



**International Regulations  
of the  
FAI Skydiving Commission**



Approved by the ISC Plenary Meeting 2021

## COPYRIGHT 2021

All rights reserved. Copyright in this document is owned by the Fédération Aéronautique Internationale (FAI). Any person acting on behalf of the FAI or one of its Members is hereby authorised to copy, print, and distribute this document, subject to the following conditions:

- 1. The document may be used for information only and may not be exploited for commercial purposes.**
- 2. Any copy of this document or portion thereof must include this copyright notice.**
- 3. Regulations applicable to air law, air traffic and control in the respective countries are reserved in any event. They must be observed and, where applicable, take precedence over any sport regulations**

Note that any product, process or technology described in the document may be the subject of other Intellectual Property rights reserved by the Fédération Aéronautique Internationale or other entities and is not licensed hereunder.

## TABLE OF CONTENTS

	<b>Page</b>
1	<i>GENERAL PROVISIONS</i> ..... 4
1.1	Constitution ..... 4
1.2	Aims and Responsibilities ..... 4
1.3	Duration ..... 4
1.4	Organisation ..... 5
1.5	Language of the ISC ..... 5
1.6	Certificates of Proficiency ..... 5
1.7	Awards ..... 5
1.8	Changes to the Internal Regulations ..... 6
1.9	Form of Publication ..... 6
2	<i>ISC MEMBERS</i> ..... 6
3	<i>ISC PLENARY MEETINGS</i> ..... 6
3.1	Authority ..... 6
3.2	Time of Meeting ..... 6
3.3	The Schedule ..... 6
3.4	Location ..... 7
3.5	Extraordinary Meetings ..... 7
3.6	Composition of Delegations ..... 7
3.7	Agenda ..... 8
3.8	Validity ..... 9
3.9	Voting Rights ..... 9
3.10	Voting at Meetings ..... 9
3.11	Amendments ..... 10
3.12	Documents ..... 10
4	<i>ISC BUREAU</i> ..... 11
4.1	Composition ..... 11
4.2	Meetings ..... 11
4.3	Duties and Powers ..... 11
4.4	Authority ..... 11
4.5	Bureau Quorum ..... 12
4.6	ISC Ratification ..... 12
4.7	Term of Office ..... 12
4.8	CISM ..... 12
5	<i>ISC OFFICERS</i> ..... 12
5.1	President ..... 12
5.2	First Vice President ..... 13
5.3	Vice Presidents ..... 13
5.4	Finance Secretary ..... 14
5.5	Recording Secretary ..... 14
5.6	World Games Liaison Officer ..... 14
5.7	Resignation ..... 14
5.8	Replacement as Delegate ..... 15
6	<i>ISC COMMITTEES</i> ..... 16
6.1	Establishment ..... 16
6.2	Composition ..... 16

6.3	Chair .....	16
6.4	Members .....	17
6.5	Meetings and Decisions.....	17
6.6	Reporting .....	17
6.7	Permanent ISC Committees .....	17
7	<i>ISC WORKING GROUPS</i> .....	19
7.1	Establishment .....	19
7.2	Composition .....	19
7.3	Chair .....	19
7.4	Members.....	19
7.5	Meetings and Decisions.....	19
7.6	Reporting .....	19
7.7	Permanent ISC Working Groups .....	19
8	<i>ISC FINANCES</i> .....	20
9	<i>ISC WEB SITE</i> .....	20
	<b>Annex 1</b> GOLD PARACHUTING MEDAL OF THE FAI .....	21
	<b>Annex 2</b> LEONARDO DA VINCI DIPLOMA.....	22
	<b>Annex 3A</b> OTTLEY SWORD TROPHIES .....	23
	<b>Annex 3B</b> PATRICK DE GAYARDON TROPHY .....	23
	<b>Annex 3C</b> FIONA McEACHERN TROPHY .....	23
	<b>Annex 3D</b> EXI EPEE TROPHY .....	23
	<b>Annex 3E</b> TIM MACE TROPHY .....	24
	<b>Annex 3F</b> RAIJA KOSONEN TROPHY .....	24
	<b>Annex 3G</b> TYLER BAIRD 'PETER PAN' TROPHY.....	24
	<b>Annex 4</b> TERMS OF REFERENCE FOR PERMANENT ISC COMMITTEES & WORKING GROUPS.....	25
	Competition Committees .....	25
	Judges Committee .....	27
	Technical & Safety Committee .....	29
	Rules and Regulations Committee .....	33
	Finance Working Group.....	35
	<b>Annex 5</b> HOSTING AN ISC PLENARY MEETING .....	38

*The 2021 Edition differs from the 2020 Edition in those paragraphs with a double vertical bar in the right margin.*

# 1 GENERAL PROVISIONS

## 1.1 CONSTITUTION

The International Skydiving Commission (ISC) is a permanent Commission of the Fédération Aéronautique Internationale (FAI), established in accordance with the Statutes and By-Laws of the FAI to be responsible for all matters relating to sport parachuting and indoor skydiving. The Commission was named International Parachuting Commission (IPC) prior to its name change, which was accepted by the FAI General Conference in December 2019. Its work shall be in accordance with these Internal Regulations, the Statutes and By-Laws of the FAI and the General Section of the Sporting Code.

## 1.2 AIMS AND RESPONSIBILITIES

The International Skydiving Commission shall:

- make evident the essentially international spirit of parachuting and indoor skydiving as an instrument for bringing people closer together;
- promote physical and moral qualities, technical knowledge and skill as basic to parachuting and indoor skydiving activity;
- provide a forum for the exchange of information on, and discussions of safety and other matters in parachuting and indoor skydiving.
- create and promote international standards for parachutists and indoor skydivers;
- assemble, analyse and disseminate information and statistics on parachuting in member countries which will contribute to the improvement of parachuting and parachuting equipment, training methods, international standards and safety;
- co-ordinate FAI Member countries' activities to further the development of parachuting and indoor skydiving throughout the world;
- establish and define regulations for world and continental parachuting and indoor skydiving records;
- establish and enforce rules for, and ensure proper organisation of, international parachuting and indoor skydiving championships and competitions;
- award the organisation of First Category Events to capable event organisers;
- reward excellence in performance and outstanding contributions to parachuting and indoor skydiving by awards, medals and diplomas etc. as provided for in the FAI By-Laws and these Internal Regulations;
- keep current and up-to-date, Section 5 of the Sporting Code and its annexes, which shall not be in conflict with the General Section of the Sporting Code and/or the FAI Statutes and By-Laws. Amendments shall be in accordance with Chapter 10 of the General Section of the Sporting Code;
- prepare these Internal Regulations as authorised by paragraph 1.6.2 of the FAI Statutes, to cover ISC procedures within the parameters of the FAI Statutes, By-Laws and Sporting Code.

## 1.3 DURATION

The ISC is a permanent Commission of the FAI, set up for an unlimited period of time.

## 1.4 ORGANISATION

### 1.4.1 *Composition: The ISC shall comprise:*

- (1) The Plenary Meeting, which is the governing body of the ISC and which must approve all documents issued or decisions taken by the ISC, its Bureau, ISC Committees and Working Groups;
- (2) The Bureau, which, between Plenary Meetings, may exercise certain responsibilities and powers bestowed by the Plenary Meeting as specified in subsections 3.5, 4.3 and 4.4 of these Regulations, and;
- (3) Permanent or temporary ISC Committees and Working Groups set up by the Plenary Meeting to be responsible for or to study certain activities or matters.

### 1.4.2 *Implementation of Directives*

Directives laid down by the Plenary Meeting may be implemented by the President, the Bureau, the Chair of an ISC Committee or Working Group or the Recording Secretary, in accordance with the authority endowed by the Plenary Meeting.

## 1.5 LANGUAGE OF THE ISC

The official languages of the FAI are English, French, Russian and Spanish. The working language of the ISC is English and all documents, minutes, rules etc. shall be prepared and/or presented in English. Note: The words he or his in this document do not imply gender but are used in place of he/she or his/her.

## 1.6 CERTIFICATES OF PROFICIENCY

The ISC expressly requests that each FAI Member accept and recognise a Certificate of Proficiency issued by another FAI Member in accordance with Section 5 of the Sporting Code as being sufficient to permit sport parachuting activity in its country.

## 1.7 AWARDS

The ISC may award medals, diplomas, trophies, etc. in accordance with the FAI By-Laws. The qualifications and procedures for the awards under the authority of the ISC are set out in the annexes, as follows

- Annex 1: Gold Parachuting Medal
- Annex 2 Leonardo Da Vinci Diploma
- Annex 3A: Ottley Sword Trophies
- Annex 3B: Patrick de Gayardon Trophy
- Annex 3C: Fiona McEachern Trophy
- Annex 3D: Exi Epee Trophy
- Annex 3E: Tim Mace Trophy
- Annex 3F: Raija Kosonen Trophy
- Annex 3G: Tyler Baird 'Peter Pan' Trophy

**The Faust Vrancic**, proposed by the Croatian Aeronautical Federation and to be funded by them, was accepted by the FAI in October 2001. It was awarded by the FAI Skydiving Commission (ISC) for technical achievement or innovation in connection with parachuting. Awarding of the Medal was suspended at the request of the Croatian Aeronautical Federation from 2019.

## 1.8 CHANGES TO THE INTERNAL REGULATIONS

### 1.8.1 Amendments

Any amendment to the current Internal Regulations may only be decided at a Plenary Meeting by a majority of two thirds of the Delegates present or represented by proxy, provided the proposed change is put on the agenda notice sent to FAI Members no later than December 20<sup>th</sup>, in the calendar year before the Plenary Meeting in question.

### 1.8.2 Automatic Revisions

These Internal Regulations shall be automatically revised in accordance with any change in the FAI Statutes, By-Laws and the General Section of the Sporting Code.

### 1.8.3 Revisions approved per 1.8.1

Revisions to the Internal Regulations are effective and valid immediately upon approval by the ISC Plenary.

## 1.9 FORM OF PUBLICATION

The Agenda for the Plenary Meeting, the Minutes of each meeting and all attachments thereto will be made available in electronic form on the FAI web site.

## 2 ISC MEMBERS

The ISC is composed of Delegates and Alternate Delegates or substitutes therefore appointed by FAI Members in accordance with FAI By-law, 3.1. All Delegates and Alternate Delegates are representatives of their respective FAI Member and each statement, motion and proposal made in ISC proceedings is made on behalf of the FAI Member and thus is representative of sport parachuting and indoor skydiving in that country.

## 3 ISC PLENARY MEETINGS

### 3.1 AUTHORITY

The Plenary Meeting shall be the policy and decision-making forum of the ISC and authority for any procedures or actions may only come from the Plenary Meeting.

