



# ISC First Category Event Application Document



2022 Edition

Effective March 1<sup>st</sup>, 2022

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*The 2022 Edition differs from the 2020 Edition in those paragraphs with a vertical bar in the margin.*

## 1 INTRODUCTION

All applications to host an ISC First Category Event (FCE) must follow the procedures and timing outlined in Part 2 of this document and in the case of a successful bid, must comply with the other obligations listed in Part 3.

An FCE is defined in the FAI Sporting Code, General Section 4.4.1.1, 2 and 3 as:

- World Air Games (WAG), as approved by the General Conference.
- World Parachuting Championships (WPC), World Indoor Skydiving Championships (WISC) and Continental Regional Championships (CRC) as approved by the FAI Air Sport Commissions concerned and confirmed by the Executive Board as part of their approval of the FAI Sporting Calendar (Statute 4.2.2.11 refers).
- International Sporting Events approved by the FAI Air Sport Commissions concerned.

The ISC Bureau and the relevant Competition Committee Chairs are available to give help and advice at any stage of the process (contact via the ISC President).

## 2 COMPETITION APPLICATION PROCEDURE

The terms of this document are compulsory for all potential Organisers submitting a bid to host an ISC FCE.

### 2.1 APPLICATION

#### 2.1.1 *Application Schedule*

The application must be submitted by a NAC or an ISC recognized National Parachuting Authority or a potential Organiser to the ISC President together with proof of timely payment to FAI of the relevant Application Fee (2.2.1. and 2.2.4).

- (1) No later than October 1<sup>st</sup> of the calendar year before the Plenary Meeting when the decision on the application is made (see 2.1.3) or
- (2) Where no other application has been received and/or approved, no later than October 1<sup>st</sup> in the calendar year before the calendar year scheduled for the event.

Any application may be checked with the relevant Committee(s) prior to submission for completion of details, with the proviso that entry fees need only be included in the final application.

An application must contain all the information indicated in Annex 2 "FCE Bid Document Format" and the Application Fee as described in 2.2.1 below must be paid to the FAI to the credit of ISC at the time the application is submitted.

The decision to consider an application submitted after the time specified above is subject to the provisions of ISC Internal Regulations, 3.8.3, requiring a Bureau decision on conflict with other applications, followed by the necessary two-thirds vote for the application to be placed on the Agenda of the Plenary Meeting.

No application will be considered unless the required application fee has been paid and the application is accompanied by the required draft Organiser Agreement, as per paragraph 2.3 below.

#### 2.1.2 *Review and Evaluation of the Application*

- (1) The ISC Bureau will review all applications submitted in accordance with this document.
- (2) The Bureau has no power to change the original application in any way.
- (3) The Bureau will take advice from the relevant Competition Committee Chair(s) in order to evaluate the applications.
- (4) The Bureau will liaise with the applicant to clarify facts and information and to rectify omissions.
- (5) All application information must be kept confidential and the persons involved in the review process may not discuss the contents of the application with any person other than the applicant or amongst themselves.
- (6) The ISC Bureau will make a recommendation to the ISC Plenary Meeting, so that a decision may be made by the ISC Plenary as to whether to grant or refuse Sanction.

### 2.1.3 *Decision on the Application*

The ISC Plenary decision on whether to approve or reject an application to organise an FCE will take place in accordance with the following timeline criteria:

- i) The decision may not be made before the Plenary Meeting which takes place no earlier than two calendar years before the year in which the FCE is scheduled.
- ii) If an application has been received by October 1<sup>st</sup> before the Plenary Meeting which takes place no earlier than two calendar years before the year in which the FCE is scheduled, a decision to approve or reject the application will be made at that Plenary Meeting.
- iii) If no decision can be made in accordance with (ii) and an application is received by October 1<sup>st</sup> before the Plenary Meeting which takes place one calendar year before the year in which the FCE is scheduled, a decision to approve or reject the application will be made at that Plenary Meeting.
- iv) If no decision can be made in accordance with (iii) and an application is received by October 1<sup>st</sup> before the Plenary Meeting which takes place in the year in which the FCE is scheduled, a decision to approve or reject the application will be made at that Plenary Meeting.

Example:

FCE for 2025:

- a) Application submitted by October 1<sup>st</sup>, 2022. The decision will be made at the 2023 ISC Plenary Meeting.
- b) If no application submitted or approved in accordance with a), a decision will be made at the 2024 ISC Plenary Meeting for any application submitted by October 1<sup>st</sup>, 2023.
- c) If no application submitted or approved in accordance with b), a decision will be made at the 2025 ISC Plenary Meeting for any application submitted by October 1<sup>st</sup>, 2024.

