Be Prepared for your Next Competition - Best Practices for Jury & Officials

Hosted by: † .

FAI Ballooning Jury Board & Officials SC

Saturday, 22nd November 2025





WELCOME & HOUSEKEEPING

Welcome. Thanks for your time and attendance today.

Thanks to today's international panel for sharing their expertise.

- Markus Haggeney (GER), FAI Secretary General
- Jean-Claude Weber (LUX), Chair CIA Jury Board
- Steve Ireland (AUS), Chair CIA Officials SC
- Garry Lockyer (CAN), Member CIA Jury Board
- Debbie Spaeth (USA), Member CIA Jury Board

Note: This webinar is being recorded.

o It will be made available for review on the FAI YouTube channel.



PART 1:

Documents to Know: FAI & CIA Rules & Regulations

Presented by:
Garry Lockyer (CAN) Member Jury Board



KEY DOCUMENTS

- FAI Sporting Code General Section (GS)
- FAI Sporting Code Section 1 (S1)
- CIA AX Model Event Rules (AXMER)
- CIA Competition Operations Handbook (COH)
- CIA Safety Officers Handbook (SOH)
- CIA Jury Handbook (JHB)









2025 Edition
Effective 1st January 2025
Approved by the Air Sport General Commission, November 19, 2024

FAI SPORTING CODE GENERAL SECTION

- Purpose:
 - Establishes standards for fair and safe competition across all air sport disciplines.
 - Provides the structural and regulatory framework applicable to all air sport disciplines under FAI.
- Holders of a Sporting Licence or FAI Permission to Participate acknowledge that they know and understand the FAI Sporting Code, rules and regulations and commit themselves to abide by them. (GS 3.2)
- Avalable at: <u>fai.org => Documents => Sporting Codes</u>

SPORTING CODE GENERAL SECTION

Key Sections

6 PENALTIES, COMPLAINTS, PROTESTS, APPEALS

6.1 PENALTIES

- 6.1.1 Penalising
- 6.1.2 Categories of offences
- 6.1.3 Types of penalties
- 6.1.4 Cheating or unsporting behaviour
- 6.1.5 Disqualification from an event
- 6.1.6 Penalties imposed during an event
- 6.1.7 ASC Bureau actions

6.2 COMPLAINTS

- 6.2.1 Complaint prior to an event
- 6.2.2 Complaint during an event

6.2.4 Complaint for a record attempt

6.3 PROTESTS

- 6.3.1 Protest prior to an event
- 6.3.2 Protest during an event

6.3.4 Protest for a record attempt

6.4 APPEALS

- 6.4.1 Notice of Appeal
- 6.4.2 Administrative fee
- 6.4.3 Time limit
- 6.4.4 Treatment of Appeals.





FAI Sporting Code



FAI SPORTING CODE SECTION 1

- Purpose:
 - In combination with the General Section, this Section of the Sporting Code provides for the international encouragement and control of sporting activities involving free balloons and airships.
- Avalable at: <u>fai.org</u> => <u>Documents</u> => <u>Sporting Codes</u> and <u>fai.org</u> => <u>Commissions</u> => <u>Ballooning</u> (CIA) => <u>Documents</u> => <u>Sporting Code</u> <u>Section 1: Balloons and Airships</u>

SPORTING CODE SECTION 1 – AEROSTATS

Key Sections

CHAPTER 5 - FIRST CATEGORY SPORTING EVENTS

5.1 INTRODUCTION 5.2 OBJECTIVES

5.3 AUTHORITY

5.3.1 ORGANISATION BY NAC

5.3.2 PERIOD BETWEEN WORLD CHAMPIONSHIPS

5.3.3 PERIOD BETWEEN CONTINENTAL CHAMPIONSHIPS

5.3.4 BIDDING PROCESS

5.4 INTENTIONS TO BID and SANCTION APPLICATIONS

5.5 ELIGIBILITY

5.5.1 RIGHT TO PARTICIPATE

5.5.2 ORGANISERS INVITATIONS

5.5.3 AEROSTAT REGISTRATION AND AIRWORTHINESS 5.5.4 AEROSTATS CARRYING ADVERTISING

5.5.5 CHANGE OF COMPETITOR

5.5.6 RETURN OF ENTRY FEE

5.6 INVITATION AND ENTRY PROCEDURES

5.6.1 INITIAL INVITATION TO NAC 5.6.2 EVENT INFORMATION

5.6.3 COMPETITOR INVITATION PROCEDURE

5.6.4 ENTRY CONDITIONS

5.6.5 DEADLINES

5.6.6 PROCEDURES FOR CHAMPIONSHIP ENTRANTS WHO FAIL TO APPEAR

5.7 RULES FOR FIRST CATEGORY SPORTING EVENTS

5.7.1 PUBLICATION OF RULES 5.7.2 MODEL EVENT RULES

5.7.3 APPROVAL OF RULES

5.7.4 DISTRIBUTION OF RULES

SPORTING CODE SECTION 1 – AEROSTATS

Key Sections . . .

CHAPTER 5 - FIRST CATEGORY SPORTING EVENTS . . .

