award and Closing Ceremony

To be organised in accordance with

[https://www.fai.org/sites/default/files/documents/procedure\\_for\\_awards\\_ceremonies\\_oct\\_09\\_2.pdf](https://www.fai.org/sites/default/files/documents/procedure_for_awards_ceremonies_oct_09_2.pdf)

#### After the competition

Be available to future organisers. (As they were to you!)

Advise the IPC Indoor Committee of any feedback you receive.