Applications to organise a Para-Ski FCE or a Mondial may be exempt from the timeline criteria if agreed to by a 2/3 majority vote of the ISC Plenary on a recommendation by the ISC Bureau to that effect.

## 2.2 FINANCIAL OBLIGATIONS

A bidder has several financial obligations related to the organization of an ISC competition.

### 2.2.1 *Application Fee*

An Application Fee as per the table below must be paid with every Application submitted to the ISC. This Fee must be paid no later than one week before the date on which the final Application is sent to the ISC President.

The application fee will be:

- (1) Returned if Sanction is refused by the ISC
- (2) Retained by the ISC
  - a) if the Application is withdrawn prior to any decision with respect to Sanction unless the ISC Bureau considers that the withdrawal is beyond the control of the applicant in which case it will be returned,
  - b) if Sanction is granted, but the FCE cannot take place for any reason.

### 2.2.2 *Sanction Fee*

A Sanction Fee, as per the table below, is levied by the ISC in respect of only those Delegation Members, who are competitors, team videographers, Heads of Delegation, Team Managers and Team Coaches listed on an Official Entry Form. The FAI Controller will establish an estimated total that must be paid by the Organiser to the FAI at least 7 days before the published official start date of the competition. The FAI Controller shall then establish the actual number of participants to allow for a final settlement before the Jury approves the competition results and declares the event to be valid.

### 2.2.3 *Deposit or Guarantee*

The Organiser will either pay a Deposit as per the table below or provide a Guarantee (e.g. letter of credit, certificate of deposit) to the FAI/ISC no later than 30 days before the starting date of the Sporting Event, in a manner acceptable to the ISC. The form of a Guarantee must be determined by the Organiser and must be accepted by the ISC Bureau before the Sporting Event may be approved by the ISC Plenary. The amount of the Guarantee must be equal in value to the required Deposit on the date that the Sporting Event is approved by the ISC Plenary.

In the case of World Cups or other FCEs, a lesser amount may be agreed to by the ISC Plenary Meeting, upon recommendation from the ISC Bureau, or the ISC Competition Committee(s) concerned.

This Deposit will be refunded in full to the Organiser or the Guarantee will be cancelled as soon as possible after the ISC Bureau has received the report from the Jury (SC5 4.7.2.6) but in no case later than 30 days after the end of the competition except in situations as laid out in Annex 1 of Schedule 1 and § 6 of the Organiser Agreement.

#### 2.2.4 Table of Fees

	<b>Discipline(s)</b>
<b>Application Fee (1) to accompany application</b>	€800 for each Discipline (see Section 5, 1.1.1.4 and 1.1.1.5)
<b>Deposit (2)</b>	<ul style="list-style-type: none"> <li>• One Discipline: €5000</li> <li>• Two Disciplines: €9000</li> <li>• Three Disciplines: €12000</li> <li>• Four Disciplines: €14000</li> <li>• Five or more Disciplines: €15000</li> </ul>
<b>Sanction Fee</b>	The amount applicable in the year in which the FCE is held.

Note:

- (1) An FCE in Freefall Style and Accuracy Landing is regarded as one discipline for the purpose of the Application Fee and Deposit payment.
- (2) The Deposit is based on the number of disciplines included, regardless of the status of the FCE.

#### 2.2.5 Other Organisational Costs

The organiser will bear all other organisational costs resulting from obligations as defined in the Organiser Agreement or in the Sporting Code.

#### 2.2.6 Payment of Sanction Fee and Deposit

- (1) The Jury may not give its approval for the competition to start until:
  - a) it receives confirmation that the required Deposit has been paid or the required Guarantee has been provided (see 2.2.3 above).
  - b) the provisional estimate of the Sanction Fee (see 2.2.2 above) has been paid to the FAI.
- (2) If either the payment of the Deposit or the provisional estimate of the Sanction Fee does not comply with the time deadlines stated in 2.2.2 and 2.2.3 above, the ISC Bureau will review the reasons therefor and, if the Organiser is found to be responsible with no extenuating circumstances, an amount equal to 10% of the Deposit will be retained by the ISC in addition to any amount retained by reason of Annex 1 to Schedule 1 of the Organiser Agreement.