5.8 DEFINITION OF CHAMPION
5.8.1 WINNING COMPETITOR
5.8.2 TEAM COMPETITION
5.8.3 MINIMUM NUMBER OF TASKS AND FLIGHTS
5.9 OPERATIONAL REGULATIONS
5.9.1 VALID TASK
5.9.2 AUTOMATIC FLIGHT CONTROLS
5.9.3 WEIGHTING OF SCORING

5.10 INTERNATIONAL JURY

5.10.1 PRESIDENT OF JURY 5.10.2 JURY MEMBERS 5.10.3 JURY HANDBOOK

5.9.4 PUBLICATION OF RESULTS

5.11 OPERATIONAL OFFICIALS

5.11.1 SAFETY OFFICER

5.12 COMPETITION OBSERVERS

ANNEX 3 GENERAL RULES FOR FIRST CATEGORY SPORTING EVENTS

INTRODUCTION SPORTING CODE REFERENCES

1 SCOPE

2 SANCTION

3 RESPONSIBILITY

4 CONDUCT

5 DISHONESTY

6 GENERAL BRIEFING

7 COMPLAINTS

8 PROTESTS

9 RESULTS



CIA AX MODEL EVENT RULES

FEDERATION AERONAUTIQUE INTERNATIONALE

COMMISSION D'AEROSTATION DE LA FAI

FAI BALLOONING COMMISSION

CIA



AX MODEL EVENT RULES (FOR HOT AIR BALLOON EVENTS)

Version 2025

Effective date April 1st, 2025

Secretariat of FAI

Maison du Sport International, v.d. de Rhodanie 54, CH-1007 Lausanne, Switzerland
Tel: +41-21-345 1070 Fax: +41-21-345 1077 email: sec@fai.org

Avalable at: fai.org =>
Commissions => Ballooning
(CIA) => Documents =>
Competition Model Event
Rules

Key Sections

- Given the scope of the AXMER, it is difficult to select more than a very few key sections.
- Keeping with the intent of this session, other speakers will be going into Section III Rule 5
 Complaints and Protests in greater detail.
- Section III Chapter 13 Penalties and Chapter 14 Scoring should be thoroughly understood by all officials.
- That said, here's some general information about the AXMER. . .

Model Event Rules – From Sporting Code Section 1

5.7 REGULATIONS FOR FIRST CATEGORY SPORTING EVENTS

- 5.7.1 With reference to the Sporting Code General Section, regulations governing First Category Events in classes A and B shall be published by the CIA and must be used for the control of all such events.
 5.7.1.1 The GENERAL RULES common to all sub-classes A and B, and to all types of events, shall be published by the CIA in ANNEX 3 to the Section One of the Sporting Code. They shall be reprinted in the MODEL EVENT RULES published by the CIA and in the EVENT RULES for the respective events. They must not be modified.
- 5.7.1.2 The COMPETITION RULES for any sub-class in classes A and B, and for any type of event, shall be published by the CIA in the MODEL EVENT RULES. They shall not conflict with the rules in the Sporting Code, shall be reprinted in the EVENT RULES for the respective events and must not be modified, except where variations, proposed options or local particulars are specifically allowed in the MODEL EVENT RULES. 5.7.2 The MODEL EVENT RULES must be used by the organisers of Category One Sporting Events to write the respective EVENT RULES. Proposed EVENT RULES, together with the final information on the organisational structure and entry fee must be received by the CIA at least 60 days before the date fixed for the last CIA meeting before the event, unless this time limit is waived by the CIA or its Bureau under special circumstances.
- 5.7.3 The Event Rules must be approved by the CIA. The CIA may at its discretion delegate to a subcommittee its authority to consider these rules for subsequent approval by the CIA or its Bureau. In this case organisers must circulate copies of proposed rules to the members of the subcommittee.
- 5.7.4 Event Rules that are approved must be distributed by the organiser to each entrant and official not later than three months before the start of the event.

Section 1 Annex 3 – GENERAL REGULATIONS FOR FIRST CATEGORY SPORTING EVENTS

- ANNEX 3 GENERAL REGULATIONS FOR FIRST CATEGORY SPORTING EVENTS
- GENERAL REGULATIONS FOR FIRST CATEGORY SPORTING EVENTS
- 1. SCOPE
- · 2. SANCTION
- 3. RESPONSIBILITY
- 4 CONDUCT
- 5. DISHONESTY
- 6. GENERAL BRIEFING
- 7. COMPLAINTS
- 7.1 Assistance
- 7.2 Complaint
- 7.3 Complaint Form
- 7.4 Complaint Procedure
- 7.5 Time Limits
- 7.6 Shortened Time Limits
- 7.7 Communication and Publication
- 8. PROTESTS
- 8.1 Protest
- 8.2 Protest Form
- 7.3 Deposit Fee
- 8.4 Protest Procedure
- 8.5 Time Limits
- 8.6 Shortened Time Limits
- 8.7 Publication
- 8.8 Right of Hearing
- 8.9 Proof of Rules Violation
- 9 RESULTS

- Are composed of 4 main sections:
 - I Event Details
 - II Competition Details
 - III Rules
 - IV RULES FOR EVENTS WITH OBSERVERS
- Have related documents (latest version):
 - GS Sporting Code, General Section
 - S1 Sporting Code, Section 1
 - SOH Safety Officer Handbook
 - COH Competition Operation Handbook
 - Note: The COH is a mandatory document which applies together with the AXMER in its actual version.

- Have references to the General Section (GS), Section 1 (S1), the Competition Operations Handbook (COH) and other sections/rules:
 - Example 1:

SECTION I - EVENT DETAILS I.2 SANCTION

THE EVENT IS AN APPROVED FAI FIRST CATEGORY SPORTING EVENT SANCTIONED BY THE FAI BALLOONING COMMISSION (CIA). (S1 An3 2)

S1 An3 2 is a reference to Sporting Code Section 1 Annex 3 section 2:

2. SANCTION

The event is an approved FAI First Category Sporting Event sanctioned by the FAI Ballooning Commission (CIA).

In this case, the rule is exactly the same as the Sporting Code.

