

Guidelines for Organisers of Indoor FAI 1st Category Events (FCEs)

Considering to bid

- Previous experience with organizing competition is essential, if your team does not have that, it is highly recommended to hire someone who does.
- See the already planned and approved events at the ISC calendar* and discuss it with the National Airsport Control (NAC) and/or ISC delegate of your country.

Preparing the bid

- Follow the ISC First Category Event Application Document*.
- You can also check previous bids*.
- It is possible to bid for organising a competition including some or all the indoor skydiving disciplines. When working on the bid, carefully consider the necessary length of the event. An ideal competition schedule will provide most competitors with sufficient time to prepare for and compete in their main events, whilst also prioritizing rest and recovery.
- Be aware of the deadlines for when the bid needs to be sent to the Bureau. The bid will be reviewed by the Bureau and the relevant Committee chairs before the bid goes into the ISC Agenda.
- Once you send it, you should not change anything unless you are asked to by the relevant ISC committees or the plenary.
- The bid needs to be a word document, not PDF.
- Do the payment of the Application Fee in accordance with the ISC First Category Application Document*.

Presenting the bid

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

Preparations towards the FAI 1st Category Event (FCE)

As soon as possible

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

Bulletin 1

The first bulletin must be issued at least 4 months before the start of the FCE in question.

And it must be approved by the ISC, so do not leave it for the last moment.

It must contain the information listed in Annex 3 to the ISC First Category Event Application Guide* – «Official Bulletin Format». It can be helpful to look at (not copy) the Bulletin from the previous FAI FCEs.

Bulletin 2

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

It should in principle only contain new, additional and/or changed information and a list of the registered teams.

Registration process

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

*see [Links at the end of this document](#)

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

Payment of Deposit or Guarantee

It needs to be paid no later than 30 days prior to the competition start in accordance with the ISC First Category Event Application Guide*.

Scheduling the training times

- Make sure to keep the flying times from 8:00 to 24:00 in 48h prior to the beginning of the official training time (speed check), so each team gets a possibility of at least 15 minutes of training time. Furthermore, give priority to junior competitors between the hours of 8:00 and 18:00.
- Aside from the 15 minutes of training time that each flyer/team is offered, the organiser should endeavor to assign any remaining training flight time before the event, fairly amongst the competitors.
- To encourage timely registration, organisers should consider only allowing the booking of training time in the last few days before the event, after their official registration has been completed.
- Plan the speed tests for all the registered teams, allocating two 1.5-minute entries per team.

Scheduling the competition performances

- When preparing the competition schedule, have in mind not only competition performances but also some down time for rest and recovery of the competitors. This is especially true for juniors.
- In case of organising an event including all the indoor skydiving disciplines, it is recommended to split the day between the disciplines (e.g. FS, VFS, IPS and AE, DY).
- As the FS and VFS can be judged by the same panels, and because the flying time is the same for every round, it is logical to begin the program with these disciplines. There are a couple of options:
 - o VFS/FS Open/FS Female/FS junior – This schedule allows the junior competitors to start a little later and has all of the FS disciplines in line. The VFS is generally judged from a different camera angle, so it is better to schedule at the beginning or end of the FS.
 - o FS Open/FS Female/FS junior/VFS.
- Lunch Break: Scheduling the artistic disciplines to begin lunch during the final round of the FS/VFS disciplines ensures that the lunch period is elongated and can accommodate all athletes without huge queues. It is also a natural opportunity to schedule a lunch break for the live feed and for competition staff. Once the final rounds of the day of the FS and VFS are concluded, competitors and judges can be released until the next competition day.
- Freestyle and Dynamic: Time needs to be incorporated for the changing of the judging panels and testing of any electronic systems for judging or music. Ideally, the freestyle rounds are placed first and are concluded before the dynamic disciplines begin. Freestyle judging in particular can require a long deliberation period, and it is

*see [Links at the end of this document](#)

important to schedule rounds with sufficient time to allow scoring to catch up to the performances.

- Juniors: Junior competitor events should be centered around midday and afternoon to ensure that they are not forced to compete late in the evening.
- Multiple disciplines: Where competitors are flying in multiple disciplines, they should have a scheduled flying time in the middle of a group of teams to ensure that they have time to change suits, look at a speed routine or prepare for a music round. The choice to compete in multiple disciplines is a personal choice and will inevitably mean long days and short breaks, but the organizer should make every effort to support the competitors who undertake multiple events.
- Music Rounds: Artistic rounds in freestyle and free routines in dynamic require additional time following the performance for the judges to score the competitors. It is important that there is sufficient time between the end of the artistic round and the start of the next as provision for that.