## 2.3 ORGANISER AGREEMENT

The potential Organiser must contact the FAI to obtain the current version of the Organiser Agreement prior to the time of submission of the application so that an Organiser Agreement can be prepared with the correct Organiser and competition details included in the document. This Organiser Agreement must be submitted with the application and will be signed by the Organiser, the ISC and the FAI after Sanction is granted. The Organiser Agreement will set out the rights and obligations of the Organiser and shall contain, but is not limited to, the following items:

- The program of the competition
- A commitment not to increase the stated entry fees.
- A commitment to follow the Sporting Code and the applicable Competition Rules.
- An agreement to provide and pay for the judging equipment and measuring and scoring system(s) (approved as required by SC5, 4.3.1(1)) necessary to properly evaluate and score all jumps/performances made during the competition.
- An agreement to provide and pay for the necessary infrastructure and facilities, including a fast and secure internet connection for the upload of results, images and videos produced by the scoring system(s) to the ISC Official Results Website, and to give the highest priority to the timely posting of the official results.
- An agreement to pay the Sanction Fee to the FAI/ISC.
- An agreement to pay the Deposit specified in Schedule 1 of the Organiser Agreement.
- An agreement to appoint the members of the panel of judges as the only Official Observers for the purposes of controlling and certifying competition records.
- An agreement to issue the Official Information Bulletins (SC5 4.1.5).
- An agreement to obtain and pay for all necessary medals, cups and awards in accordance with 3.4 and applicable competition rules.
- An agreement to cover the travel, food and accommodation for the following officials: Assistant to the Chief Judge, FAI Controller, Electronic Scoring Operator, CP Course Technical Director, SP Scoring Technical Director and WS Technical Scoring Director, plus any other expenses connected with the duties of the last five.
- An agreement to cover the food, accommodation and local transport of the panel of International Judges not covered by above.
- A copy of the required Organiser Agreement may be obtained from FAI. Care must be taken to ensure that the ISC specific Organiser Agreement is obtained. A copy of Schedule 1 and the Annex thereto are included in Section 4 of this document.

## 2.4 APPROVAL PROCEDURE

- 2.4.1 The applicant will not be allowed to make any presentation to the ISC Plenary but may answer questions and/or distribute written promotional material.
- 2.4.2 Approval may be granted without the proposal for Event Officials but ISC approval for Event Officials will be required no later than the ISC Plenary Meeting in the year of the Event.
- 2.4.3 The application and the appointment of the FAI Controller must each be approved by the ISC Plenary Meeting by a simple majority vote.
- 2.4.4 After approval, the program for the competition, which is appended to the Organiser Agreement, and all detailed items in the approved and sanctioned bid document may not be changed without further approval from the ISC Bureau or the competition Jury.

### 3 OTHER ORGANISER OBLIGATIONS

#### 3.1 BULLETINS

- 3.1.1 The FAI Member/NAC organising an FCE will prepare two Official Information Bulletins in electronic format to be posted on the FAI/ISC Website. All bulletins must be in English. An Official Information Bulletin must be approved by the ISC Bureau before issue (see SC5 4.1.5). The first Bulletin must be issued at least 4 months before the start of the FCE in question. The second Bulletin will be issued at a date chosen by the Organiser which must be at least 30 days before the start of the FCE in question.
- 3.1.2 The first Official Information Bulletin must contain the following information listed in Annex 3 "Official Bulletin Format".
- 3.1.3 The second Official Information Bulletin should in principle only contain new, additional and/or changed information, listed in Annex 3 below. If, however the second Bulletin repeats the information of Bulletin #1, then all new/additional/changed information must be placed at the beginning of the bulletin.

#### 3.2 WEBSITE

- (1) The Organiser of an FCE may have a specific FCE Website, or use part(s) of its current Website for information about an FCE.
- (2) The FCE Website may be public before the date of publication of Official Information Bulletin #1. If this is the case, it may only contain information as per the accepted bid.
- (3) The Official Information Bulletins may only be posted on the FCE Website by means of links to the FAI/ISC Website.
- (4) The FCE Website may be used for both the provisional and final entry of Delegations, and for information on the status of preliminary and final registered Delegations.
- (5) The FCE Website may post results. Official results may only be posted in the form of links to the ISC Official Results Website.

#### 3.3 ADDITIONAL ORGANISER OBLIGATIONS

These can be found in the Sporting Code, Section 5, Chapter 4, key paragraphs being:

- 4.1.6. Organisers Website
- 4.3.1. Judging and Scoring Equipment
- 4.3.3. Judges' Training Course
- 4.3.4. Aircraft and Pilots
- 4.3.5. Meteorological Service
- 4.3.6. Lodging, Food and Transport
- 4.3.7. Interpreters
- 4.3.8. Viewing Equipment
- 4.3.9. Wind Tunnels
- 4.5.3. Organiser's Responsibilities
- 4.9.2. Official Results
- 4.9.3. Recording Media
- 4.9.4. Documents

#### 3.4 MEDALS

- 3.4.1 In accordance with Sporting Code, General Section, 4.15.3.2, the Organiser has the option to purchase the medals from the FAI/ISC (FAI/ISC medals) or to supply the medals from another source.
- 3.4.1.1 If the Organiser decides to use medals supplied by FAI, the commission will order these medals no later than the time determined by FAI in the year prior to the year in which the FCE in question is being held. This lead time is required by FAI in order to meet supplier logistics and manufacturing schedules.
- 3.4.1.2 If the medals are not purchased from the FAI/ISC, the medals must conform to the current FAI specifications. The Organiser will obtain the approval of the FAI Controller for the quality and design of any medals that are not FAI/ISC Medals.
- If the Organiser decides to supply the medals certain timelines for medal design, order and delivery have to be followed. Information can be provided on request.