• Example 2:

SECTION III RULES

1 – OBJECTIVES

CHAPTER1.1 OBJECTIVES

THE OBJECTIVES OF THE EVENT ARE:

- TO DETERMINE THE CHAMPION PILOT;
- TO STIMULATE THE DEVELOPMENT OF AEROSTATION BY AN INTERNATIONAL COMPARISON OF PERFORMANCE OF PILOTS AND AEROSTATS;
- TO REINFORCE FRIENDSHIP AMONGST AERONAUTS OF ALL NATIONS. (S1 5.2 part)

S1 5.2 is a reference to part of Sporting Code Section 1 5.2:

5.2 OBJECTIVES

The objectives of a First Category Sporting Event are to:

- Determine the Champion Pilot, or two Champion Pilots in the case of a World Gas Balloon Championship;
- to stimulate the development of aerostation by an international comparison of performance of pilots and aerostats;
- to reinforce friendship amongst aeronauts of all nations.

In this case, the first objective has been modified because only one Champion Pilot is determined in AX competitions.

• Example 3:

2.5 COMPETITORS RESPONSIBILITIES - ANTI-DOPING

Pilots in command must comply with WADA guidelines and may be tested for prohibited substances during the events and are required to co-operate with doping control measures. COMPETITORS WITH A DOCUMENTED MEDICAL CONDITION REQUIRING THE USE OF A PROHIBITED SUBSTANCE OR PROHIBITED METHOD MUST BEFORE THE EVENT CONCERNED HAVE OBTAINED A THERAPEUTIC USE EXEMPTION (TUE). (GS 4.4.2.4, COH 2.12)

GS 4.4.2.4, COH 2.12 are references to General Section 4.4.2.4 Competitors Responsibility and Competition Operation Handbook 2.12 Anti-doping, Alcohol, Illness and Injury. COH 2.12 references GS 4.4.2 Anti-doping, Alcohol, Illness and Injury, and provides much additional detailed information. Both GS 4.4.2 and COH 2.12 mention "the document FAI Anti-Doping Rules and Procedures, published by FAI and agreed by the World Anti-Doping Agency (WADA) for applications to Air Sports." (Not Discussed Here But Available At: https://www.fai.org/anti-doping-rules-procedures

- Example 4:
- **II. 2 OUT OF BOUNDS** (7.2)

It is expected that areas that are out of bounds will be described in Section II.2. 7.2 refers to:

Section III 7.2 OUT OF BOUNDS (OFB)

The Director may define areas or airspaces as out of bounds. Take-Offs or contest landings in OFB Areas are prohibited and the competitor will achieve no result in the relevant task. Goal declarations in OFB areas or airspaces will be considered invalid. Competitors cannot achieve a valid mark, valid track point or result in OFB areas or airspaces.

Section II provides the competition specific information while Section III provides additional non-competition specific information about the subject.

References Summary: References may not provide all the information needed to understand the rule! Referred-to documents and sections should be reviewed to get the full meaning or context of the rule, especially when determining if a rule might have been violated or if a penalty should be applied.

- Model Event Rules are edited to create the Event Rules for a specific event.
 - Section I Event Rules are (relatively) heavily modified for each event
 - Section II Competition Details are slightly modified for event-specific conditions
 - · Lists of Out-of-Bounds area, Common Launch Areas and Points
 - Separation Altitude
 - Section III Rules are rarely modified for an event.
 - Use of Launch Masters / Observers?
- Sections/rules that may be modified are identified by placeholder text delimited between "<*" and "*>."
 - Example 1:

I. 6 PLACE

The Event will be held at:

```
<* location *>.
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It is expected that "<* location >*" will be modified to indicate the actual location of the event, without much if any discussion.

• Example 2:

II. 21 2D/3D SCORING METHODS (12.15)

<* The separation altitude between 2D and 3D scoring in this event is ...ft MSL (recommended approx. 500ft AGL).</p>

When goals or targets on the ground are used, results based on electronic marks will be the:

- 3D-distance to the point at the separation altitude above the goal/target if the electronic mark is above the separation altitude or

- 2D-distance to the goal/target if the electronic mark is at or below the separation altitude.

When goals/targets above the ground are used, results based on electronic marks will be the 3D-distance *>

Is much more complex, covers multiple cases and includes an altitude that is usually set based on the topography of the contest area. Modifications to this rule might cause discussion during the review phase.

The last rule in Section II is:

II. 24 AXMER VERSION

- <* State the version of AXMER used as basis for these rules. Changes to section III of the stated AXMER version will be highlighted with a vertical bar at the side. *>
- There is no placeholder text (delimited between "<*" and "*>") in Section III Rules of the current AXMER.
- That said...
 - Section III Chapter 15 Tasks are defined as variable:
 - 8.5.2 The task rules of Chapter 15 are defined as variable rules and changes to those may be made without authorisation.
 - 8.5.3 Variations to task rules shall be notified individually to each competitor in writing.







Aéronautiqu Internationa

Competition Operations Handbook

For Hot Air Balloon Events

March 14, 202

CIA COMPETITION OPERATIONS HANDBOOK

Purpose:

"Introduction

This handbook is written to be used in Hot Air Balloon (AX) competitions. The details of this handbook will not fit all kinds of AX competitions or all sizes of events. However, the philosophy of the handbook is to operate a 'Safe and Fair' competition and to deliver knowledge and experience to organisers around the world. ..."

- Provides standards and detailed advice, based on real-world experiences over multiple decades, to organizers and officials before and during an event.
- It is impossible to do justice to this document in a few slides!
- Avalable at: fai.org=> <u>Ballooning => Documents =></u>
 <u>Competition Operations</u>

Maison du Sport Internatio As: de Rhodonie CH-1007 Lessas (Sustaerla TH: +41 (6)21 345 10 Fax: +41 (6)21 345 10 E-mail: sec@fo



CIA COMPETITION OPERATIONS HANDBOOK

- Key Sections:
 - Section A: Penalty Guide
 - Discusses the theory (why, when, etc.) of applying penalties with detailed examples.
 - Section A R10 Dangerous Flying
 - Rapid Ascents / Descents
 - Balloon Safety Analyzer









- Important Because:
 - Jurors should have good understanding of all key operational officials at an event. This document explains the rôle of the Safety Officer and
- Safety Officers are often delegated responsibility to monitor dangerous flying using tools such as Balloon Safety Analyzer. Jurors should understand how this will be done at an event and may need explanation of assessed penalties.

Fédération
Aéronautique
Internationale

CIA SAFETY OFFICER HANDBOOK

Avalable at: <u>fai.org=> Ballooning => Documents => Officials</u>
 <u>=> Safety Officers</u>

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Effective 31st March 2019





FAI Ballooning Commission
CIA

Fédération Aéronautique Internationale C I A JURY MEMBERS HANDBOOK

Version 23/2025

aison du Sport Internationa Av. de Rhodanie 54 CH-1007 Lausanne (Switzerland, TEL +41 (0)21 345 10 77 Fax +41 (0)21 345 10 77 E-mail: sec@fai.org Web. www.fii.org

Effective 15th March 202

CIA JURY HANDBOOK

Purpose:

"This Handbook is issued by the CIA JURY BOARD under the authority of the CIA.

- · As a guide for prospective CIA Jurors,
- As a guide to assist CIA Jurors on International Juries on how to perform their duties at Category 1 Sporting Events.
- This is not a rule book. The rules are found in the FAI Sporting Codes and the event rules.
- The use of this HANDBOOK is mandatory for Juror applicants and for Jurors at all CIA Events.
- Avalable at: fai.org=> Ballooning => Documents => Officials => Jury



CIA JURY HANDBOOK



C I <u>A</u> JURY MEMBERS HANDBOOK

Version 23/2025

laison du Sport Internation Av. de Rhodanie 5 CH-1007 Lausann (Switzerlam Tel. +41 (0)21 345 10 7 E-mail: sec@fai.o Web: www.fai.o

Effective 15th March 202

Key Sections

- CHAPTER 1 PROSPECTIVE JURORS' GUIDE
- CHAPTER 2 JURY APPOINTMENT AND PROCEDURES
- CHAPTER 3 JURY DUTIES
 - 3.0. The functions of the Jury before the event
 - 3.1. The functions of the Jury during the event

• 3.2. Procedures when hearing a protest

- 3.3. The Jury duties at the conclusion of the event
- 3.4. Event Debriefing
- 3.5. Appeals to the FAI





FAI Ballooning Commission
CIA

Fédération Aéronautique Internationale C I A JURY MEMBERS HANDBOOK

Version 23/2025

laison du Sport Internation Av. de Rhodanie 5 CH-1007 Lausann (Switzerlam Tel. +41 (0)21 345 10 7 E-mail: sec@fai.o Web: www.fai.o

Effective 15th March 202

CIA JURY HANDBOOK

Key Sections ...

APPENDICES

Appendix A: Publication history

Appendix B: The Jury Board Contact

Appendix C: International Juror - Qualification Levels and Criteria

Appendix D: Jury Final Report Form (Event Director)

Appendix E: FAI Report Form (FAI Secretary General)

Appendix F/1: Verification and Approval of Results

Appendix F/2: Recommended Task Results Verification Form

Appendix F/3: Verification of Scoring

Appendix F/4: Worksheet to verify Computations for Land Run Task (LRN)

Appendix F/5: Worksheet to verify Computations for Elbow Task (ELB)

Appendix F/6: Worksheet to verify Scoring Program

Appendix G: Recommended Jury President's Checklist

2.5. EVENT PERFORMANCE BOND RELEASE RECOMMENDATION & REPORT

Appendix H: Application and Regrading Form





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OTHER RESOURCES

Balloon Logger Management

- "Balloon Logger Management (BLM) is a software written by Marc and Lukas Andre which helps officials work with the FAI/CIA Balloon loggers and FAI Balloon Live tracks. It allows to read the track files and extract all meta data from it. All conversions happen with the same algorithm as inside the logger."
- Available at: https://balloonlive.org/blm/

Balloon Safety Analyzer