### 3.2 TIME OF MEETING

Unless required by exceptional circumstances, the Plenary Meeting will take place annually no earlier than January 20 and no later than February 20. It shall be preceded by Bureau and ISC Committee and Working Group meetings so that, in the case of a physical meeting, the timetable for all necessary meetings shall take place over a maximum five-day period, which shall include a weekend. The first two days shall be for open and closed Committee and Working Group meetings. The third day, if necessary, will be for closed and any remaining open Committee and Working Group meetings. The Plenary meeting will take place on the final days. Should the meeting be held electronically, the schedule may be spread out over a longer time period but made up of a series of shorter meetings taking into consideration the different time zones of the participants. Bureau meetings during the Plenary period will take place at times specified by the ISC President.

### 3.3 THE SCHEDULE

The schedule for all meetings will be established by the President after consultation with the Bureau and the Committee and Working Group Chairs.

## 3.4 LOCATION

### 3.4.1 Location

FAI By-law 3.4.3 states that the ISC shall normally meet at, or in the vicinity of, the FAI Headquarters, unless the ISC votes by an absolute majority (>50% of all the votes belonging to Delegates present or represented by proxy) to meet in another place, which shall be selected by means of a vote on hosting proposals made by FAI Members or Delegates, that comply with 3.4.2 and Annex 6.

If there is only one proposal on the Agenda that has been made in accordance with 3.4.2 below, one vote shall be taken to accept that proposal, requiring an absolute majority to be accepted.

If there is more than one proposal on the Agenda that have been made in accordance with 3.4.2 below, a vote will first be taken to select, by absolute majority, the preferred proposal from among those on the Agenda. Voting will continue until one proposal has achieved an absolute majority. A vote will then be taken to accept the selected proposal, requiring an absolute majority to be accepted.

In either case, if an absolute majority is not achieved in the vote to accept a proposal, that particular ISC Plenary meeting will be held in Lausanne.

In exceptional circumstances, at the decision of the Extended Bureau, ISC Plenary meetings may be held electronically.

### 3.4.2 Hosting Proposals

Hosting proposals shall be made in writing by a FAI Member or its Delegate, must follow the format of Annex 6, must provide complete details in respect of the items listed therein and must include a signed Hosting Agreement (see Appendix to Annex 6) which will be signed by the ISC when the hosting proposal is accepted. Any hosting proposal not in compliance with the requirements of Annex 6 will not be considered. The hosting proposal must be submitted in sufficient time for inclusion in the Agenda for an ISC Plenary meeting in accordance with paragraph 3.7.3 below (subject to the exception in 3.8.3 below), so that a decision on the proposal can be made no later than the Plenary meeting held immediately prior to the meeting subject to the hosting proposal.

### 3.4.3 Costs

The host organisation will pay all travel and subsistence costs of the FAI staff member(s) directed to attend by the Secretary General of the FAI as approved by the ISC President.

## 3.5 EXTRAORDINARY MEETINGS

Urgent matters arising between Plenary Meetings and needing immediate attention will be dealt with by the Bureau, subject to ratification at the next Plenary Meeting. In exceptional circumstances, an extraordinary electronic Plenary meeting may be convened by the President.

## 3.6 COMPOSITION OF DELEGATIONS

### 3.6.1 Delegations

An Active or Associate Member of FAI may be represented at the Plenary Meeting by a Delegation consisting of one Delegate, one Alternate Delegate, one Interpreter (if required) and Appointed Observers. All travel and subsistence costs for the Delegation are the responsibility of the member. Only Delegates and Alternate Delegates have the right to speak at the Plenary Meeting, except as specifically permitted by the Chair of the Meeting.

### 3.6.2 Appointed Observer

An Appointed Observer is a person who has been appointed as such by an FAI Member. The appointment (in writing) must be sent by the FAI Member, at least seven days before the start of the ISC Plenary Meeting, to the ISC Bureau via the ISC Recording Secretary.

### 3.6.3 Other persons

Any other person, who is not part of a Delegation, may attend Open Committee or Open Working Group Meetings if invited or permitted to do so by the Committee or Working Group Chair, and may attend the ISC Plenary Meeting or ISC Bureau Meetings if invited or permitted to do so by the ISC President.

## 3.7 AGENDA

### 3.7.1 Content of the Agenda

The Agenda, which will be established by the ISC President in conjunction with the ISC Recording Secretary and in consultation with the Chairs of the ISC Committees and Working Groups, will be sent out with the notice convening the meeting.

The Agenda that is sent out will contain (but is not limited to) the following items, which must be submitted in writing to the ISC President or ISC Recording Secretary no later than December 1<sup>st</sup> in the calendar year before the Plenary Meeting in question:

- (1) A written report by the ISC President on his activities and the activities of the ISC and the Bureau since the last meeting.
- (2) A report by the Secretary General of the FAI on the activities of the FAI since the last meeting. If the Secretary General is unable to attend, his report will be presented by the FAI Representative.
- (3) A written report by the Chair of each ISC Committee and Working Group.
- (4) A written report by the World Games Liaison Officer.
- (5) A written report by the ISC Finance Secretary.
- (6) A written report from a FAI Controller, if applicable.
- (7) Any proposals or other items for discussion submitted in accordance with 3.7.3.

### 3.7.2 Notice

The notice convening the meeting will be posted on the FAI Website no later than December 20<sup>th</sup>, in the calendar year before the Plenary Meeting in question.

### 3.7.3 Proposals

Proposals or other items for discussion may only be included in the Agenda if submitted in writing to the ISC President or ISC Recording Secretary no later than December 1<sup>st</sup> in the calendar year before the Plenary Meeting in question by:

- (1) A FAI Member, signed by the President and/or Secretary thereof.
- (2) An ISC Delegate.
- (3) An ISC Committee or Working Group, signed by the respective Chair.
- (4) The ISC President.

Proposals for changes to ISC documents shall be as word documents in the following format:

<p>Unchanged original text is written in black letters as in the current version of the text. <del>Text that is to be replaced or deleted is printed in red letters with a strikethrough.</del> New text replacing the old text is printed in blue letters. Any required comments and explanations are printed in green letters.</p>
--

### 3.7.4 Items for Discussion

Except as provided in 3.8.3, only items with proper underlying documentation that appear on the published Agenda can be discussed and decided upon in the ISC Plenary Meeting.

### 3.7.5 Report Summaries

A written summary of any verbal report given during the Plenary Meeting, highlighting the important points, must be given to the ISC Recording Secretary before the end of the Plenary Meeting.

## 3.8 VALIDITY

### 3.8.1 Quorum

A quorum shall consist of the personal presence of at least twenty five percent of the ISC Delegates registered with the FAI.

### 3.8.2 Validity of voting

If a quorum is present, a vote on any item on the Agenda (or any amendment thereto proposed before or during the meeting) shall be valid, provided the item has been moved and seconded by persons entitled to vote under 3.9.

### 3.8.3 Proposals not on the Agenda

- (1) Any proposal or other item for discussion not on the published Agenda may be put on the Agenda if agreed to by at least two-thirds of the Delegates present (or represented by proxy), other than:

Applications to host an FCE, unless the Bureau decides that this application will not conflict with any other already sanctioned FCE or with any other FCE application already on the Agenda.

Applications to host an ISC Plenary Meeting, unless no proposal to host that particular Plenary Meeting is already on the Agenda.

Nominations for awards (Gold Parachuting Medal of the FAI, Leonardo da Vinci Diploma).

Proposals to amend these Internal Regulations.

- (2) In accordance with FAI By-Law 5.6.4, no final decision can be made on items that do not appear on the published agenda. For new items to be added to the agenda, at least two-thirds of the voting Delegates present (or represented by proxy) must agree.

### 3.8.4 Proxy Votes

Proxy votes are not to be considered in the determination of a quorum in sub-paragraph 3.8.1.

In the circumstance of an electronic meeting, no proxies will be allowed.

## 3.9 VOTING RIGHTS

In accordance with FAI By-law 3.3, each FAI Member shall have one vote at all types of ISC meeting, to be exercised by its Delegate. In case the Delegate is unable to exercise this right, the Alternate Delegate or another appointed representative may vote on behalf of the Delegate. If no Alternate or other appointed representative is available or present, an FAI Member may appoint a proxy from among the other Delegates or Alternates. The voting representative of any one FAI Member may hold and exercise a proxy vote on behalf of only one other FAI Member.

Such proxy delegation of voting rights shall require written notification to the ISC President before the commencement of the Plenary Meeting and acknowledgement by the Delegate or Alternate accepting such proxy delegation.

Postal voting is not permitted.

## 3.10 VOTING AT MEETINGS

### 3.10.1 Secret ballot

When a secret ballot takes place (whether per 3.10.2, 3.10.3 or 3.10.4):

- (a) Any ballot paper marked so that the source can be identified shall be invalid and
- (b) any unmarked ballot paper shall be counted as an abstention.
- (c) in the case of an electronic meeting, secret ballots will be conducted using an electronic voting tool officially approved by the FAI.

### 3.10.2 Voting

Voting, other than for the election for positions on the Bureau and for the approval of FCE/Mondial applications, shall take place, either by

- (1) a show of hands; or
- (2) a secret ballot.

A vote shall be a secret ballot if requested by one Delegate

Except as provided by section 5 and paragraphs 1.8.1, 3.4.1 and 3.8.3, decisions shall be taken by a simple majority of the votes cast (excluding abstentions) of the Delegates present or represented by proxy. In the event of a tie in two successive votes (excluding abstentions), the matter or motion shall be considered to have been defeated, there being no majority in favour.

### 3.10.3 Voting for positions on the Bureau

The voting for positions on the Bureau will always be by secret ballot and will follow the procedure set out in Section 5 of these Internal Regulations.

### 3.10.4 Voting for FCE/Mondial applications

The voting for the approval of FCE/Mondial applications will always be by secret ballot and will follow this procedure.

#### a) Mondial application:

The vote to approve a Mondial application (SC5, 4.1.2.4a) will be decided by absolute majority (i.e more than 50% of the Delegates present and represented by proxy) and must take place before any vote to approve an individual FCE application.

#### b) FCE application:

i) The vote will take place during the presentation to the Plenary of the relevant Competition Committee unless the application is for more than one FCE, in which case the vote will take place after the presentations of all the relevant Competition Committees.

ii) When there is only one application, the vote to approve will be decided by absolute majority (i.e more than 50% of the Delegates present and represented by proxy)

iii) When there are several applications, each one will be voted on separately. In order to be approved an application must

- a) receive an absolute majority (i.e more than 50% of the Delegates present and represented by proxy) and
- b) receive more approval votes than any other application being voted on.

## 3.11 AMENDMENTS

Any proposed amendment to an item under discussion may be made verbally or in writing. If requested by the ISC President or any Delegate it must be made in writing and will then be read out by the ISC Recording Secretary before a vote is taken. An amendment proposal must be seconded by another Delegate to be considered.

## 3.12 DOCUMENTS

The Documents shall contain (but are not limited to)

- (1) The Minutes of the Plenary Meeting.
- (2) All amended Competition Rules.
- (3) The amended Internal Regulations.
- (4) The amended Sporting Code, Section 5.
- (5) The amended ISC First Category Event Application Document.

- (6) The amended ISC FAI Controller Handbook.
- (7) The amended ISC Jury Members' Handbook.
- (8) The amended ISC Expense Reimbursement Policy.