- 3.4.2 Medals will be awarded to individual competitors placed first, second and third in any valid FAI/ISC event and to all members of any team placed first, second and third in any valid FAI/ISC event.
- 3.4.3 The necessary medals will be supplied by the Organiser, who will pay for all costs for such medals.
- 3.4.4 The number of medals required will be determined by the Chair of the relevant ISC Competition Committee.
- 3.4.5 The medal must reflect the title, location, nature and event of the FCE in question.
- 3.4.6 No diplomas will be awarded, unless otherwise described in Competition Rules.

## 4 SCHEDULE 1, ANNEX 1 to SCHEDULE 1, ANNEX 2, ANNEX 3

### ORGANISER AGREEMENT SCHEDULE 1

#### FINANCE

##### 1 PRE-SPORTING EVENT DEPOSIT

The Organiser warrants and undertakes as follows:

- 1.1 To either pay a Deposit as per table below or provide a Guarantee (e.g. letter of credit, certificate of deposit) to the FAI/ISC no later than 30 days before the starting date of the Sporting Event, in a manner acceptable to the Commission. The form of a Guarantee must be determined by the Organiser and must be accepted by the ISC Bureau before the Sporting Event may be approved by the ISC Plenary. The amount of the Guarantee must be equal in value to the required Deposit on the date that the Sporting Event is approved by the ISC Plenary.

The amount of the Deposit is based solely on the number of disciplines included, regardless of the status of the FCE:

- One Discipline: €5000
- Two Disciplines: €9000
- Three Disciplines: €12000
- Four Disciplines: €14000
- Five or more Disciplines: €15000

In accordance with 2.2.3 of the ISC FCE Application Document, this Deposit will be refunded in full to the Organiser or the Guarantee will be cancelled within the time frame specified, unless the provisions of 1.3 and 1.4 below and Annex 1 apply.

- 1.2 To pay to the FAI/ISC a Sanction Fee, in accordance with SC5, 4.1.3., in respect of all competitors, team videographers, Heads of Delegation, Team Managers and Team Coaches listed on an official entry form. The payment procedure is outlined in the FCE Application Document and requires that the FAI Controller shall first establish a provisional estimate, which must be paid to the FAI at least seven days before the published start date of the competition and before the Jury gives its approval for the FCE to begin (SC5, 4.5.1). The FAI Controller shall then establish the actual number of participants to allow for a final settlement before the Jury may approve the competition results and declare the event to be valid.
- 1.3 All or part of the Deposit may be retained by the FAI in accordance with Annex 1 to this Schedule.
- 1.4 All or part of the Deposit may be retained by FAI in the event of the Sporting Event being declared invalid or in the event of any unremedied breach of agreement under clause 6 of this Agreement as a non-refundable advance against the income expected under clause 3 of this Schedule 1. The amount to be retained by FAI shall be determined in accordance with Annex 1 to this Schedule.
- 1.5 Payment of the Application Fee, Deposit (if payment is made instead of a Guarantee being provided) and the Sanction Fee must be made upon receipt of an FAI invoice to the FAI bank account:

Beneficiary:	Fédération Aéronautique Internationale
Address:	Av. de Rhodanie 54, 1007 Lausanne, Switzerland
Bank:	Credit Suisse Ltd (Switzerland)

IBAN:	CH31 0483 5045 7968 3200 0
Account number:	457968-32
BIC/Swift:	CRESCHZZ80A
Clearing number:	4835

## 2 ORGANISATIONAL COSTS

The Organiser warrants and undertakes to be responsible for and to bear all costs (including any taxes thereon) of organising the Sporting Event, including but not limited to:

- (1) provision and operation of appropriate venue and equipment (as described in Schedule 3);
- (2) media facilities;
- (3) local travel costs for all participants between accommodation and contest site, if included in the organisation proposal;
- (4) security and emergency medical costs and such on-site insurance cover as the FAI shall reasonably require;
- (5) protocol;
- (6) opening, awards and closing ceremonies;
- (7) compliance with the organisational requirements of FAI Sporting Code, Section 5.