"The BSA allows to analyze all tracks of a flight and

- search for near-misses
- search for high ascend and descend rates in proximity of goals (waypoints)
- find other balloons in proximity of one balloon within a specified time frame
- Available at: https://balloonlive.org/bsa/

PREPARING FOR YOUR NEXT EVENT

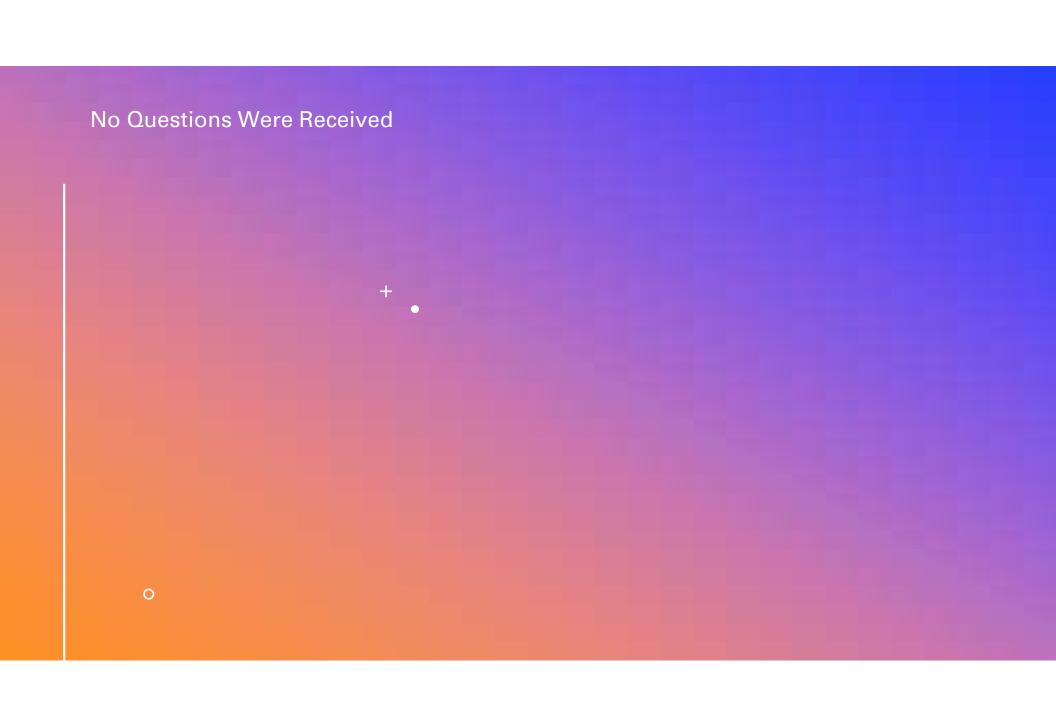
- This slide was not presented but has been reviewed by members of the Jury Board.
- After Appointment:
 - Update personal knowledge to latest: GS, S1, AXMER, JHB, COH, SOH
 - · Get event information (deadlines!) from Event Sanction Document at fai.org, Organizer or ED
 - Contact organizer and/or ED to introduce the jury and ask them to copy the jury on everything sent to competitors.
 - Information intended for all participants, not competitor specific stuff such as hotel arrangements or local crew.
 - Monitor Invitation Process
 - · Periodically check status, more frequently as deadlines, approach.
 - Assist organizer with checking Sporting Licenses
 - Identify potential problems (competitors without Sporting Licenses!) as early as possible.
 - Be careful NOT to become integral part of the Organizer's invitation and document checking process.
 - · After rules are distributed
 - · Verify distributed rules are the actual approved Event Rules
 - Answer questions from Organizer and/or ED.
 - Answer as "the jury" not individuals.
 - Remember: APPROVED EVENT RULES CANNOT BE CHANGED! (At least not by the Organizer, ED or Jury.)
 - Assist NACs (not individual competitors!) with any entry issues.
 - Assistance might just be "see GS, S1, etc."
 - Review/use "Before/During/After" checklists in JHB.



Q & A FROM CHAT -PART 1-

Documents to Know: FAI & CIA Rules & Regulations

Presented by:
Garry Lockyer (CAN) Member Jury Board





PART 2:

Questions, Complaints & Protests

Presented by:
Debbie Spaeth (USA) Member Jury Board



QUESTIONS, COMPLAINTS & PROTESTS

NOTE: This information is only related to competition questions, not other event queries.

Timing is Critical.

For all steps, make sure to strictly adhere to the published time limits.

- Be sure you are aware of the time limits outlined in the rule book.
- Understand the event timeline/deadline to:
- ✓ Question results,
- ✓ Submit a written complaint or
- ✓ Lodge a protest.

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QUESTIONS, COMPLAINTS & PROTESTS

2025 CIA Quick Guide to Questions, Complaints and Protest at Aerostat Competitions



Quick Guide to Questions, Complaints & Protests @ Balloon Competitions

This document is a quick reference guide for participants with an overview of handling questions, complaints & protests during a balloon competition.

For complete details, reference the rules published in:

- FAI Sporting Code General Section (SC GS): Chapter 6.2 & 6.3
- FAI Sporting Code Section One Aerostats (SC S1): Annex 3 / General Regulations / Rule 7 & 8



QUESTIONS, COMPLAINTS & PROTESTS

Generally:

• A <u>request for assistance</u> by a competitor dissatisfied with any matter must be submitted to the appropriate official at any time during the event. (*Refer to Rule 6.2.2 in SC GS and to Rule 7.1 in Annex 3 of the SC S1*)

Step 1 Questions & Clarifications – Verbal request for assistance (Refer to Rule 6.2.2 in SC GS and to Rule 7.1 in Annex 3 of the SC S1)

If you have a question or need clarification on a result or penalty, you must first see the concerned official. Most often, they will be able to answer, explain, or correct, as necessary.

IMPORTANT: Ask for assistance ASAP after the event giving rise to the request (from organizational issues to posting/publication of the results).

If you are not satisfied with the outcome of the verbal conversation in Step 1, proceed to Step 2- Complaint.



QUESTIONS, COMPLAINTS & PROTESTS

Step 2 Complaint

(Refer to Rule 6.2.2 in SC GS and to Rule 7 in Annex 3 of the SC S1)

IF after you have spoken with the relevant Official, you are not satisfied with the outcome of the conversation, the next step is to submit a written complaint to the Event Director.

This is the Complaint stage.

A complaint is a request by a competitor to the Director or his delegated official, to investigate any matter in which the competitor is dissatisfied. The purpose of a complaint is to obtain a correction without the need to make a formal protest.

- Start your complaint with an outline of your query and concerns. Explain what did or did not happen that you want to bring to the attention of the Event Director. A complaint shall concern only a single matter; different matters require separate written complaints.
- b) Replies to complaints, with the complaint and the ruling, shall be posted on the ONB at times announced in advance by the Event Director.

IF not satisfied with the answer to your Complaint, proceed to Step 3, Protest.



QUESTIONS, COMPLAINTS & PROTESTS

Step 3 Protest

(Refer to Rule 6.3.2 in SC GS and to Rule 8 in Annex 3 of the SC S1)

- a) If dissatisfied with the Director's decision on a Complaint made during the Event, a competitor has the right of protest. A protest shall concern only a single matter; different matters require separate complaints.
- the protest fee is 100 euros cash (or equivalent in local currency) to be submitted with the protest. Normally the protest fee is returnable only if the protest is upheld or is withdrawn prior to the hearing by the Jury.

Continued.....



QUESTIONS, COMPLAINTS & PROTESTS

Step 3 Protest (continued...)

c) IMPORTANT:

- 1. Within the set time limit of the reply to his complaint, the competitor shall declare his intention to protest to the Event Director who will acknowledge receipt and record the time of receipt on the protest document.
- 2. Within the set time limit of the reply to his complaint, **the competitor shall submit his (written) protest** to the Event Director who will acknowledge receipt and record the time of receipt on the protest document. **The protest shall be accompanied by the protest fee.**



QUESTIONS, COMPLAINTS & PROTESTS

Step 3 Protest (continued...)

- d) The Event Director will present the protest to the Jury President without delay, who will <u>call an International</u> <u>Jury meeting within 24 hours of receiving the protest</u>. The protesting competitor must be present at this meeting within the set time limits.
- e) <u>The protesting competitor has the right to verbally present his case to the jury</u>. He may be assisted by an interpreter or adviser during this meeting. The jury will hear both sides of the matter of any protest, applying the relevant rules for the event.