If no amendments have been made, the Documents (other than the Minutes) from the previous year continue to be valid.

The Documents are to be sent to the FAI Secretariat by the ISC Recording Secretary, Committee or Working Group Chairs (as appropriate) no later than 18 days after the adjournment of the Plenary Meeting and must be posted on the FAI Web site no later than 30 days after that adjournment.

## 4 ISC BUREAU

### 4.1 COMPOSITION

The Bureau will consist of the President, the First Vice President, two Vice Presidents, the Finance Secretary and the Recording Secretary. Except as provided in subsections 5.2 and 5.3, Bureau Members may not be represented by others.

### 4.2 MEETINGS

The Bureau shall meet once a year immediately before the Plenary Meeting (see sub-section 3.2). It may meet at other times as decided by the President or be consulted in writing or by electronic means by the President if the occasion demands it. Bureau Meetings consist of the President, the Vice Presidents, the Finance Secretary and the Recording Secretary, and other persons invited by the ISC President.

### 4.3 DUTIES AND POWERS

The Bureau shall act as a decision making and executive body with the power to make decisions on matters that arise between Plenary Meetings. All Bureau decisions should, if possible, be made by unanimity. If unanimity cannot be reached, the President will call for a vote to decide an issue by simple majority.

If such a vote is used to decide an issue, all Bureau Members, including the President, are entitled to cast a single vote (subject to 5.4.3 and 5.5.3, where the Recording Secretary and Finance Secretary are not entitled to voting rights).

In the event of a tie, the issue will not be accepted or approved. The President has no right to a tie-breaking vote.

### 4.4 AUTHORITY

The Bureau has the authority to discuss and consider:

- (1) items arising from the FAI General Conference;
- (2) items communicated by the Secretary General of the FAI between Plenary Meetings;
- (3) recommendations or directions from a Plenary Meeting;
- (4) items where time does not permit the matter to be discussed by a Plenary Meeting and where the President believes that lack of action would disadvantage the aims or objectives of the ISC;
- (5) other items including:
  - a) Managing Official Bulletins as per SC5 4.1.5.
  - b) Maintaining the ISC Jury list as per SC5 4.7.1.11
  - c) Coordinating Media and Promotion
  - d) Coordinating Bid documents for competition and ISC Plenary Meetings
  - e) Coordinating discussions with external entities such as suppliers, partners, or other including, when appropriate, the Committees concerned by the subject in question.

## 4.5 BUREAU QUORUM

Bureau meetings are called by the ISC President notifying all Bureau members. A quorum of the Bureau shall consist of the President together with any two Vice Presidents. No decision may be taken on any matter unless a quorum has been consulted by, or given advice to, the President.

## 4.6 ISC RATIFICATION

Any decision made by the Bureau is subject to ratification by the ISC Plenary Meeting and may be modified or repealed by the same.

## 4.7 TERM OF OFFICE

In accordance with FAI Statute 5.1.2.8, the term of office for the entire Bureau will be two years, with the first two-year term commencing in 2008.

## 4.8 CISM

CISM may appoint a liaison officer, without voting rights, a) to represent CISM at Plenary Meetings and b) to attend Bureau meetings, if invited by the ISC President.

# 5 ISC OFFICERS

ISC Officers shall be elected or appointed in the following order:

## 5.1 PRESIDENT

### 5.1.1 Election

- (1) At each Plenary Meeting taking place in an even numbered year the ISC shall elect a President by a secret ballot for a two-year term. The Presidential candidates shall be chosen from the Delegates by a nomination ballot. The incumbent President is also eligible;
- (2) To be eligible for nomination a potential President must be a Delegate or the incumbent President, must be fluent in English and should have an intimate knowledge of the organisation of the FAI and ISC;
- (3) Delegates proposed in the nomination ballot shall accept or decline their nomination;
- (4) Each Delegate who accepts nomination will make an oral presentation to the Plenary Meeting, to explain his qualifications and his agenda and policies if elected President of the ISC;
- (5) When casting a vote for the ISC presidency, Delegates should be aware that the President will be required to represent the ISC to governments and international organisations;
- (6) If an absolute majority (more than 50% of the votes present) is not obtained on the first ballot, a second vote shall be taken at which a plurality shall ensure election;
- (7) The President may be re-elected for an unlimited number of terms and shall take office upon election.

### 5.1.2 Duties and Powers of the President

The ISC President shall have the following powers and duties:

- (1) To represent the ISC;
- (2) To serve as FAI Vice-President and represent the ISC at the FAI General Conference and at meetings of the Air Sport Commission Presidents;
- (3) a) To convene the Plenary Meeting and Bureau meetings  
b) To issue invitations, as appropriate, to attend Bureau meetings and  
c) To ensure that ISC Committee and Working Group meetings are convened where appropriate

- (4) To establish, in conjunction with the ISC Recording Secretary and in consultation with the Chairs of the ISC Committees and Working Groups, the Agenda for the Plenary Meeting;
- (5) To act as Chair of the Plenary Meeting and Bureau meetings and to ensure compliance with the FAI Statutes, By-Laws, Sporting Code and ISC Internal Regulations, and to take part in any vote in a Bureau Meeting but not to take part in any vote in a Plenary Meeting, unless otherwise provided;
- (6) To prepare a yearly report on the work done by the ISC for submission to the FAI General Conference. He shall also submit special reports as required by the FAI General Conference or the FAI President;
- (7) To review the minutes of meetings as prepared by the ISC Recording Secretary not later than 30 days after the meeting;
- (8) To attend, if possible, all meetings of ISC Committees and Working Groups;
- (9) To approve expense claims made in accordance with the ISC Expense Reimbursement Policy and to have access to all bank accounts held in the name of ISC.
- (10) To act as Chair to temporary Working Groups set up together with the relevant Discipline Committee(s) to manage Marketing and other Commercial Opportunities, Multi-Sport events such as the World Air Games, other special projects deemed necessary by the ISC Plenary. This may be delegated to a Vice President.

#### 5.1.3 Representation

The ISC President shall no longer represent the FAI Member who appointed him Delegate and for the term of his Presidency, that Member may appoint another Delegate in his place.

The ISC President may not be the Chair or a member of a Committee, but may be Chair or member of a **temporary** Working Group and may not be elected or appointed to any other ISC Officer position.

#### 5.1.4 President of Honour

The ISC may confer upon an outgoing President the title of President of Honour, who, subject to agreement from the FAI Member that he represented, may attend and participate in subsequent ISC Meetings with no voting rights unless he is re-appointed a Delegate.

## 5.2 FIRST VICE PRESIDENT

### 5.2.1 Election

One First Vice President shall be elected from the Delegates in the same manner as the President and must also be fluent in English. Nominees are not required to make an oral presentation to the ISC, but will do so if requested by one Delegate.

### 5.2.2 Duties

In the absence of the President at meetings of the ISC, the First Vice President shall act as Chair. The First Vice President shall continue to represent the FAI Member who appointed him Delegate unless called upon to act as President for the remainder of a term.

The ISC First Vice President shall have the following powers and duties:

- (1) Managing Official Bulletins as per SC5 4.1.5;
- (2) Maintaining the ISC Juror list as per SC5 4.7.1.11

### 5.2.3 Re-election

He may be re-elected for an unlimited number of terms and shall take office upon election.

## 5.3 VICE PRESIDENTS

### 5.3.1 Election

Two Vice Presidents shall be elected from the Delegates in the same manner as the First Vice President except that only a plurality of votes shall be required to ensure election and not a majority.

### 5.3.2 Duties

The Senior Vice President of the two shall perform the Presidential duties in the absence of the President and First Vice President. Seniority will be based on the length of time as an ISC Delegate.

The Vice Presidents will contribute according to needs:

To verify all competition bids received in liaison with the Committee concerned and make recommendations to the Bureau.

To Chair Temporary Working Groups as requested by the President and confirmed by the Plenary.

The Vice Presidents shall continue to represent the FAI Member who appointed them Delegate unless called upon to act as President for the remainder of a term.

### 5.3.3 Re-election

They may be re-elected for an unlimited number of terms and shall take office upon election.

## 5.4 FINANCE SECRETARY

### 5.4.1 Election

The Finance Secretary shall be elected in the same manner as the Vice Presidents. The Finance Secretary need not be a Delegate or Alternate Delegate, and if not, must be a FAI Member Appointed Observer to the ISC.

### 5.4.2 Duties

The Finance Secretary shall be responsible for the administration of the finances of the ISC, in accordance with directions from the Plenary Meeting, the Terms of Reference for the Finance Working Group and in accordance with the FAI Statutes and By-Laws. The Finance Secretary is authorised to approve expense claims in accordance with the ISC Expense Reimbursement Policy and to have access to all bank accounts held in the name of ISC.

### 5.4.3 Voting Rights

The Finance Secretary, if not a Delegate, has no voting rights.

## 5.5 RECORDING SECRETARY

### 5.5.1 Election

The Recording Secretary shall be elected in the same manner as the Vice Presidents. The Recording Secretary need not be a Delegate or Alternate Delegate, and if not, must be a FAI Member Appointed Observer to the ISC.

### 5.5.2 Duties

The Recording Secretary will assist the ISC President in preparing the Agenda for the Plenary Meeting and shall be responsible for preparing and sending the minutes of each Plenary meeting to the President and FAI secretariat within 18 days of that meeting's adjournment. The Recording Secretary will document and publish the minutes of all Bureau meetings and all Bureau decisions made between Plenary Meetings.

### 5.5.3 Voting Rights

The Recording Secretary, if not a Delegate, has no voting rights.

## 5.6 WORLD GAMES LIAISON OFFICER

The World Games Liaison Officer shall be appointed by the Bureau, subject to approval by the Plenary Meeting. The position may be held by the Chair of an ISC Competition Committee.

## 5.7 RESIGNATION

If an appointed Officer (5.6, 5.7, 5.8) at any time submits a resignation to the Bureau, it shall be accepted with immediate effect and the Bureau will appoint a replacement as soon as practical. The same procedure will apply if an appointed Officer is removed from the position, is permanently incapacitated or dies. The replacement is subject to approval by the ISC at the next Plenary Meeting.

If an elected Officer at any time submits a resignation to the Bureau, it shall be accepted with immediate effect and that Officer shall thereafter have no standing as an ISC Officer. The same procedure will apply if an elected Officer is removed from the position, is permanently incapacitated or dies.

If the President resigns, the 1<sup>st</sup> Vice President will assume the duties of the President until the next Plenary Meeting.

If the 1<sup>st</sup> Vice President resigns, the senior Vice President will assume the duties of the 1<sup>st</sup> Vice President until the next Plenary Meeting.

If a Vice President resigns, the other Vice President will assume the duties of the Vice President that has resigned until the next Plenary Meeting.

If the Finance Secretary or Recording Secretary resigns, the Bureau will appoint a replacement to serve until the next Plenary Meeting.

If no Bureau elections are scheduled to be held at the next Plenary Meeting, elections shall however be held at the next Plenary Meeting in accordance with this section 5 in order to fill any Bureau vacancy, caused by any resignation or consequent election, for the one year remaining of the two year term.