Live stream

- Think if you want to live stream the whole event. Other possibilities are higher quality highlights, short contents on social media, daily videos etc. or live streaming only the final day to the public (in that case, you can live stream previous days only to the competitors onsite and take it as practice, figuring out the correct camera angles etc.).
- Live streaming can be very expensive and lengthy contents can cause less interest from the audience (and mainly from the public) which is not the desired outcome. Keep in mind the goal-to reach the broader audience, not just tell competitors' family and friends how it is going for their loved ones.
- To help maintain high standards and foster positive experience for audiences it is necessary to ensure that the commentators' contributions are valuable, respectful, and informative. It is recommended to ask them to read through and follow the guidelines included in the annex no. 1 of this document that can serve as a foundation for commentators across various disciplines.

Music

- Music played during the FCE for public audience must be legally licensed. Currently, the recommended way to do that is cooperating with ClicknClear.
- Here are the recommended steps for the organiser regarding this matter:
 - o Apply for ClicknClear account – for Accepting Music / Broadcast.
 - o Include details regarding music rights into one of the bulletins. See the recommended text in the annex no. 2 of this document.
 - o One month prior to the event, it is recommended that the organiser reminds registered athletes that will use music during their competition performances of what will be required of them.
Furthermore, arrange minimum 4 audio transmitters and standby batteries. Label the transmitters so that it can be tracked which competitor uses which transmitter.
 - o Two weeks prior to the event, check all files that have been submitted on ClicknClear and progressively follow up with competitors especially with those

who are sourcing music out of ClicknClear. Provide letter regarding music rights if needed. See an example as the annex no. 3 of this document.

- One week prior to the event, send a reminder to the athletes and check all the files that have been submitted on ClicknClear.
- Three days prior to the event, check with judges if all entries have been received, check on ClicknClear that all music files have been received and approved, add beeps to all music files and prepare sequence of music according to the team numbers.

Also, check the output to sound to external speakers is patched separately to the athletes' audio to allow the increase of the volume for each competitor without affecting the broadcast sound.

- On the Speed Check date, get competitors sign off their music after listening to it. Also, rotate music transmitters so competitors know who they should take the transmitters from.

If possible, have a screen showing countdown to the start of the music. This screen should not obstruct any judging and be easily seen from the flying chamber entrance. This is for the competitors to see when they should enter the tunnel. If the screen is not possible, ensure that each competitor without earpiece has a family/friend to cue them when to enter the tunnel. This person would also have to attend the Freestyle briefing.

- Music Brief that is currently used and generally accepted - Pointing to the ears shows that music is only for the competitor to listen to the music. When they say it's ok, music will stop. If they show the finger up or down, music will be adjusted till they give the signal that they are ok. Once they say it is ok, music will be on cue, and ready to be played. Only this music will be broadcast to the speakers. This is so that only when the flyer is ready to fly, do the judges and audience get to hear the music.
- Once the speed check with music is completed and the competition starts, competitors are no longer allowed to test their music till their actual round.

A week before the competition

- Prepare the competition site with all the necessary equipment and test it.
- Be ready for the arrival of officials. Double check that you have arrival details of all judges and other officials to organize their pickup and that their accommodation is booked correctly.
- Make sure you have everything ready for judges training, arrival of delegations, team training and official training.

During the competition

Opening Ceremony

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

[*see Links at the end of this document](#)

- The official ceremony will be followed by competitors' briefings. Each event has one in a different area. Make sure you have suitable and sufficient spaces secured for those.

Award and Closing Ceremony

To be organised in accordance with the Protocol for Award-Giving and Closing Ceremonies at FAI Championships*

Make sure you have all the right flags and anthems in a good quality.

After the competition

Be available for future organisers. (Pay it forward!)

Reach out to the ISC Indoor Skydiving Committee if you have any feedback.

*see Links at the end of this document

Links

- Calendar of the ISC events
<https://www.fai.org/commission/isc> - Events - ISC events
- ISC First Category Application Document
<https://www.fai.org/isc-documents> - Skydiving Commission - Event Organisers
- Previous bids
<https://www.fai.org/ipc-documents> - Meetings - Choose a year, agenda, look for bids for indoor in the annexes.