- f) The production and demonstration of <u>evidence for any alleged infringement by a competitor rest entirely with</u> the event officials.
- g) The text of the protest and the <u>decisions of the Jury shall be posted on the ONB</u>.

NOTE: More detail on the protest procedure will be covered in the next section of this webinar.



Q & A FROM CHAT -PART 2-

Questions, Complaints & Protests

Presented by:

Debbie Spaeth (USA) Member Jury Board

Question: Protest fee should should be stated as 100 euros.

Answer: FAI normally conducts its business in Swiss francs (CHF). The CIA Fee Schedule shows the protest fee to be 100 CHF (or local currency). This presentation has been modified to 100 euros to agree with S1 An3 8.3 and CIA AXMER I.8.

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PART 3:

Protest Procedures & Hearing –
Best Practices

Presented by: Jean-Claude Weber (LUX) Chair, Jury Board



GENERAL JURY MATTERS

- Any FAI First Category International Sporting Event in aerostation, shall have a NOMINATED JURY of three or five persons and in which the President and Members are appointed by the CIA. The Jury President and Jury Members must represent different NAC's and the Jury President may not be of the same nationality as the organizing NAC.
- Jury Members directly represent the FAI and are not members of the competition operations or organisation staff.
- Courtesy therefore dictates asking permission from the Event Director for Jury Members to enter the operations room and the scoring room during the event.
- Courtesy also dictates that a low profile is maintained at all times and care taken not to interfere with any of the staff or their work.



GENERAL JURY MATTERS

- It is important to remember that Jury Members walk a very fine line between the competitors and the competition officials.
- Jury Members are looking after the interests of both groups
- Matters of advice, arbitration or rule interpretation shall be the responsibility of the International Jury.
- Jury Members must therefore be prepared to give advice and answer queries raised by the Event Director regarding the rules and the general running of the event.



GENERAL JURY MATTERS

- Procedures for competitor's queries are fully covered in the event rules and a competitor with such a query should therefore normally be directed to any competition official
- The Jury must take every opportunity to observe the general workings of the competition and have a feel for the general atmosphere.
- They must attend all briefings and take notes on changes or additions to rules and specific data on the tasks.
- The Jury should also be present at the launches, goals etc.
 whenever possible.
- Juries at the GB events may have "off-site" Jurors.

PROTEST DURING AN EVENT

REMINDER:

- KNOW YOUR DOCUMENTS, BE PREPARED
- A PROTEST IS WITHOUT A . + SUSPENSIVE EFFECT OF THE COMPLAINT DECISION.





Protest: If dissatisfied with the decision on his complaint made during the event, a competitor has the right of protest. A protest shall concern only one matter. In case of different matters, separate protests must be made.

A joint protest may be made subject the different protestors have the same position on the matter concerned. No person is permitted to present two consecutive protests on the same incident.

Protest Form:

- 1. Within a set time limit of the reply to his complaint, the competitor shall declare his intention to protest to the Event Director.
- 2. Within a set time limit of the reply to his complaint, the competitor shall submit his protest in English and in writing accompanied by the protest fee.



Deposit Fee: The amount of the deposit fee to accompany a protest shall be 100 euros or its equivalent in any locally rated currency. In case of a joint protest, every protesting person must pay the protest fee.

The protest fee is returnable only if the protest is withdrawn before proceedings (the protest hearing) begin or if the protest is upheld.

Protest Procedure: Declarations of intention to protest, and protests with deposits, shall be handed or transmitted by the competitor to the Event Director, who will acknowledge receipt and record the time of receipt on the protest document.

The Event Director must present any protest to the Jury President without delay.

The Jury President shall schedule a meeting of the International Jury within 24 hours of receiving a protest.



Time Limits: Declarations of intention to protest and protests must be submitted within set time limits announced at and published after the General Briefing.

Shortened Time Limits: Protests made on or after the last flying day of the Event, must be submitted within one hour after the reply to the relevant complaint.

The Event Director must present the protest to the Jury President without delay.

Publication: The text of all protests and the decisions of the Jury shall be posted on the Official Notice Board.

Right of Hearing: A competitor who has made a protest has the right to make a verbal presentation of his case to the Jury. He may be assisted by an interpreter or advisor of his choice during this meeting. The Jury shall hear all involved parties on the matter of any protest.



The President of the Jury shall report the result and a summary of any relevant considerations in writing to the Event Director who shall make public the President's report.

When the results of an event may be affected by the ruling of a protest, results shall not be considered as final until the protest has been ruled upon.

Proof of Rules Violation: The production and demonstration of evidence for any alleged infringement by a competitor always rests entirely with the event officials.

Rules shall not be written in order to oblige the competitor to prove his compliance with the rules or his innocence in case of alleged infringement.



PROCEDURES WHEN HEARING A PROTEST



- Attendance at Jury meetings is compulsory for all Jury Members.
- A QUORUM (the number of members who must be present for the business done to be legal and binding) for a Jury meeting is three.
- Very important points to remember when hearing a protest:
- The Event Director has full discretion to make operational decisions
- ❖ If there are no rules or penalties applicable to the facts, the Jury must look at the decision of the Director and decide if this was an appropriate and fair decision under the circumstances.