## 5.8 REPLACEMENT AS DELEGATE

Should a Bureau Member, other than the Finance Secretary or Recording Secretary, at any time during their elected term, cease, for any reason, to be a Delegate, representing an FAI Active Member in accordance with 3.1 of the FAI By-Laws, that Bureau Member will be considered to have resigned their position and the provisions of 5.9 will apply.

If such a Bureau Member is reappointed to their original Delegate or Alternate Delegate status by the FAI Active Member before the elections called for in 5.9 take place, that Bureau Member shall resume their position with immediate effect.

## 6 ISC COMMITTEES

### 6.1 ESTABLISHMENT

The ISC shall set up Committees with permanent or temporary status, which shall have specific Terms of Reference for their work and responsibilities, which must be approved by the ISC. The Terms of Reference are attached in Annex 5.

### 6.2 COMPOSITION

Each ISC Committee consists of a Chair and up to eight other individuals. The number of Members (including the Chair) may not be less than five (5).

#### 6.2.1 Eligibility

The Chair must be a current Delegate or Alternate Delegate to the ISC. The Deputy Chair may be a current Delegate, Alternate Delegate or an Appointed Observer. If the Deputy Chair is an Appointed Observer, NAC approval (in writing) is required. The President and the First Vice President may not serve as an ISC Committee Chair nor may the President be a member of an ISC Committee.

#### 6.2.2 Limitations

A member of an ISC Committee may serve as a member of no more than two other ISC Committees.

The Chair of an ISC Committee may not be the Chair or Deputy Chair of another ISC Committee.

The Deputy Chair of an ISC Committee may not be the Chair or Deputy Chair of another ISC Committee.

#### 6.2.3 Members

Members, who are not Delegates or Alternate Delegates, are required to obtain approval for their appointment either from the Delegate representing their FAI Member or from their FAI Members. This approval must be given in writing no later than the end of the Plenary Meeting at which the appointment is made (6.4.2)

#### 6.2.4 Resignation or Removal

Should a Chair of an ISC Committee resign or cease for any reason, to be a Delegate or Alternate Delegate, as appropriate, representing an FAI Active Member in accordance with 3.1 of the FAI By-Laws, at any time during their term, the Deputy Chair will assume the duties of the Chair until the next Plenary Meeting.

### 6.3 CHAIR

#### 6.3.1 Terms of Office

In accordance with FAI By-Law 3.5.1, the term of office for the Chair of an ISC Committee will be two years, concurrent with the term of office of the ISC Bureau. The Chair of an ISC Committee may be re-appointed an unlimited number of times.

#### 6.3.2 Appointment of ISC Committee Chairs

The Chair of an ISC Committee will be proposed by the ISC Bureau to the ISC Plenary meeting for approval.

The Chair will assume the responsibilities of the position at the end of the Plenary Meeting at which the appointment is made.

#### 6.3.3 Deputy Chair

The Chair of each ISC Working Group shall appoint a Deputy Chair, who may be a current Delegate, Alternate Delegate or an Appointed Observer. If the Deputy Chair is an Appointed Observer, NAC approval (in writing) is required.

## 6.4 MEMBERS

The members of an ISC Committee will be selected annually by the Chair of the Committee, subject to the approval required as per 6.2.3.

The members of an ISC Committee will be proposed by the Chair of the Committee to the ISC Plenary meeting for approval.

The members will assume their position at the end of the Plenary Meeting at which the appointment is made. The Chair of the Committee must seek ISC Bureau approval for any changes to the Committee members in between ISC Plenary meetings.

## 6.5 MEETINGS AND DECISIONS

ISC Committees will hold meetings as provided for in their Terms of Reference.

### 6.5.1 *Open Meetings*

Open Meetings are working sessions open to ISC Delegates, Alternate Delegates, Appointed Observers and, if permitted by the Chair, other persons. The Chair will allow all in attendance to contribute ideas and information to the discussions.

### 6.5.2 *Closed Meetings*

Closed Meetings are Committee working sessions in which the Committee considers the views aired at Open Meetings, the views of Committee Members and makes decisions and amendments to proposals based upon the benefit to the Committee's activity or event and the benefit for sport parachuting and indoor skydiving as a whole.

### 6.5.3 *Decisions*

Decisions shall be made by simple Majority. In the event of a tie in two successive votes (excluding abstentions), the matter or motion shall be considered to have been defeated, there being no majority in favour.

### 6.5.4 *Voting rights*

The Chair, the Deputy Chair and each Committee member shall have one vote.

## 6.6 REPORTING

The Chair of each Commission will present an Annual Report, which will give details of the Committee's work during the previous year. The report must contain all proposals and recommendations for changes (i.e., to the Competition Rules, Sporting Code, etc.) which will be discussed in the Committee working sessions held immediately prior to the Plenary meeting. The report must be submitted to the ISC Recording Secretary in accordance with paragraph 3.7.1, so that it can be distributed with the Agenda and Notice of Meeting that is sent out in accordance with 3.7.2.

The Committee Chair will also produce an interim report to the ISC President at least 30 days before the FAI General Conference to facilitate reporting to the same.

The Committee Chair will share relevant information of interest with the ISC Media Working Group for distribution to a wider audience through Facebook, Instagram or other means.

## 6.7 PERMANENT ISC COMMITTEES

- (1) ISC Competition Committees:
  - a) ISC Freefall Style and Accuracy Landing Committee
  - b) ISC Formation Skydiving Committee
  - c) ISC Canopy Formation Committee
  - d) ISC Para-Ski Committee
  - e) ISC Artistic Events Committee
  - f) ISC Canopy Piloting Committee

- g) ISC Speed Skydiving Committee
- h) ISC Wingsuit Flying Committee
- i) ISC Indoor Skydiving Committee
- j) ISC Dynamic Committee
- (2) ISC Rules and Regulations Committee
- (3) ISC Judges Committee
- (4) ISC Technical and Safety Committee

## 7 ISC WORKING GROUPS

### 7.1 ESTABLISHMENT

The ISC may establish permanent and/or temporary Working Groups that will study and report on specific matters or proposals. A temporary Working Group will be disbanded upon completion of its assigned task.

A Working Group shall have specific Terms of Reference for its work and responsibilities that must be approved by the ISC. The Terms of Reference are attached in Annex 5.

### 7.2 COMPOSITION

Each ISC Working Group, consists of a Chair and up to five other individuals. Members, who are not Delegates or Alternate Delegates, are required to obtain approval for their appointment either from the Delegate representing their FAI Member or from their FAI Member. This approval must be given in writing no later than the end of the Plenary Meeting at which the appointment is made (6.4.2).

#### 7.2.1 Eligibility

The Chair of an ISC Working Group, other than the Chair of the ISC Finance Working Group must be chosen from the Delegates and Alternate Delegates to the ISC, or the ISC President as per 5.12.(10).

In order to be elected for the first time, a Committee Chair must either be present at the ISC meeting where the decision takes place or be the Deputy Chair of that Committee.

### 7.3 CHAIR

#### 7.3.1 Term of Office

In accordance with FAI By-Law 3.5.1, the term of office for the Chair of an ISC Working Group, will be two years, concurrent with the term of office of the Bureau. The Chair of an ISC Working Group may be re-appointed an unlimited number of times.

The ISC Finance Secretary will be the ex-officio Chair of the ISC Finance Working Group.

Nominations shall be carried out in the same manner as for ISC Committees.

#### 7.3.2 Deputy Chair

The Chair of each ISC Working Group shall appoint a Deputy Chair, who may be a current Delegate, Alternate Delegate or an Appointed Observer. If the Deputy Chair is an Appointed Observer, NAC approval (in writing) is required.

### 7.4 MEMBERS

ISC Working Group Members shall be appointed in the same manner as ISC Committee members (6.4).

### 7.5 MEETINGS AND DECISIONS

The text of 6.5 shall apply, mutatis mutandis, to ISC Working Groups.

### 7.6 REPORTING

The text of 6.6 shall apply, mutatis mutandis, to ISC Working Groups.

### 7.7 PERMANENT ISC WORKING GROUPS

The permanent ISC Working Groups are as follows:

- (1) ISC Media Working Group.
- (2) ISC Finance Working Group.

## 8 ISC FINANCES

ISC income is derived from FCE sanction fees, income arising from FAI rights to International Parachuting and Indoor Skydiving Competitions, the ISC share of FAI income derived from FAI parachuting and indoor skydiving events and Protest and Challenge fees from ISC events.

ISC income is deposited in Euros to the credit of the ISC in a FAI account.

NB. The FAI Skydiving Commission is not a separate legal entity.

The ISC Finance Secretary will present ISC accounts to the annual Plenary Meeting together with proposed budgets for the following two years. These accounts and budgets require approval from the Plenary Meeting in order to be adopted.

Reimbursement of expenses will be made only in accordance with the ISC Expense Reimbursement Policy Document.

Any proposal concerning an ISC expenditure item, submitted to the Plenary Meeting for approval, must be made in accordance with the terms and procedures described in Addendum 2 to the Terms of Reference for the ISC Finance Working Group.

## 9 ISC WEB SITE

The ISC part of the FAI Website will be administered by a person (Webadmin) appointed by the ISC Bureau.

The Webadmin is responsible.

- (1) News and pictures.
- (2) Safety pages.
- (3) Reports on urgent matters.
- (4) Information on events that are not in the FAI calendar and that are not commercial in nature – the ISC Bureau must be consulted in case of doubt about the latter.

## THE FAI GOLD PARACHUTING MEDAL

This Medal, the creation of which was accepted by the FAI on the 25th of January 1968, may be awarded annually by the FAI Skydiving Commission (ISC) for outstanding accomplishment in connection with parachuting. This could be in sport, safety, or, at the option of the ISC, for an invention.

One Medal only may be awarded annually.

It may not be awarded to a Delegate or Alternate Delegate to the ISC.

The cost of the Medal was covered by revenue from a US \$10,000 fund established by Mr J.A. Istel, Honorary President of IPC (now ISC). In 2016, the United States Parachute Association, Inc undertook the funding of the medal.

Each year any Active Member of the FAI may submit the name of one candidate. The nomination must be in writing together with a suitably complete and detailed resume of the candidate's qualifications.

The nomination and the resume must be sent to the ISC and to the FAI in accordance with 3.7.3 so as to be included in the published Agenda for the Plenary Meeting. The resume must not exceed 250 words (See FAI Statutes 9.1.3.3)

The vote to award the Medal shall take place at the Plenary Meeting after a full discussion in closed session, at which the candidates may not be present. Outside observers will not be permitted to attend the discussion nor will any minutes be taken.

Each Delegate present shall have one vote. Proxy votes are not permitted. The forbidding of proxy votes and the closed discussions will ensure that the qualifications of all candidates are fully explored and understood by all Delegates prior to the casting of ballots.

The voting will be conducted, as follows:

A simple majority vote shall first be taken on whether or not to approve or recommend the award of the Gold Medal for this year. This vote will be open unless any Delegate requires a secret ballot.

