

LOCAL PROCEDURES TEMPLATE

INSTRUCTION PAGE

1 October 2022

This template may be used by Organisers of World and Continental Championships to produce the Local Procedures document required by Sporting Code Section 3, Annex A.

This instruction page will be replaced by the Organisers' Cover Page in the approved version of the Local Procedures.

INSTRUCTIONS TO ORGANISERS

1. Complete the template on the following pages and save a copy for submission. The RESET button at the bottom of this instruction page will clear the template of all input. *Caution: pressing this button will erase all of your work!*
2. Create a cover page and save it separately. The cover page should include the FAI logo, the name, date, and location of the event, together with the title "Local Procedures," and any Organiser logos or artwork. Click [here](#) for an example.
3. Create the documents that will become attachments to the Local Procedures (further explanations of procedures, image files, special handicap list, etc.)
4. Create requests for waivers (if any).
5. Submit your Local Procedures to the IGC Bureau. Do this by sending an email to LP@igc.fai.org with all of the above documents attached. The Bureau will contact you with a reply as soon as possible.

Note: If you need more space to fill out this form, then you may use Section C (or a separate attachment).

A CHAMPIONSHIP DETAILS

Name of the Event

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Location of the Event

Airfield	Name	ICAO Identifier
Coordinates	Latitude	Longitude
Elevation		
Time zone		

Time Schedule

Preliminary entries due		
Final entries due		
Registration period	Registration begins	Registration ends
Technical inspection	Technical inspection begins	Technical inspection ends
Official Training	Official Training begins	Official Training ends
First Team Captains briefing		
Opening Ceremony		
Contest flying	First Contest Day	Last Contest Day
Farewell party		
Closing Ceremony and Prize giving		

B PROCEDURES SPECIFIED IN ANNEX A

1	GENERAL		
1.1	1.1 Additional objectives of the Championships		
1.2 1.3	1.2.1 References to applicable rules documents	1.3.1 Championship classes	1.3.2 Special handicaps
	X Sporting Code General Section X Sporting Code Section 3 - Gliding X Annex A to Section 3 X Handicaps Procedures X Alternative Scoring	X Open X 18 Metre X 20 Metre Multiseat X Standard X Club X 13.5 Metre X Other X Other	Not required Attached to this document At the link below
	Link to list of special handicaps		
1.4	1.4.1 Name of NAC and Organisers		
	NAC		
	Organisers		
	1.4.1.1 Contact information, banking information, etc.		
	Addresses for correspondence		Banking information
	Email	Website	
	1.4.1.2 Units of measure		
Distance	Altitude	Speed	Vertical Speed Wind Speed Mass
1.4.2 Additional safety rules			
1.4.5.2 Control point file format			
1.4.5.3 Use of Sporting Limits and contest altitude limit			
Sporting Limits:		Not used	Horizontal Vertical Both
Contest area altitude limit:			

2	COMPETITION OFFICIALS	
2.1 2.2	2.1.3 Organisers	2.2 FAI Officials
	Director	Chief Steward
	Deputy Director	Steward
	Task Setter	Steward
	Chief Scorer	Jury President
	Meteorologist	Juror
		Juror

3	NATIONAL TEAMS	
3.4	3.4.2 Entry fee 3.4.2 Other fees	3.4.3a Maximum allowable entries per class per NAC
	3.4.5a Additional documents required	
3.5	3.5.4b Documents required to be carried onboard the sailplane	
3.6	3.6.1 Particulars of third party insurance required	

4	TECHNICAL REQUIREMENTS	
4.1 4.4	4.1.1c Flight tracking devices required to be carried	4.4.1 Radio frequencies
	None OGN/IGC Tracker Other	Not yet available
	4.1.1d Additional equipment, markings	Attached to this document
	4.1.2b Additional instruments that must be removed or disabled (if any)	At the link below
	Link to radio frequencies document	

5	GENERAL FLYING PROCEDURES
5.3	5.3.1b Additional data communications allowed

6	TASKS
6.3	6.3.3 Algorithm for calculating OZ radius in DHT, if used Not used Attached At this link:

7	COMPETITION PROCEDURES
7.1	7.1e Procedures for discharging waterballast on the ground
7.2	7.2.2 Contest site boundaries Attached At this link:
7.3	7.3.2 Launch procedures for motorgliders
	7.3.2a Maximum altitude of climb after self launch
	7.3.2c Inflight restart procedures for motorgliders (if any)
	7.3.3 Release areas and release height Release areas Attached At this link: Release Height
	7.3.3d Areas where continuous circling is prohibited or permitted in one direction only
7.4	7.4.3 Start geometry to be used (including length or radius) Line Length Ring Radius
	7.4.5b Use of pre-start altitude limit will be used will not be used
	7.4.5c Conditions for closing the start (if any)

7.7	7.7.1a Instructions pertaining to real outlandings						
	7.7.3 Provision and requirements for aero tow retrieves						
7.8	7.8.2 Finish geometry to be used (including length or radius and height) <i>heights subject to change at Briefing</i> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center;">Line</td> <td style="width: 40%; text-align: center;">Length</td> <td style="width: 40%; text-align: center;">Minimum height</td> </tr> <tr> <td style="text-align: center;">Ring</td> <td style="text-align: center;">Radius</td> <td style="text-align: center;">Minimum height</td> </tr> </table>	Line	Length	Minimum height	Ring	Radius	Minimum height
	Line	Length	Minimum height				
Ring	Radius	Minimum height					
7.8	7.8.4a Arrival communications procedures						
	7.8.4c Conditions for closing the finish (if any)						
7.10	7.10.1 Landing procedures <p style="margin-left: 40px;">Attached At this link:</p> <p style="margin-left: 40px;">Described here:</p>						
7.11	7.11 Time limit for delivering flight documentation <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Primary FR (from landing)</td> <td style="width: 50%; text-align: center;">Backup FR (from request)</td> </tr> </table>	Primary FR (from landing)	Backup FR (from request)				
	Primary FR (from landing)	Backup FR (from request)					
	7.11.1 Procedures for delivering flight documentation <input checked="" type="checkbox"/> By hand to the Scorer						
	<input checked="" type="checkbox"/> Email to						
<input checked="" type="checkbox"/> Webform at this link							

8	SCORING		
8.1	8.1 Scoring system in use for each class		
	8.1.1 Name and version number of scoring program		
8.2	8.2.4 Use of Handicaps in the 20 metre Multiseat Class <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Not applicable or will not be used</td> <td style="width: 50%; text-align: center;">Handicaps will be used</td> </tr> </table>	Not applicable or will not be used	Handicaps will be used
Not applicable or will not be used	Handicaps will be used		

9	PROTESTS
[Reserved]	

10	PRIZEGIVING
10.2	10.2.3b Additional team awards

C ADDITIONAL LOCAL PROCEDURES

Details of Local Procedures not addressed above – *This section must be approved by the IGC Bureau*

D WAIVERS AND LIMITATIONS

This section to be completed by the IGC Bureau