- ❖ It is not the function of the Jury to alter a rule in any way, or to change fixed penalties. They may however alter a variable penalty if they consider the Director's Penalty award to be inappropriate.



- ❖ The Jury shall hear both sides on the matter of any protest and correctly apply the relevant FAI regulations and rules for the event.
- ❖ Jury Members are not Competition Officials, they are FAI Officials, and although they are required to monitor the conduct of the event, they must take care not to get involved in any way in the running of the event.
- ❖ A protest shall be presented by the Event Director to the Jury President without delay. The Jury President shall note the time of receiving on the protest document.
- The Jury President shall verify:
- That the relevant dispositions concerning protests and the treatment of protests have been respected,
- ❖ That the published time limits concerning protests have been met
- That the protest fee has been deposited.



- ❖ A protest made in good faith by a competitor, but failing any requirement not under his control, shall be accepted by the Jury President.
- ❖ If satisfied, the Jury President shall call a Jury Meeting within the stated time limit.
- ❖ All protests shall be treated equally and separately
- Only for protests by different competitors or teams concerning the same occurrence, all parties directly involved may agree to treat the respective protests as one.
- ❖ A team protest is defined as a protest involving all the members of an officially entered team. It shall be identified as such and must have been presented to the Event Director by the Team Leader.
- ❖ A team protest shall be treated in the same way as a competitor's protest, except that all the concerned team competitors must not be heard if they decide to be represented by the team leader.



- ❖ Before any Jury meeting called to treat a protest, the Jury President shall make sure that all the relevant information and facts concerning the protest are available.
- ❖ Normally, the Event Director will delegate the task to assemble information and facts concerning matters to be considered by the Jury to the Stewards.
- When calling a Jury meeting, the President of the Jury shall allow for operational and competition priorities.
- ❖ As a rule, witnesses and other concerned parties shall only be called during periods when they are not involved in competition activities.



- The Jury President shall ensure that the full proceedings of the meeting are truly recorded.
- The protest file, including all the relevant documents, information, and facts, should have been studied and understood by the Jury before inviting interested parties to make their presentation or to give evidence.
- The Jury President shall make sure that all interested parties were given notice of the meeting in good time and that those concerned have been duly called to appear at the Jury meeting.
- The Event Director and the protester have a right to give both written, oral, photographic and electronic evidence.
- · Stewards may attend the meeting as observers.
- The concerned parties shall be heard by the Jury, meaning that they must be requested to make their presentation and to give evidence.



- The protester should be given the right to be assisted by an interpreter or assistant of his choice.
- All others may be allowed to attend only at the Jury President's discretion.
- The Jury President has authority to conduct the meeting as he sees appropriate.
- All speakers should address everything they say to the Jury President
- Only one speaker should be recognized by the Jury President at a time.



- Normally the meeting will proceed as follows:
 - Opening statement by the Jury President
 - Jury Member acting as recording secretary should record those persons invited, those requested to give evidence, present and absent.
 - ➤ Jury President to summarize the protest presented and stating that the protest was made in accordance with the Sporting Code rules, that the protest fee was received by the Jury, and that it can therefore be admitted.
 - > Jury President to ask if the protester wishes to withdraw his protest. If the protester decides to withdraw, the protest fee shall then be returned, and no hearing will take place.
 - > Jury President to invite the protester to present his protest.
 - Jury President to invite the Event Director to present his statement.
 - Jury Members must make every effort not to pre-judge an occurrence.



- ➤ The facts of any protest shall be established by hearing evidence from the competitor concerned, the Director and any other relevant witnesses. The Jury President may allow witnesses to be questioned briefly by the protester and the Event Director.
- > The Jury may ask questions at any time.
- ➤ Protester and the Event Director to be invited to summarize their respective positions and to make their final statement.
- ➤ Jury to retire for the deliberations and to reach their decisions. (Only Jury members should be in the room for deliberations. The exception could be if there is a CIA Jury Trainee who is participating at the event.)
- > Decisions shall be reached by a simple majority.
 - ❖ If there are three Jurors it is two for simple majority. If there are five Jurors it is three.
 - If requested by any Juror, decisions shall be reached by secret ballot



- The last decision to be made by the Jury concerns the question whether the protest fee is to be returned to the protester. The Sporting Code stipulates that "normally" the protest fee is returnable only if the protest is upheld or was withdrawn.
- The Jury President is responsible for recording the meeting proceedings, and he shall report the result and a summary of any relevant considerations in writing to the Event Director without delay.
- Although the Event Director will usually only publish the decisions, the full report to go on file should be detailed enough to give persons reading the report a full understanding of the reasoning involved.
- Jury Presidents must understand that the detailed report of the proceedings must also be sent by the Event Director to the organizing NAC and to the FAI, and that in case of an appeal against the Jury decision this report is a very vital document.



- The report must also include whether the Jury decisions were unanimous or simple majority votes, and all Jury Members must sign the written report.
- Jury decisions come into effect with the publication of the Jury report.
- The Jury President shall make sure that the report is made public by the Event Director.