If the result of this vote is positive and there is only one candidate, the Gold Medal will be awarded to this candidate. If there is more than one candidate under consideration, a secret ballot shall be held to determine the recipient of the Gold Medal. The Gold Medal will be awarded to the candidate who obtains a simple majority.

## THE LEONARDO DA VINCI PARACHUTING DIPLOMA

This Diploma was created in 1970 by the FAI. One Diploma may be awarded each year to a person who has achieved one of the following criteria:

1. Been at least twice an Individual Champion or a Member of a Champion Team at a First Category Event.
2. Established at least three World Parachuting Records.
3. Have been at least three times an FAI/ISC Official at a First Category Event (Chief Judge, FAI Skydiving Judge, FAI Controller, International Jury Member or any combination thereof).
4. Have been at least three times a Competition Director at a First Category Event.
5. Have been for at least six years the Chair of an ISC Committee (ISC Internal Regulations 6.7) or an ISC Bureau Member or any combination thereof.

One Diploma only may be awarded annually.

Each year any Active Member of the FAI may submit the name of one candidate. The nomination must be in writing together with a suitably complete and detailed resume of the candidate's qualifications.

The nomination and the resume must be sent to the ISC in accordance with 3.7.3 so as to be included in the published Agenda for the Plenary Meeting. The resume must not exceed 250 words (See FAI Statutes 9.1.3.3)

The vote to award the Diploma shall take place at the Plenary Meeting after a full discussion in closed session, at which the candidates may not be present. Outside observers will not be permitted to attend the discussion nor will any minutes be taken.

Each Delegate present shall have one vote. Proxy votes are not permitted. The forbidding of proxy votes and the closed discussions will ensure that the qualifications of all candidates are fully explored and understood by all Delegates prior to the casting of ballots.

The voting will be conducted, as follows:

A simple majority vote shall first be taken on whether or not to approve or recommend the award of the Diploma for this year. This vote will be open unless any Delegate requires a secret ballot.

If the result of this vote is positive and there is only one candidate, the Diploma will be awarded to this candidate. If there is more than one candidate under consideration, a secret ballot shall be held to determine the recipient of the Diploma. The Diploma will be awarded to the candidate who obtains a simple majority.

## OTTLEY SWORD TROPHIES

The Trophies were founded by Mr William H. Ottley and were accepted by the IPC (now ISC) in 1982. Each trophy consists of an engraved sword, mounted on a polished wooden plaque, which carries the names of the members of the winning teams in the 4-Way and 8-Way Events at the World Championships of Formation Skydiving. The trophies are presented to the winning nations at the World Championships to be in their possession until the next World Championships.

## PATRICK DE GAYARDON TROPHY

The Trophy was founded in 2003 by France and accepted by the IPC (now ISC) in memory of Patrick de Gayardon, a parachutist who pushed the boundaries of performance and helped the sport evolve.

The Trophy is an original bronze statue designed by Serge Amoros and was cast at the Barthélémy Foundry on July 16<sup>th</sup>, 2003.

The Trophy is presented to the overall winning nation at a Mondial and will be kept in the possession of that nation until the next Mondial.

The overall winning nation is the nation with the highest aggregate point total. Points are given for each medal won by competitors of each nation; as follows:

Gold Medal 6 points

Silver Medal 4 points

Bronze Medal 2 points

All disciplines included in the Mondial are taken into consideration, except that medals won for Overall Results (Style and Accuracy and Canopy Piloting) and Team results (Accuracy) receive no points.

## FIONA McEACHERN TROPHY

The Trophy was founded and presented to the IPC (now ISC) by the French Parachute Federation and was accepted by the IPC (now ISC) in 2011 to be attributed for the first time to the winners of the 2010 World Championships. It is named in memory of Fiona McEachern, Chair of the ISC FS Committee from 2002 to 2010.

The wooden trophy (60x110cms) designed by Philippe Schorno, former FS World Champion and French VFS coach, includes a metal border representing a shield supporting a 70cm sword inserted in an engraved metal capsule. The trophy is presented to the World Champion Team in Vertical Formation Skydiving to remain in their possession until the next World Championships. The winning nation will have the responsibility to attach to the trophy a metal plaque containing the name of the team and each team member.

## EXI EPEE TROPHY

The trophy was founded and presented by Dr Rainier EXI Hoenle in 2006 during the World Parachuting Championships in Formation Skydiving held in Gera, Germany and was accepted by the IPC (now ISC) in 2015.

The trophy consists of Formation Skydiving metal artwork on a polished multi-angular wooden plaque which carries the names of the winning 4 way Female team since 2006.

The trophy is presented to the winning Nation in the 4 way FS Female Event at the World Parachuting Championships and it is to be in their possession until the next World Championships. The winning Nation will have the responsibility to attach to the trophy a metal plaque containing the name of the team and each team member.

## **TIM MACE TROPHY**

The trophy is presented to the World Champion in Speed Skydiving to remain in his/her possession until the next World Championships. The winner will have the responsibility to attach to the trophy a metal plaque containing the name of the winner and the year.

The Trophy was founded in memory of Timothy Mace, and was presented for the first time to the winner of the 2016 World Championship

## **RAIJA KOSONEN TROPHY**

The trophy is presented to the World Champion in Freestyle Skydiving to remain in his/her possession until the next World Championships. The winner will have the responsibility to attach to the trophy a metal plaque containing the name of the winner and the year.

The Trophy was founded in memory of Raija Kosonen, and was presented for the first time to the winner of the 2016 World Championship.

## **TYLER BAIRD 'PETER PAN' TROPHY**

The trophy is presented to the Junior World Champion in Indoor Skydiving Solo Freestyle to remain in his/her possession until the next World Indoor Skydiving Championships. The winner will have the responsibility to attach to the trophy a metal plaque containing the name of the winner and the year, and to keep the trophy and arrange and pay for transport to the next World Indoor Skydiving Championships.

The trophy was founded in memory of Tyler Baird by the Indoor Skydiving Committee and accepted at the 67th IPC (now ISC) Plenary Meeting in Faro, Portugal, to be presented for the first time to the winner of the 2017 World Indoor Skydiving Championship.

## TERMS OF REFERENCE FOR ISC COMMITTEES & WORKING GROUPS

### TERMS OF REFERENCE FOR ISC COMPETITION COMMITTEES

#### 1 PRINCIPLES

Each ISC Competition Committee shall be established in accordance with the FAI Statutes and By-Laws and the Internal Regulations of the ISC.

The responsibilities and scope of work of each ISC Competition Committee shall be in accordance with the Internal Regulations of the ISC, these Terms of Reference and instructions approved by the Plenary Meeting.

#### 2 OBJECTIVES

The objectives of each ISC Competition Committee are:

- (1) to co-ordinate the efforts of FAI Members to further the development of the Committee's event throughout the world;
- (2) to write and keep current the Competition Rules for its event;
- (3) to assist and advise potential and selected Organisers' of World Championships and other International Competitions of its event.
- (4) keep the ISC informed of developments in the Committee's event through reporting and providing input to the ISC Media Working Group.
- (5) make recommendations to the ISC on matters pertaining to the Committee's event.

#### 3 ORGANISATION

##### 3.1 RESPONSIBILITY

The ISC Competition Committees are permanent Committees established by the ISC. They report directly to the Bureau and the Plenary Meeting of the ISC and are responsible to the Plenary Meeting.

Except for the publication of press releases and statistical information, all findings, reports, recommendations and proposals of the ISC Competition Committees shall be presented to the Plenary Meeting, which shall decide on its use, distribution or publication.

##### 3.2 COMPOSITION

###### 3.2.1 *Members*

The composition of the ISC Competition Committees will be in accordance with subsection 6.2 of the Internal Regulations.

###### 3.2.2 *Chair*

Each ISC Competition Committee shall have a Chair who is appointed for a two-year period by the Plenary Meeting in accordance with subsection 6.3 of the Internal Regulations. The Chair may allocate specific tasks to groups and/or individuals on a project basis.

###### 3.2.3 *Secretary*

Each Competition Committee may appoint a Secretary from among its members.

##### 3.3 AUTHORITY

Each ISC Competition Committee has the authority to collect, store and process information relevant to its event as specified in Section 4 – Areas of Work.

All FAI Members and their Delegates are obliged to provide all the information requested by an ISC Competition Committee.

## 4 AREAS OF WORK

Each ISC Competition Committee shall engage in and be responsible for:

- (1) Competition Rules for its event;
- (2) Advising Organisers and potential Organisers of World Championships and International Competitions in its event;
- (3) Advising the Bureau on the selection of the FAI Controller for a World Championship in its event;
- (4) Soliciting bids for future World Championships in its event;
- (5) Analysing results and experiences from WPC's so as to recommend changes where necessary.

## 5 MEETINGS

Each ISC Competition Committee shall hold meetings as follows, they may be held electronically where necessary or preferable:

- (1) An Open Meeting at the site of and during an FCE;
- (2) A Closed Meeting as soon as possible after an FCE, which may be held electronically;
- (3) An Open Meeting prior to the annual Plenary Meeting;
- (4) A Closed Meeting following the Open Meeting prior to the Plenary Meeting;
- (5) A Closed Meeting immediately after the annual Plenary Meeting. The Closed Meeting after the Plenary is intended only for an exchange of contact addresses, phone numbers and the assignment of tasks and/or projects.
- (6) The Committee may meet at any other time if the Chair deems it necessary.

## 6 REPORTS

The Chair of each ISC Committee and Working Group will ensure that reporting is carried out in accordance with paragraph 6.5 of the Internal Regulations and will also ensure that all relevant information is communicated to the ISC Media Working Group for publication.

# TERMS OF REFERENCE FOR THE ISC JUDGES COMMITTEE

## 1 PRINCIPLES

### 1.1 ESTABLISHMENT

These terms of reference are authorised by the Internal Regulations of the ISC, which are in turn authorised by the Statutes of the FAI (the body of fundamental laws and principles that prescribe the nature, objectives, functions and limits of FAI).

### 1.2 RESPONSIBILITY

The ISC Judges Committee is a permanent Committee established by the ISC. It reports directly to the Bureau and Plenary Meeting of the ISC and is responsible only to the Plenary Meeting.

Except for the publication of press releases and statistical information, all findings, reports, recommendations and proposals to the ISC Judges Committee shall be presented to the Plenary Meeting, which shall decide on its use, distribution or publication.

### 1.3 MANDATE

The scope of work of the ISC Judges Committee shall be in accordance with the Internal Regulations of the ISC, these Terms of Reference and instructions by an ISC Plenary Meeting.

## 2 OBJECTIVES

The objectives of the ISC Judges Committee are:

- (1) To establish the Judging Procedures for each discipline in accordance with the requirements of the competition rules for that event together with the Competition Committee concerned.
- (2) To establish minimum requirements for FAI Skydiving Judge Ratings.
- (3) To develop and administer Judges Training and Evaluation Courses.
- (4) To maintain and administer the list of FAI Skydiving Judges.
- (5) To administer the list of FAI Skydiving Judges available for FCE's.
- (6) To advise the ISC Plenary on the selection of the Chief Judge and Chief of Judge Training for FCE's.
- (7) To provide a forum for the exchange of information and discussion on Judging standards, technique and procedure.
- (8) To test, approve and keep up to date the list of judging equipment and scoring systems approved for use by competition organisers.