Protocol for Award-Giving and Closing Ceremonies at FAI Championships

<https://www.fai.org/isc-documents> - Skydiving Commission - Event Organisers

Annex no. 1 - Commentators' guidelines

1. Accuracy and Reliability

- Ensure all information provided is accurate and well-researched.
- Cite credible sources when making claims or presenting facts.
- Correct any errors promptly and transparently within the round if possible.

2. Clarity and Engagement

- Use clear and concise language to communicate ideas.
- Tailor your language and style to suit the audience's level of understanding.
- Engage the audience through questions, anecdotes, or relatable examples.

3. Objectivity and Fairness

- Strive for impartiality, especially in contentious topics.
- Present multiple perspectives fairly, without bias.
- Avoid inflammatory language that could incite adverse responses.

4. Respect and Sensitivity

- Be mindful of the diverse backgrounds and beliefs of the audience.
- Avoid making offensive comments or jokes at the expense of individuals or groups.
- Show respect for all participants, whether in sports, politics, or other fields.

5. Professionalism

- Maintain a professional demeanor at all times.
- Dress appropriately for the context and setting.
- Avoid personal attacks and focus on the subject matter.

6. Preparedness

- Research the topic thoroughly before commentary, i.e. team/competitor information, routines and rounds.
- Stay updated on recent developments relevant to new moves and/or competitors.
- Prepare key points and potential questions in advance.

7. Balance and Perspective

- Acknowledge the emotional and psychological aspects of the topics discussed.
- Provide context for events, helping the audience understand their significance.
- Encourage critical thinking by presenting nuanced viewpoints.

8. Interaction with Audience

- Foster a two-way dialogue when possible, encouraging audience participation.
- Be responsive to audience questions and feedback.
- Utilise social media and other platforms to engage with followers.
- Avoid talking over rounds that are presented to music.

9. Adherence to Legal and Ethical Standards

- Follow all relevant laws and regulations regarding broadcasting and commentary.
- Respect copyright and intellectual property rights when using external content.

- Be aware of and comply with the ethical standards of your profession.

10. Continuous Improvement

- Seek feedback from peers and audiences to improve commentary skills.
- Stay open to learning about new topics, trends, and audience preferences.
- Engage in professional development opportunities to enhance commentary abilities.

Annex no. 2 – Suggested text for the bulletin regarding the music rights

Music and video submissions

Music:

The music must be legal either by purchasing a license VIA Clicknclear, using original music or "public domain"(classic) .

Please upload your music to :

XXXX (this link will be given by ClicknClear)

The music file must be exactly as needed for the performance. 3 short beeps followed by one long beep will automatically be added to each file to serve as a countdown to the athletes, judges and audience. You should therefore NOT add one yourself.

Please use the email you used for your ClicknClear licenses if you licensed your music through ClicknClear. Once logged in, you will be asked to upload your music. Please upload a maximum file length of 1 minute 45 seconds in .mp3 format.

If you are using music that is in the Public Domain, you will need to confirm this on the system and accept that you are liable for any misinformation you have provided to us. Once music has been uploaded, the system will recognize the music being used and check if there is a license for it. If your music is licensed, you do not need to do anything further.

If your music is not licensed, you may be able to license the music via ClicknClear. Please click 'License Missing Tracks'.

If you licensed your music but did not do so via ClicknClear, you can submit your license agreement PDF on the same page as the audio uploader. If the music has not been identified, please contact support@clicknclear.com.

All competitors wishing to perform with music must bring their own music headsets.

Annex no. 3 – Example of the letter regarding music rights

Organisers of [event name]
 [Organiser’s name]
 [Organiser’s address]

Dear event organiser
License for usage of Song for [competitor/team Name]

This is to confirm that I/We, _____ [recording artist and songwriter/s name/s] allow _____ [competitor/team name] the license to use the song _____ for a period of one Year.

- The license permitted includes the ability to :
1. Edit and adapt an existing song
 2. Perform a set choreography to the mix
 3. Perform the routine in public with the mix

Date Licensed	
Artist Name	
Name of Track	
Countries Licensed	
Performer(s) Managing Person / Entity	
Performer(s) Team / Stage Name	
Performer(s) Managing Person / Entity /Team Email Address	
Name of Producer	
Producer Email Address	
Production Term	One Year

Please do not hesitate to contact us at _____ should you require any further clarifications.

Rgds,

[recording artist and songwriter/s name/s]