## 3 DISTRIBUTION OF FINANCIAL SURPLUS

- 3.1 "Financial Surplus" shall mean any and all revenues receivable from the exploitation of the Rights set out in Schedule 4 or otherwise generated by the Sporting Event (including for the avoidance of doubt but without limitation revenues arising from broadcasting, ticketing, sponsorship, advertising, merchandising, licensing, etc.), less the costs reasonably incurred by the Organiser for the purpose of exploiting the Rights or any commissions, royalties or other costs reasonably payable by the Organiser to third parties in connection with the Rights.
- 3.2 The Organiser shall pay to the FAI within 30 days of such Rights fees becoming receivable by the Organiser:
  - (1) 10% of the financial surplus receivable by the Organiser in relation to the recording transmission or other broadcast of sound or visual images relating to the Sporting Event; and
  - (2) 10% of the financial surplus receivable by the Organiser in relation to the exploitation of all other Rights including without limitation ticketing, sponsorship, advertising, merchandising, licensing, etc.

## ANNEX 1 TO SCHEDULE 1 OF THE FAI/ISC ORGANISER AGREEMENT

In the event of any circumstance set forth below, the FAI/ISC may retain all or part of the Deposit, as follows:

- (1) In the case of non-payment of the Sanction Fee, in whole or in part, the FAI shall be entitled to retain such amounts of the Deposit as are sufficient to meet the deficit.
- (2) If the Jury decides to terminate the Sporting Event in accordance with the provisions of FAI Sporting Code General Section paragraph 5.4.2.4., thus invalidating the Event, 100% of the Deposit shall be retained.
- (3) If the President of the Jury decides to interrupt the Sporting Event in accordance with the provisions of FAI Sporting Code General Section paragraph 5.4.2.4., in order to allow the Jury to consider the Organiser's failure to abide by the FAI regulations, and the Event is not restarted, then 75% of the Deposit shall be retained.
- (4) If the President of the Jury decides to interrupt the Sporting Event in accordance with the provisions of FAI Sporting Code General Section paragraph 5.4.2.4, in order to allow the Jury to consider the Organiser's failure to abide by the FAI regulations, and if the Event is restarted, then 20% of the Deposit shall be retained for each full day or part thereof lost due to interruption, but the amount retained may not exceed 75% of the Deposit. For this purpose, a "part" of a day is a period of no less than 4 hours.
- (5) If the report from the Jury (ref. SC5 4.7.2.6) confirms that, although the provisions of FAI Sporting Code General Section paragraph 5.4.2.4 were not invoked, the Organiser was in breach of a Contractual Commitment, then 20% of the Deposit shall be retained for each separate such breach, but the amount retained may not exceed 75% of the Deposit.

The Organiser will be informed in writing by the ISC President of the retention of a specific amount in application of the above provisions within 30 days of the receipt of the report from the Jury. The Organiser may submit a written request, to be received by the FAI or the ISC President within thirty days of receipt of the written notification of the retention from the ISC President, to have the ISC Plenary, at its next meeting, review the application of the above provisions. The ISC Plenary may decide to confirm or reduce, as circumstances dictate, the amount retained. In no circumstances may the amount retained exceed the amounts outlined above.

**ANNEX 2 FAI/ISC – FCE BID DOCUMENT FORMAT**

*Note 1: Bids for Indoor Skydiving will only be accepted for inclusion in the agenda for a Plenary Meeting if the proposed Wind Tunnel to be used is already built, is fully operational and is open to the public.*

*Note 2: all information in a bid needs to be completed in accordance with this Annex 2 before a bid can be accepted for inclusion in the agenda for a Plenary Meeting.*

**FEDERATION AERONAUTIQUE INTERNATIONALE****INTERNATIONAL SKYDIVING COMMISSION****“BIDDER’S NAME”  
OFFICIAL BID FORM****“nr<sup>st/nd</sup> FAI “Continental/World” “Parachuting/Indoor  
Skydiving” “Championships/World Cup” of “Event(s)”  
“Year”****1 Event Organisers**

Provide name, address, telephone numbers, e-mail and contact name for:

**1.1 FAI Member/NAC**

Name:  
Address:  
Zip:  
City:  
Country:  
Telephone:  
E-mail:

**1.2 National Parachute Federation (if different from 1.1)**

Name:  
Address:  
Zip:  
City:  
Country:  
Telephone:  
E-mail:

**1.3 ISC Delegate**

Name:  
p/a NAC address:

**1.4 Organising Committee (if different from 1.1 or 1.2 above)**

Name:  
Address:  
Zip:  
City:  
Country:  
Telephone:  
E-mail:

- 1.5 Application fee  
 Proof of payment (scan of bank wire transfer, at the end of the bid)  
 Banking information for ISC refunds to the Organiser or the NAC needed for a return of the application fee if the bid is not accepted.  
 a) Account Name  
 b) Account Number  
 c) IBAN  
 d) BIC / SWIFT  
 e) Bank name and address (including any beneficiary/intermediary bank details if relevant)
- 1.6 Commercial rights  
 As per FAI rulings.
- 1.7 Distribution of revenue  
 According to FAI by-laws 5.2.1
- 2 Event Details
- 2.1 Full Name of the Event  
 “x<sup>st</sup> / xx<sup>nd</sup>“ FAI “World/Continental” “Parachuting/Indoor Skydiving” “Championships/World Cup” of “event(s)” “year”
- 2.2 Letters of approval from the FAI Member/NAC, National Parachute Federation, Ministry of Tourism / Interior, Military Authorities, etc. If approval is not forthcoming, then a letter of no objection should be obtained.
- 2.3 Disciplines to be contested. If Canopy Piloting is included, a full description, with diagrams, pictures etc., of the courses proposed to be used must be included at the end of the bid.
- 2.4 Event Dates – the time period must comply with that set out in the Competition Rules and the Sporting Code Section 5.  
 Complete program / Competition dates and schedule:
- |   |      |      |
|---|------|------|
| Official arrival day                    | date | time |
| Official practice day(s)                | date | time |
| Opening ceremony                        | date | time |
| Competition starts                      | date | time |
| Competition ends (last take off/flight) | date | time |
| Competitors meeting (provisional)       | date | time |
| Award ceremony                          | date | time |
| Banquet & closing party                 | date | time |
| Departure day                           | date |      |
- 2.5 Location of Event (City, Airport, etc.)  
 A map with the venue, in relation to major cities.
- 2.6 Details of access to location by air (recommended main airport, other airports, with relevant road and rail connections (including timetables, car rental possibilities, and (if included in the bid) pickup arrangements with costs.
- 2.7 Weather conditions. Include statistics, based on the previous five years, for period/location covering wind speeds and direction, temperatures, sunshine hours, cloud cover, rainfall, sunrise and sunset times, etc.
- 2.8 Airspace restrictions, if any. Be very specific on details of NOTAMS, altitude, etc. and include a document or letter from the relevant authorities confirming that no airspace restrictions will apply during the training camp and competition.
- 2.9 Landowner restrictions. If there are any, a guarantee of access, confirmed by letter, is required. If the competition site is on an active military base or other restricted area, confirmation is required in writing from the relevant authorities that unrestricted access will be given to the site for competitors, accompanying persons and spectators.
- 2.10 Details of event insurance  
 The Organiser shall arrange insurance coverage in an adequate amount in connection with the event including public liability insurance meeting the applicable legal specifications. This coverage must be presented to the FAI at the earliest opportunity, but at the latest before the start of the event.  
 The FAI, its respective directors, employees and assigned event Personnel shall be designated as additional insured parties

- 2.11 Details of insurance required by participants:
- Personal medical & repatriation insurance requirements (including minimum amount of coverage)
  - Third party liability insurance requirements (including minimum amount of coverage)
- 2.12 Proposed Entry Fees (with required currency), late Entry Fees (if any), for Competitors (including Alternates if different), Officials, Accompanying Persons and Judges attending the Training Course referred to in SC5, 4.3.3. Full details must be given of what is to be covered by the Entry Fee paid. (ISC sanction fee, hotel, breakfast, lunch, dinner, transport from airport to venue, local transport, banquet, competition jumps/performances, official training jumps/performances, re-jumps/re-performances, tie-break jumps/performances)

Entry fees need only to appear in the final application (FCEAD para 2.1.1)

Entry fees can include or exclude accommodation and/or dinner

example table:

Competitor / official / accompanying person / judge in training	Entry fee (€ or other) – fee <u>must</u> include the FAI sanction fee	Jump(s), competition and official training

The Organiser shall bear all costs necessary for the proper organisation and staging of the event and shall be solely liable therefor.

The Organiser represents and warrants that it has and will maintain the financial capability to properly organise and stage the event as per its bid.

- 2.13 Facilities
- Ground and aerial photographs of Airfield / Drop zone / Wind Tunnel  
Brief description of competition layout (landing zone measurements and altitude)  
registration area / manifest / judging area / dubbing area / media area / photocopier capacity / computer and printer availability / internet connection / competitor indoor-outdoor area(s), drop zone TV, official bulletin board, rigging services, on site food services, drinking water, toilets, showers, packing area, creeper area, mock-up.  
Previous event(s) experience at the particular venue(s)
- 2.14 Aircraft – number to be used, details of type, exit speed, flight time for competition round. Photographs showing the exit door and handles are recommend.
- Belts/restraints: the Organiser will advise if there are belts or restraints installed to be used by the competitors while on board.
  - Weight and Balance & Pilot Currency / Safety Procedures: the Organiser will confirm that the aircraft to be used in the FCE and training periods will be operated in full compliance with the applicable Air Regulations.