## 3 ORGANISATION

### 3.1 COMPOSITION

#### 3.1.1 *Members*

The composition of the ISC Judges Committee will be in accordance with subsection 6.2 of the ISC Internal Regulations.

#### 3.1.2 *Chair*

The Committee is led by a Chair, who is appointed for a two-year period by the Plenary Meeting in accordance with subsection 6.3 of the ISC Internal Regulations. The Chair may call on outside specialists to give advice to the Committee and may allocate specific tasks to groups and/or individuals on a project basis.

#### 3.1.3 *Secretary*

The Committee may appoint a secretary from among its members.

### 3.2 AUTHORITY

The ISC Judges Committee has the authority to collect, store and process information relevant to its Areas of Work. All ISC Members directly or through their Delegates are obliged, within the specified deadlines, to provide all the relevant information requested by the ISC Judges Committee.

## 4 AREAS OF WORK

The Judges Committee shall engage in and be responsible for:

Ensuring that the performances at FAI skydiving events and record attempts are assessed in accordance with the FAI Sporting Code General Section, FAI Sporting Code Section 5 and the relevant ISC Competition Rules.

- (1) Liaison with the ISC Competition Committees to ensure that the Competition Rules are interpreted correctly at FAI sanctioned competitions.
- (2) The formulation of Judging methods and procedures aimed at making correct assessments of performances and displaying those assessments to competitors and spectators as soon as possible after the performance is assessed.
- (3) Recommending to ISC Plenary Meetings, persons eligible for approval to conduct ISC Judge Training and/or Evaluation Courses and to formulate the methods and procedures of so doing.
- (4) Recommending to ISC Plenary Meetings, persons eligible for approval to conduct ISC Judge Training and/or Evaluation Courses and to formulate the methods and procedures of so doing. Maintain an up-to-date list of such persons available in the Judges section of the ISC/FAI web site.
- (5) The maintenance and administration of the list of FAI Skydiving Judges.
- (6) The organisation of ISC Judge Training Courses which may be either physical on-site courses or carried out via an electronic meeting tool, including establishing and/or maintaining syllabi and online training tools for ISC Judge Training Courses. All such ISC Judge Training Courses must be announced through the ISC/FAI web site and, if appropriate, through the ISC Facebook page.
- (7) The evaluation and approval of Electronic Scoring Systems, and maintaining an up-to-date list of the approved Electronic Scoring Systems which must be made available to potential FAI competition organisers upon request.

## 5 MEETINGS

The ISC Judges Committee shall hold meetings as necessary but is required to meet at least twice prior to a Plenary Meeting. The first meeting will be an Open Meeting and the second meeting will be a Closed Meeting. Any work or communications needed during the intervening year will be handled by email or other electronic means including electronic meeting tools.

## 6 REPORTS

The Chair of the Judges Committee will ensure that reporting is carried out in accordance with paragraph 6.5. of the Internal Regulations and will also ensure that all relevant information is communicated to the ISC Media Working Group for publication.

# TERMS OF REFERENCE FOR THE ISC TECHNICAL AND SAFETY COMMITTEE

## 1 PRINCIPLES

### 1.1 ESTABLISHMENT

These Terms of Reference are authorised by the Internal Regulations of the ISC, which are in turn authorised by the Statutes of FAI (the body of fundamental laws and principles that prescribe the nature, objectives, functions and limits of FAI).

## 2 OBJECTIVES

The objectives of the ISC Technical and Safety Committee are:

- (1) To co-ordinate FAI Member countries' activities to further the development of the technical and safety aspects of parachuting throughout the world.
- (2) To promote international standards and medical requirements for sport parachuting.
- (3) To assemble, analyse and disseminate such information and statistics on parachuting activities in the FAI Member's countries as can contribute to the improvement of equipment, training methods and to parachuting safety.
- (4) To provide a forum for the exchange of information and discussion of mutual parachuting safety problems.

## 3 ORGANISATION

### 3.1 RESPONSIBILITY

The ISC Technical and Safety Committee is a permanent committee established by the ISC. It reports directly to the Bureau and Plenary Meeting of the ISC and is responsible only to the Plenary Meeting.

Except for the publication of statistical information (paragraph Authority), all findings, reports, studies, recommendations and proposals of the ISC Technical and Safety Committee shall be presented to the Plenary meeting, which decides on its use, distribution or publication.

### 3.2 COMPOSITION

#### 3.2.1 *Members*

The composition of the ISC Technical and Safety Committee will be in accordance with subsection 6.2 of the Internal Regulations.

#### 3.2.2 *Chair*

The Committee is led by a Chair who is appointed for a two-year period by the Plenary meeting in accordance with subsection 6.3 of the Internal Regulations.

The Chair may call on outside specialists to give advice to the Committee. In addition, he may allocate specific tasks to groups and/or individuals on a project basis.

#### 3.2.3 *Secretary*

The Committee may appoint a Secretary from among its members.

### 3.3 AUTHORITY

The ISC Technical and Safety Committee has standing authority to collect, store and process data and information relevant to parachuting safety as specified in paragraph 4 (Areas of Work). All ISC Members and their Delegates are obliged to provide all data requested by the Committee. The Technical and Safety Committee has standing authority to publish such statistical information as it deems relevant to the promoting of parachuting safety, within the limitations given below under paragraph 5.1.4 (Restrictions). The role of the Committee is advisory. It is recognised that final responsibility for parachuting safety lies with the national authorities in each country, and that these are different institutions in different countries.

Any recommendation issued by the ISC on proposal from the ISC Technical and Safety Committee may, if exceeding the scope of the Sporting Code, be applied in each FAI Member country only if it is not in conflict with the national regulations in the respective countries.

It is also recognised that some countries categorise parachute equipment as aeronautical devices subject to airworthiness regulations, certification procedures and/or manufacturing standards based on ICAO Annex 8.

The ISC and the ISC Technical and Safety Committee will take this into consideration in their efforts to develop international equipment standards and will co-operate with relevant international organisations in this respect.

## 4 AREAS OF WORK

The areas of work within which the ISC Technical and Safety Committee shall engage itself, comprise the following subjects, worldwide:

- (1) Parachuting safety regulations and legislation.
- (2) Parachuting incidents/accidents/fatalities.
- (3) Parachute development, design and theory.
- (4) Parachute equipment and components including automatic activation devices.
- (5) Materials and methods utilised in parachute equipment manufacturing.
- (6) Parachute equipment testing methods and test equipment.
- (7) Parachute equipment manufacturing standards.
- (8) Parachuting techniques and training methods for parachutists.
- (9) Technical, medical and/or psychological research and studies relevant to parachuting.

Notwithstanding the fact that the ISC authority is limited to sport parachuting, the ISC Technical and Safety Committee shall monitor the development of professional and military parachuting, track their interaction with sport parachuting and utilise available information.

## 5 WORKING METHODS

The ISC Technical and Safety Committee may work by:

- (1) assembling, storing and processing data and information within its area of work,
- (2) evaluating developments in parachuting safety based on the data and information obtained,
- (3) producing analyses and recommendations to the ISC Plenary session,
- (4) publishing parachuting safety statistics as described in paragraph 6 (Standard Reports).

The Committee will require substantial outside support in order to perform its tasks. Extensive use of task allocation on a project-by-project basis to outside groups or individuals is encouraged.

### 5.1 DATA AND INFORMATION

#### 5.1.1 Data collection

The ISC Technical and Safety Committee shall assemble data and information within its areas of work from the following sources:

- (1) FAI Members, primarily through the ISC Delegates.
- (2) International organisations.
- (3) The parachute equipment industry.
- (4) Such military sources as may be available.
- (5) Relevant publications.

### 5.1.2 Information storage

The Committee Secretary is responsible for the appropriate storage of the information assembled by the Committee. All original documentation and reference material shall be stored in one location.

### 5.1.3 Information processing

The Committee shall use standard commercially available micro-computer software in their processing of all statistical data assembled regarding incidents/accidents/fatalities.

The Committee shall develop a standard format of parachuting statistics adequate for evaluating sport parachuting safety development trends, adapted to the same micro-computer program as above.

The above program, format and data shall be made available to interested ISC Members in a standard electronic storage form and distributed on request at a charge to be fixed by the Committee.

### 5.1.4 Restricted material

All unprocessed incident/accident/ fatality data reported to or collected by the Committee shall be regarded as restricted material. All processed statistical information for distribution or publishing shall be presented in aggregate form. The Committee will not publish any fatality statistics that may identify or could be attributed to any particular country.

Any classified or otherwise restricted material or information placed at the disposal of the Committee, and any material that has been given in confidence, shall be handled according to the restrictions specified by the information source.

Access to restricted material is limited to ISC Technical and Safety Committee members, to specialists called on by the Committee Chair, and to the members of the ISC Bureau.

Restricted material shall be stored in an adequate manner, and is not to be published or distributed in any form, nor shall it wholly or partly be placed at the disposal of any media.

## 5.2 INTERNATIONAL TECHNICAL CONGRESSES

For the purpose of providing a forum for exchange of information, discussion and direct contact with the parachuting community, the Committee shall arrange for International Technical Congresses.

### 5.2.1 Congress Topics

An International Technical Congress shall have, as its aim, treatment of the following topics:

- (1) Parachuting safety development.
- (2) Parachute equipment technology.
- (3) Parachuting training methods.
- (4) Technical, medical and/or psychological research relevant to parachuting.

### 5.2.2 Organisers

International Technical Congresses shall be organised by FAI Members based on bids. The acceptance of bids is made by the Plenary Meeting based on the recommendations of the ISC Technical and Safety Committee. In order to be valid, binding bids including costs must be in the hands of the Committee Chair at least 3 months before the Plenary Meeting.

In co-ordination with the ISC Technical and Safety Committee, the organiser shall promote of the International Technical Congress with the aim of obtaining as wide participation as possible by FAI Members, equipment manufacturers, public authorities and performers in both the sport and the professional sectors.

The organisers of the immediate past and future International Technical Congresses shall each appoint a representative to act as a specialist adviser to the Safety Committee until the next International Technical Congress.

### 5.2.3 Congress reports and recommendations

The organiser of an International Technical Congress is responsible for producing a Congress Report containing the working documents of the Congress, minutes of proceedings including eventual working group meetings, lecture manuscripts and any other documentation presented at the Congress. All the above documentation is subject to the publication limitations set out in paragraph 5.1.4 (Restrictions).

The Congress Report shall be distributed to all Congress participants, to all FAI Members and to the FAI Secretariat.

Any recommendation or statement that an International Technical Congress may find it appropriate to make, shall firstly be addressed to the ISC Technical and Safety Committee which shall process it for presentation to the next Plenary Meeting before any publication or distribution.

## 6 MEETINGS

The ISC Technical and Safety Committee shall hold meetings as necessary, but is required to meet at least twice prior to a Plenary Meeting. The first meeting will be an Open Meeting and the second Meeting will be a Closed Meeting. Any work or communication needed during the intervening year will be handled by email or other electronic means including electronic meeting tools.

## 7 STANDARD REPORTS

### 7.1 ANNUAL REPORT

Each year the ISC Technical and Safety Committee shall submit to the ISC an Annual Report evaluating and commenting on the development of parachuting safety worldwide, detailing work completed during the year and work in progress.

In addition, the Annual Report may include any safety matters that the Committee deems relevant. The Annual Report shall not contain statistical data other than those required to illustrate specific safety matters.

The report must be submitted to the ISC Recording Secretary in accordance with paragraph 3.7.1, so that it can be distributed with the Agenda and Notice of Meeting that is sent out in accordance with 3.7.2.

### 7.2 SAFETY INFORMATION BULLETIN

Separately from the Annual Report, the Committee shall produce an Annual Safety Information Bulletin, containing the latest available updated statistical information on parachuting safety. As a minimum, it shall contain fatality statistics in three-year averages.

All material to be published in the Safety Information Bulletin is subject to the publication limitations set out in paragraph 5.1.4 (Restrictions).

The Safety Information Bulletin shall be distributed by the Committee to all specialist parachuting publications and aviation publications that regularly include parachuting subjects, worldwide according to the ISC International Publications List.

# TERMS OF REFERENCE FOR THE ISC RULES AND REGULATIONS COMMITTEE

## 1 PRINCIPLES

### 1.1 ESTABLISHMENT

The ISC Rules and Regulations Committee shall be established in accordance with the FAI Statutes and By-Laws and the Internal Regulations of the ISC.

The responsibilities and scope of work of the ISC Rules and Regulations Committee shall be in accordance with the Internal Regulations of the ISC, these Terms of Reference and instructions having been approved by the Plenary Meeting.

## 2 OBJECTIVES

The objectives of the ISC Rules and Regulations Committee are:

- (1) to keep current Section 5 of the FAI Sporting Code;
- (2) to co-ordinate input to the FAI Sporting Code by the Competition Committees and Judges Committee;
- (3) to keep current the ISC Internal Regulations and the ISC FCE Application Document;
- (4) to keep current the ISC Jury Handbook and the ISC FAI Controller Handbook;
- (5) to create and maintain, with FAI assistance, an IPC/ISC historical archive and a web page to contain it.

## 3 ORGANISATION

### 3.1 RESPONSIBILITY

The ISC Rules and Regulations Committee is a permanent committee established by the ISC. It reports directly to the Bureau and Plenary Meeting of the ISC and is responsible only to the Plenary Meeting.

All recommendations and proposals of the ISC Rules and Regulations Committee shall be presented to the ISC Plenary Meeting.

### 3.2 COMPOSITION

#### 3.2.1 *Members*

The composition of the ISC Rules and Regulation Committee will be in accordance with subsection 6.2 of the Internal Regulations.

#### 3.2.2 *Chair*

The Committee is led by a Chair who is appointed for a two-year period by the Plenary meeting in accordance with subsection 6.3 of the Internal Regulations.

The Chair may call on outside specialists to give advice to the Committee. In addition, he may allocate specific tasks to groups and/or individuals on a project basis.

#### 3.2.3 *Secretary*

The Committee may appoint a Secretary from among its members.

### 3.3 AUTHORITY

The ISC Rules and Regulations Committee has standing authority to collect, store and process data and information relevant to parachuting and indoor skydiving regulation as specified in paragraph 4 (Areas of Work).

## 4 AREAS OF WORK

The ISC Rules and Regulations Committee areas of work shall comprise:

- (1) ISC regulations and legislation;
- (2) Presentation of the annual amendments to all ISC documents under its control;
- (3) Preparation every year of a current complete edition of the FAI Sporting Code, Section 5, which includes all current amendments;
- (4) Preparation every year of a current complete edition of the ISC Jury Handbook, the ISC FAI Controller Handbook, the ISC Medal Policy and the ISC First Category Event Application Document;
- (5) Ensuring that ISC publications are in accordance with the FAI Statutes, By-Laws, Sporting Codes and other publications;
- (6) Where the ISC wishes to promulgate a regulation which is contrary to FAI legislation, preparing the necessary submission to the appropriate FAI body to have it consider changing the said legislation;
- (7) Advising the ISC on all matters of parachuting and indoor skydiving regulation and legislation.

## 5 WORKING METHODS

The ISC Rules and Regulations Committee may work by:

- (1) assembling, storing and processing data and information within its area of work;
- (2) evaluating parachuting and indoor skydiving regulation based on the data and information available from all available sources;
- (3) producing necessary amendments to the FAI Sporting Code, Section 5 together with support documents to show why the change/s should be made;
- (4) liaising with the Competition Committee Chairs to co-ordinate their regulatory work; and
- (5) producing recommendations to the Plenary Meeting.

## 6 MEETINGS

The ISC Rules and Regulations Committee is required to meet at least twice immediately prior to a Plenary Meeting. The first meeting will be an Open Meeting and the second meeting will be a Closed Meeting. Any work or communication needed during the intervening year will be handled by email or other electronic means including electronic meeting tools.

## 7 REPORTS

Each year, the Chair of the ISC Rules and Regulations Committee shall present to the Plenary Meeting a written Annual Report, giving details of the Committee's work during the previous year. The report must contain details of all proposals and recommendations requiring a Plenary Meeting decision. The report must be submitted to the ISC Recording Secretary in accordance with paragraph 3.7.1, so that it can be distributed with the Agenda and Notice of Meeting that is sent out in accordance with 3.7.2.

# TERMS OF REFERENCE FOR THE ISC FINANCE WORKING GROUP

## 1 PRINCIPLES

### 1.1 ESTABLISHMENT

These Terms of Reference are authorised by the Internal Regulations of the ISC, which are in turn authorised by the Statutes of FAI (the body of fundamental laws and principles that prescribe the nature, objectives, functions and limits of FAI).

## 2 RESPONSIBILITY

The ISC Finance Working Group is a permanent Working Group established by the ISC. It reports directly to the Bureau and Plenary Meeting of the ISC and is responsible only to the Plenary Meeting.

## 3 MANDATE

The scope of the work of the ISC Finance Working Group shall be in accordance with the Internal Regulations of the ISC, these Terms of Reference, and instructions by an ISC Plenary Meeting.

## 4 OBJECTIVES

The objectives of the ISC Finance Working Group are to:

- (1) Assist the ISC Finance Secretary in the administration of ISC finances.
- (2) Establish and maintain procedures for the reimbursement of ISC Officers' expenses.
- (3) Assist the ISC Finance Secretary in the preparation of budgets, accounts and forecasts. ||
- (4) Establish tender procedures for ISC expenditures.
- (5) Provide a forum for the exchange of information and discussion as to the financial aims and objectives of the ISC.
- (6) Propose amendments to and keep current the ISC Expense Reimbursement Policy Document.

## 5 ORGANISATION

### 5.1 COMPOSITION

#### 5.1.1 *Members*

The composition of the ISC Finance Working Group will be in accordance with section 7 of the Internal Regulations.

#### 5.1.2 *Chair*

The ISC Finance Secretary is the ex-officio Chair of the ISC Finance Working Group.

The Chair may call on outside specialists to give advice to the Working Group. The Chair may also allocate specific tasks to groups and/or individuals on a project basis.

#### 5.1.3 *Secretary*

The Working Group may appoint a Secretary should it so desire.

## 6 AREAS OF WORK

The areas of work within which the ISC Finance Working Group shall engage itself, comprise the following subjects:

- (1) Development of the financial aims and objectives of the ISC.
- (2) Development of alternative plans and strategies to achieve ISC financial aims and objectives.

Notwithstanding the fact that the ISC authority is limited to sport parachuting and indoor skydiving, the ISC Finance Working Group shall also monitor the development of and utilise available information from other international sporting bodies and other FAI Commissions.

## 7 MEETINGS

The ISC Finance Working Group is required to meet at least twice immediately prior to the Plenary Meeting. The first meeting will be an Open Meeting and the second meeting will be a Closed Meeting. Any work or communication needed during the intervening year may be handled by email or other electronic means including electronic meeting tools.

## 8 REPORTS

- (1) Each year, the Chair of the ISC Finance Working Group shall present to the Plenary Meeting a written Annual Report that will include the Financial Statements including (Budget Performance and Cash Flow) for the preceding calendar year, the proposed Budgets for the current and subsequent calendar years and details of the Working Group's activity during the previous year along with any other financial analyses that may contribute to decision-making.
- (2) The report must contain all proposals and recommendations requiring a Plenary Meeting decision. The report must be submitted to the ISC Recording Secretary in accordance with paragraph 3.7.1, so that it can be distributed with the Agenda and Notice of Meeting that is sent out in accordance with 3.7.2.
- (3) The Plenary Meeting will be asked to approve the Financial Statements and proposed Budgets, as presented in accordance with (1) above or make changes that require Plenary Meeting approval for adoption. A Budget, once approved and adopted by the Plenary Meeting, may only be amended with approval by a Plenary Meeting.
- (4) Each year, at least 30 days prior to the FAI General Conference, the Chair of the ISC Finance Working Group will prepare a financial report on ISC's status, achievements and issues for the ISC President the content of which will be included (partially or completely) in the ISC Report to the General Conference.

*Addendum 1 – Reimbursement of Expenses*

- (1) The reimbursement of expenses will be in accordance with the ISC Expense Reimbursement Policy Document.

*Addendum 2 – Expenditures:*

- (1) Any FAI Member, Delegate, Committee or Working Group Chair may submit a proposal to the ISC Financial Secretary for an expenditure item.
- (2) In order to be considered at a Plenary Meeting, the proposal must be received in time to be included in the Agenda material for that Plenary Meeting.
- (3) The proposal must include:
  - a) a full and complete description of the expenditure item;
  - b) a full explanation of the benefits to the ISC and FAI Members;
  - c) a full disclosure of the reasons behind the proposal and
  - d) a full disclosure of initial and ongoing costs.
- (4) If the proposal is for an amount in excess of €1.000 it must be formally submitted in writing using the guidelines suggested in the *Budget Request Template* document available from the Finance Secretary.

## HOSTING AN ISC PLENARY MEETING

The ISC Plenary will normally meet at FAI Headquarters, unless an absolute majority of the ISC Delegates vote to hold this meeting at another location (Internal Regulations 3.4.1 and FAI By-law 3.4.3).

Delegates, FAI Members or National Parachuting Associations affiliated with FAI Members who wish to host an ISC Plenary Meeting away from FAI Headquarters must submit a proposal to the ISC in sufficient time for inclusion in the Agenda for an ISC Plenary meeting prior to the meeting subject to the hosting proposal, so that a decision on the proposal can be made no later than the Plenary meeting held immediately prior to the meeting subject to the hosting proposal.

Before making a proposal, the potential Host should be fully familiar with the provisions of paragraphs 3.2, 3.4.2 and 3.4.3 of these Internal Regulations.