Wind Tunnel details: chamber diameter, wind speed settings, height, door measurements, cameras (position and screen image), music system, etc.  
Photographs showing chamber and door recommended.

*All equipment required must be ready and operational for all competition jumps/performances and all official training jumps/performances.*

- 2.15 Pre-event training jumps/performances – dates, aircraft, costs, etc.  
Tunnel time: cost, date, time reservation procedure and allotted training time per team/competitor.
- 2.16 Accommodation  
Name, location, contact details, website  
Prices (if not included in the entry fee).  
Photographs of accommodation, both outside and of rooms.
- 2.17 Local transportation provided – shuttle to hotels, travel times, schedule, cost (if not included in the entry fee).
- 2.18 Outline of media plan, media contacts, publicity arrangements and appointment of a Media Officer, work plan with ISC Media Liaison Officer.

- 2.19 Accommodation details for FAI/ISC officials.  
Location and travel time, contact details, website.  
Photographs of accommodation, both outside and of rooms.
- 2.20 Details of all judging equipment, measuring and scoring system(s) to be provided. ||  
Approved electronic scoring system(s), listed per event.
- 2.21 Details of Public Address system to be used by Manifest and for the general public.
- 2.22 Safety  
Safety plan (at the site, emergency contacts)  
The medical/emergency cover provided by the organiser:  
    General medical services.  
    Available emergency medical personnel at the event including general description of medical equipment.  
    Available emergency response services (ambulances, helicopters etc.) including average response times.  
    Available medical facilities (hospital etc.) including average time for evacuation from event venue.
- 2.24 Proposals for Event Officials (Meet Director, Assistant to the Chief Judge plus, when applicable, the CP Technical Course Director, the SP Scoring Technical Director, WS Technical Scoring Director and Media Officer). ||
- 2.25 Details of on-site communications (radios, telephone, etc.).
- 2.26 Full details of any National, State, Provincial, Local or Aeroclub / Organiser Legislation and/or Rules that apply to the Event, the Competitors and their equipment, including use of AADs, helmets, etc.
- 2.27 Full details of applicable Visa requirements (including online government information) and assistance to be provided to Delegations to obtain such Visas and any cost for such a service.
- 2.28 Whether all necessary medals will be obtained from the FAI or supplied by the Organiser, as per 3.4.
- 2.29 Details of any Anti-Doping requirements and systems and/or process to be in place or to be expected.
- 2.30 Date of post event report.
- 2.31 In addition the following information may be provided, but is not essential for the granting of Sanction. The applicant may submit this information and any proposals for other Event Officials at a later time, if more convenient.  
a) Details of Opening and Closing ceremonies (if available).  
b) Planned social events (if available).  
c) Ability to accommodate persons in addition to the official delegation and entry fee for them (if available).



**ANNEX 3 FAI/ISC – OFFICIAL BULLETIN FORMAT**

**Note: all information must be as per accepted bid and organiser agreement. Specific note must be made in this bulletin of any ISC approved changes to the original bid**

**FEDERATION AERONAUTIQUE INTERNATIONALE  
INTERNATIONAL SKYDIVING COMMISSION**



**OFFICIAL INFORMATION BULLETIN #1  
“nr<sup>st</sup>/nd” FAI “Continental/World” “Parachuting/Indoor  
Skydiving” “Championships/World Cup” of “Event(s)”  
“Year”**

LOGO ORGANISER / EVENT

LOGO NAC / National Parachute Federation

**1 Event organisers**

Provide name, address, telephone numbers, e-mail and contact name for:

**1.1 FAI Member/NAC**

Name:  
Address:  
Zip:  
City:  
Country:  
Telephone:  
E-mail:

**1.2 National Parachute Federation (if different from 1.1)**

Name / Address / Zip / City / Country / Telephone / E-mail

**1.3 ISC Delegate**

Name:  
p/a NAC address:

**1.4 Organising Committee (if different from 1.1 or 1.2 above)**

Name / Address / Zip / City / Country / Telephone / E-mail

**2 Aims of the FCE**

- See relevant competition rules

**3 Date and place of the FCE****3.1 Event Dates – the time period must comply with that set out in the Competition Rules and the Sporting Code Section 5.**

Complete program / Official training / Competition dates and schedule:

Official arrival day	date	time
Official practice day(s)	date	time
Opening ceremony	date	time
Competition starts	date	time
Competition ends (last take off)	date	time
Competitors meeting (provisional)	date	time
Award ceremony	date	time
Banquet & closing party	date	time
Departure day	date	

**3.2 Location of Event (City, Airport, etc.)**

A map with the venue, in relation to major cities.