When organizing an ISC Plenary Meeting away from FAI Headquarters, there are many requirements to be satisfied and prepared for. These include, but are not limited to, communication bulletins, airport pickup and delivery service, accommodation arrangements, local transportation, meeting rooms, secretarial services, equipment for document preparation, and detailed information on international travel connections to the meeting site.

The main requirements to hold an ISC Plenary Meeting are:

### 1 Main Meeting Room

This room must accommodate up to 120 persons, have desktops or other suitable writing surface and will be used to conduct the Open Meetings held on the first three days and the Plenary Meeting on the last two days. This room must be equipped with a projector, a large projector screen, and an adequate sound system with sufficient microphones for comments from the floor.

### 2 Additional Meeting Rooms

Three additional rooms, which must accommodate up to 15 persons, must be provided and be available throughout the meeting period for committees and working groups to meet and work in. They will sometimes be needed during evenings and sometimes until late at night

### 3 Technical Workroom

This workroom should have at least one computer and a colour network printer for use by members of the committees and working groups. The computers should be PCs outfitted with updated hardware and software, including MS Word, Excel, and Adobe Acrobat. The printers should be laser jets. The computer must be connected to the Internet.

### 4 Internet Connections

The main meeting room, all auxiliary meeting rooms and the technical workroom must all provide free and secured Wireless Internet connection and access. The Organiser must make sure that the Internet Connection has sufficient capacity to provide simultaneous and concurrent log-on access to all persons attending any meeting.

### 5 Printing Room

This room may be combined with the Technical Room. It should have one large photocopier, which must have automatic feed, preferably with capability for duplex printing, and must have a large-capacity collation function and one smaller photocopier. A minimum of 20 reams of A4 paper should be provided, with a source for additional paper on immediate stand-by. This room will also need to be supplied with typical office supplies, such as stapling machines, staple removers, scissors, glue, pens, etc.

### 6 Support Personnel

Non-technical support personnel will be needed for registration, secretarial support, etc. Technical support personnel will be needed for operating the technical equipment used during the meetings (projectors, video players, microphones, etc.) Technical support must be on 24-hour call for maintaining and repairing within an acceptable short period of time all computers, any network used, the paragraph 4 internet connection, and any electronic and office equipment.

## 7 Accommodation

If the meeting rooms are in a hotel, the hotel must be large enough to accommodate and cater for the whole group including accompanying persons and media (90–130 persons).

If the meeting rooms are in a Congress Pavilion or other place separate from the accommodation, it should be within walking distance or a shuttle bus should be provided. It would be appropriate to provide a choice of three hotels.

If the venue is a state sport centre with budget accommodation, normally all participants will stay at this facility.

## 8 Meals

Breakfast, lunch and coffee breaks must be included in the accommodation package offered to Delegates and Appointed Observers. Depending on location, the evening meal may be included but is at the option of the host.

Accompanying Persons will only be provided with breakfast and may be provided with the evening meal, but only if it is offered to the Delegates.

## 9 Travel Considerations

Comprehensive details must be provided for international flight connections and schedules from major cities around the world to the nearest convenient international airport and for domestic connections and schedules to the meeting site. Any local transportation arrangements must be described or the proposal must state that meeting participants are responsible for their own local transportation.

The meeting participants are all from different nations, therefore many of them will not speak the local language. If possible, either an FAI Member representative or a well-briefed information service person should meet Delegates at the international arrival airport to direct them to the source of local transport which will take them to the accommodation and/or meeting venue.

## 10 Registration Fee

The amount of the registration fee must be clearly stated in the proposal as must the exact details of what will be provided within the registration fee. It must also be clearly stated whether a late payment or registration fee is to be levied.

The accommodation packages offered must be for up to 5 nights (with a minimum of 2 nights) for Delegates, Alternate Delegates and Appointed Observers, thereby making it possible for them to attend all or part of the scheduled meetings. The package period commences the evening before the start of the official open committee meetings and finishes with lunch on the fifth day (when the Plenary Meeting finishes). The accommodation/registration packages should have a fee per person for sharing a double room and a fee for a single room.

There must be an accommodation package offered for Accompanying Persons, who do not attend the meetings and do not take lunch or coffee breaks.

Information must be provided on the cost of hotel rooms for those arriving before the registration period or leaving after this.

## 11 Bulletin

The Organiser of an ISC Plenary Meeting must issue an Information Bulletin no later than 120 days before the start of the Plenary Meeting. The information in this Bulletin may not differ from the accepted bid unless the ISC Bureau has given approval for any changes. The Bulletin must provide full and complete information relevant to the Plenary Meeting, including transport arrangements, registration, bank details, payment dates, etc. The Bulletin must be submitted, at least 30 days before the issue date, to the ISC Bureau for review and correction if necessary and, having received ISC Bureau approval, shall be immediately posted on the FAI/ISC web site, after which it may be posted on the Organiser's own web site.

## 12 Financial Matters

The registration fee will usually be paid by wire transfer to a bank. However as some countries may have problems with wire transfers, payment by credit card, money order or cash should be made available. The proposal may impose a payment deadline, after which a late payment fee may be levied. The proposal must state exactly what payment methods are allowed.

## 13 Hosting Agreement

As required by 3.4.2 of these Internal Regulations, a Hosting Agreement must be prepared and signed. This will be completed if the hosting proposal is accepted; following which Euro 500 must be paid to FAI/ISC as a refundable deposit.

## PROPOSAL FORM

The following form may be used as a guide, but the hosting proposal must include information and details as outlined in items 1 to 12 above. Any proposal that does not provide all necessary information or meet the requirements of all 12 items will not be considered.

Name of organization: .....

Function of organization (FAI Member, etc.): .....

Meeting facility: .....

City: .....

Nation: .....

Complete detailed information as required by items 1 to 12 in Internal Regulations Annex 5.

Person authorizing proposal:

Name: .....

Position: .....

Contact person: .....

Name: .....

Email: .....

Telephone: .....

.....

Fax:.....

.....

Address:.....

.....

City: .....

.....

**Host Agreement:** This constitutes a draft of the required agreement.

## **HOST AGREEMENT**

**THIS AGREEMENT** is made the ..... day of ..... 20.....

**BETWEEN:**           **FÉDÉRATION AÉRONAUTIQUE INTERNATIONALE** of  
Maison du Sport International, Avenue de Rhodanie 54, CH-1007 Lausanne, Switzerland  
("FAI")

**and: THE FAI SKYDIVING COMMISSION** of the same address  
("The Commission")

**and:** The FAI MEMBER of [ \_\_\_\_\_ ] OR ITS DULY  
APPOINTED REPRESENTATIVE ("The Organiser")

WHEREAS:

- (A) The FAI is the sole internationally recognised governing body for air sports worldwide.
- (B) The FAI Skydiving Commission is the body within FAI responsible for the organisation of the annual Plenary Meeting.

The Organiser has applied to the Commission to organise the annual Plenary Meeting in [year], commencing on [date] and ending on [date] ("the Meeting") and the Commission has agreed to appoint the Organiser to organise and host the Meeting.

**NOW IT IS HEREBY AGREED as follows:**

### **1. APPOINTMENT**

FAI hereby grants to the Organiser the sole and exclusive right to host the Meeting.

### **2. CONSIDERATION**

In consideration of FAI granting to the Organiser the right to the Organiser shall, give the undertakings, perform the obligations and comply with the terms and conditions set out in this Agreement.

### **3. STAGING**

The Organiser shall observe all the provisions of and provide all the equipment listed in Annex 6 of the Commission Internal Regulations and shall abide by all the terms and commitments included in the accepted Bid document.

The Commission may, should it elect to do so, appoint an individual to advise the Organiser on behalf of the Commission, on all technical and administrative aspects of the Meeting, on behalf of the Commission at any stage in the organisation of the Meeting. The Organiser agrees to accept the reasonable recommendations of this person.

### **4. INDEMNITY**

The Organiser agrees to indemnify FAI and the Commission and their members, servants and/or agents against all costs (including legal costs), claims, damages and expenses made against, incurred or paid by FAI, the Commission and/or their members, servants or agents in respect of any claims whatsoever as a result of or arising out of any breach or default by the Organiser with respect to its obligations under this Agreement.

## **5. MEETING DEPOSIT**

The Organiser agrees to pay Euro 500, at the time the Bid to host the Meeting is accepted, in a manner acceptable to the Commission, to FAI, by way of deposit ("the Deposit").

The Deposit may be retained by the FAI if the Organiser fails to follow any of the requirements included in the ISC Internal regulations, especially Annex 6 and the terms of the Accepted Bid. The ISC Bureau will determine if the Organiser has failed in its commitments.

If the ISC Bureau determines that the Organiser has met its commitments, the Deposit will be refunded as soon as possible after the Meeting has ended.

## **6. TERMINATION**

FAI may terminate this agreement forthwith upon notice in the event that the Organiser:

Commits a material breach of any obligation under this Agreement which breach is incapable of remedy or cannot be remedied in time.

Commits a material breach of any obligation under this Agreement, and if such breach is capable of remedy fails to so remedy such breach within 28 days of receiving notice from FAI requiring remedy.

Enters into a composition or arrangement with its creditors, has a receiver or administrator or administrative receiver appointed or becomes insolvent or unable to pay its debts when they fall due.

## **7. ENTIRE AGREEMENT**

This Agreement, including the attached Schedule, and the ISC Internal Regulations contains the entire agreement of the parties and supersedes all other agreements between them and no variation of any of the terms or conditions of this Agreement may be made unless such variation is agreed in writing and signed by all parties to this Agreement. In the event of a conflict arising between this document and the ISC Internal Regulations, the terms of this Agreement will take precedence.

## **8. GOVERNING LAW**

This Agreement shall be construed in accordance with and governed by English law and shall be subject to the non-exclusive jurisdiction of the English Courts.

## 9. DISPUTE RESOLUTION

If a dispute arises between the FAI and the Organiser (the parties) concerning their respective rights under this Agreement the parties shall each appoint a senior representative (each empowered to make binding decisions on behalf of his or her appointer) and such representatives shall meet with a view to resolving the dispute. The parties agree that the appointment of their representatives and the scheduling of meetings shall be undertaken by each of them promptly and in good faith. The parties agree to accept as final the solution agreed by these senior representatives. Nothing contained in this clause shall preclude either party from applying to a court for urgent and/or injunctive relief.

SIGNED by:

.....  
For and on behalf of  
**FÉDÉRATION AÉRONAUTIQUE  
INTERNATIONALE**  
A duly authorised signatory

.....  
For and on behalf of  
**FÉDÉRATION AÉRONAUTIQUE  
INTERNATIONALE**  
A duly authorised signatory

SIGNED by:

.....  
For and on behalf of  
**[ORGANISER]**  
A duly authorised signatory

.....  
For and on behalf of  
**[ORGANISER]**  
A duly authorised signatory

SIGNED by:

.....  
For and on behalf of  
**FAI SKYDIVING COMMISSION**  
A duly authorised signatory

.....  
For and on behalf of  
**FAI SKYDIVING COMMISSION**  
A duly authorised signatory