**3.4 Details of access to location by air (recommended main airport, other airports, with relevant road and rail connections (including timetables, car rental possibilities, and (if included in the bid) pickup arrangements with costs.****4 Transportation**

Arrival / departure: (recommended) airport / train station

Transport to competition venue: time and cost (if not included in the entry fee)

Local transportation provided – shuttle to hotels, travel times, schedule, cost (if not included in the entry fee)

**5 Entry: Fees & Registration**

Entry Fees (specifying for each delegation member and what is in/excluded)

Entry dates (for preliminary and final registration, see SC5)

Number of teams allowed (if not specified in Competition Rules)

Registration procedure (online, excel, email)

Payment procedure

Full bank information (beneficiary, account name and number, IBAN, BIC/Swift, etc.)

**6 Drop zone / Wind Tunnel facilities**

Competition layout (landing zone measurements and altitude, hazards (if any)) registration area / packing area / creeper area / mock-up / manifest / dubbing area / competitor indoor-outdoor area(s), rigging services), official bulletin board, judging area, media area, internet connection, photocopier capacity, computer and printer availability, Drop zone TV, on-site food services, drinking water, toilets, showers.

Ground and aerial photographs of Airfield / Drop zone

Previous event(s) experience at the particular venue(s)

**7 Aircraft / Wind Tunnel details**

Aircraft type(s) and number

Any operational characteristics of the specific aircraft that would be of interest to the competitors

Exit speed

Door dimensions including any wind deflectors and handle locations.

Photographs showing door and handles recommended

[Belts/restraints](#)

Wind Tunnel details: chamber diameter, wind speed settings, height, door measurements, cameras (position and screen image), music system, etc.

Photographs showing chamber and door recommended.

**8 Pre-event**

Aircraft: type(s), altitude, cost, date

Tunnel time: cost, date, time reservation procedure and allotted training time per team/competitor.

**9 Accommodation details**

Specified for competitors, staff, accompanying persons

Address, Contact information, website (photographs recommended)

Travel distance and time between event site and accommodation

Cost (pre official arrival day)

**10 Equipment**

Helmets, AAD, Wingsuits, Reserve parachute repack cycle and national rulings on foreign equipment, (CP: quick release)

**11 Organisation officials**

Meet Director

FAI Controller

Chief Judge

Assistant to Chief Judge

Event Judge(s)

Electronic Scoring Operator

Chief of Judge Training (if applicable)

CP Technical Course Director (if applicable)

SP Scoring Technical Director (if applicable)

WS Technical Scoring Director (if applicable)

Jury members (if applicable)

**12 Judging & Scoring**

ISC approved judging equipment, measuring and (electronic) scoring system(s)

Results publication details (as per ISC requirements)

Judges training course: dates, time, equipment, area (if applicable)

**13 Medical / emergency details**

General medical services

Available emergency medical personnel at the event including general description of medical equipment.

Available emergency response services (ambulances, helicopters etc.) including average response times.

Available medical facilities (hospital etc.) including average time for evacuation from event venue.

**14 Insurance details**

Personal medical & repatriation insurance requirements (including minimum amount of coverage)

Third party liability insurance requirements (including minimum amount of coverage)

**15 Visa information**

Required travel documents

Details about visa requirements

Assistance by organiser (if any) for obtaining visa

Government website regarding visa

**16 Rules and Regulations**

Competition Rules

Sporting Code Section 5

Drop zone / Wind Tunnel rules

Doping requirements and control

**17 Weather**

Statistical meteorological data, based on information of the past 5 years.

**18 Other matters**

National flag and anthem (as per SC5)

Prize money (optional)

Date of issue of Official Bulletin #2

**Note: all information must be as per accepted bid and Organiser Agreement**

**FEDERATION AERONAUTIQUE INTERNATIONALE  
INTERNATIONAL SKYDIVING COMMISSION**



**OFFICIAL INFORMATION BULLETIN #2  
“nr<sup>st</sup>/nd” FAI “Continental/World” “Parachuting/Indoor  
Skydiving” “Championships/World Cup” of “Event(s)”  
“Year”**

LOGO ORGANISER / EVENT

LOGO NAC / National Parachute Federation

**1 Event organisers**

Provide name, address, telephone numbers, e-mail and contact name for:

**1.1 FAI Member/NAC**

Name:

Address:

Zip:

City:

Country:

Telephone:

E-mail:

**1.2 National Parachute Federation (if different from (1))**

Name / Address / Zip / City / Country / Telephone / E-mail

**1.3 ISC Delegate**

Name:

p/a NAC address:

**1.4 Organising Committee (if different from 1 or 2 above)**

Name / Address / Zip / City / Country / Telephone / E-mail

**2 List of entries received to (specify) date (of provisional entry)**

NACs and Teams / individuals

**3 Any changes to any information given in Official Information Bulletin #1****4 Any new information****5 Any other information that is considered useful and helpful**