- In case where the protest fee is to be returned to the protester, the fee must be promptly returned to the protester.
- In case where the protest fee is not returned to the protester, the
 Jury President shall keep the fee until the end of the event, when it
 will be sent to the FAI Secretary General (within 28 days of the
 conclusion of the event).



At the end of an event the Jury will stand by until the time period for protests after publication of all and any final task results has elapsed.

The Jury will continue its functions until all reports of Jury meeting decisions have been made public by the Event Director.

The final action of the Jury is to verify and approve the competition results of the event.

Provided the event has been conducted in accordance with the Sporting Code and rules for the event, and the decisions of the Jury, the Jury will declare the event valid and report this declaration to the Event Director in writing.

The final competition results, approved by the Jury, must be published by the Event Director prior to the prize giving.

Before the end of the event the jury president shall inform the CIA president about any decision regarding No-Shows.



- As soon as possible (not later than 24 hours) after the prize giving the Jury President shall ensure that the following items have been sent, electronically, to the FAI Secretary General sec.gen@fai.org :
 - The official entry list (with names and nationality as given on the Sporting Licence),
 - * the official results (with names and nationality as given on the Sporting Licence),
 - at least two pictures of the prize giving ceremony with the medal winners.
- Within 8 days of the conclusion of the event the Jury President must inform the FAI Secretary General of the number of protests made, together with the numbers of protests withdrawn, upheld or failed, and the respective Jury decisions.
- The record of Jury actions, the decisions and the reasons, and copies of evidence shall be included in this Jury Report to the FAI Secretary General.



The record of Jury actions consists of:

- A copy of all documentation used by the Jury when hearing a protest including all documents that determined the outcome of the protest by the Jury :
- the written complaint and complaint answer,
- written protest and protest decision,
- summary of statements of officials and witnesses,
- if the protest involved scoring, a copy of the Task Sheet, Observer Report(s) and all the relevant published task results.

These reports, which are the only source of information available to FAI in case of appeals, shall also be sent by the Jury President to the CIA Jury Board Chairman (cia-jury@fai.org) to allow the CIA Jury Board to establish case histories of protests handled, and to compile a reference book of rulings from previous events.



Although Jury Presidents are allowed to retain the protest fees for up to 28 days after the event, it is recommended to include the protest fees (or the proof of money transfer) in this report. (GS 6.3.4) (A2016)

Release of the Performance Bond. A Recommendation and Report shall be sent to the CIA President (cia-president@fai.org) within 8 days of the conclusion of the event. The recommendation may be to release all or part of the Performance Bond.

EVENT DEBRIEFING

After the event, a debriefing with officials and competitors should be performed. It is suggested that the debriefing is organised and chaired by the Jury President. See **Jury Handbook** Appendix G, JURY PRESIDENTS CHECKLIST.



3.5. APPEALS TO THE FAI (GS)

The right of appeal to FAI rests exclusively with the NAC concerned. The FAI Air Sport General Commission (CASI) is the institution responsible for the treatment of appeals.

Competitors who are dissatisfied with the decision of the Jury should discuss their dissatisfaction with their NAC. An appeal to FAI must be received at the FAI Headquarters within 90 days from the announcement of the decision leading to the appeal.

Should the appeal be admitted, Jury Presidents will be given notice of the appeal in good time, and they should then be prepared to be called as interested party by the FAI Appeals Tribunal.



Q & A FROM CHAT -PART 3-

Protest Procedures & Hearing –
Best Practices

Presented by: Jean-Claude Weber (LUX) Chair, Jury Board

Question: Is there an expectation that jury decisions set precedents for subsequent juries? Do we need to know what previous decisions have been made in similar circumstances? Could that be an issue if the case goes to CAS?

Amswer: No, a jury decision does not automatically become precedent. All jury decisions are reviewed post-event, formally in the case of an appeal and less formally based on the Jury President's Report by the CIA Jury Board and other CIA subcommittees. A jury decision may cause rules to be clarified and/or changed. Juries should rely on current AXMER, COH and JHB for guidance. Reviewing all/any previous jury decisions is NOT required.



PART 4:

2025 CASI Updates: FAI Sporting Code General Section

Presented by:

Markus Haggeney, FAI Secretary General

FAI Ballooning Commission (CIA) Best Practices for Jury & Officials

FAI General Conference follow-up & CASI SC GS matters

Markus Haggeney (FAI Secretary General)
Webinar via Zoom
22 November 2025

FAI GENERAL CONFERENCE 2025

Vantaa, Finland (20-24 Oct 2025)

A week of meetings!

- Executive Board Meeting
- Joint Meeting of Executive Board & Commissions
- General Air Sport Commission Meeting (CASI plenary)
- FAI General Conference

New in 2025: FAI Forum

- → 8 moderated/interactive sessions on various topics
- → Very valuable CIA-contribution!

GC-minutes aimed to be published end of 2025

GENERAL CONFERENCE – VOTING ITEMS FAI STATUTES

International Day of Air Sports (new) Statute 1.2.7 and 1.14



Establishing an International Day of Air Sports to be celebrated annually on 14 October.

FAI was founded on 14 October 1905

=> Preparation on Activation started.

Establishment of a permanent Working Group (new) Statute 5.4.4

Establishing an <u>Athletes Permanent Working Group</u> (aka 'Athletes Commission').

- → To do item for each Air Sport Commission
- → Terms of Reference were part of the Statute-proposal

Disciplinary Matters (new) Statute chapter 11



Introducing Statutes to address Disciplinary Matters – thereby replacing the "Disciplinary Code".

- → Proposal withdrawn after discussion
- → Work on a revised approach to begin
- → Plan for new proposal 31 Jan 2026.
- → Extraordinary General Conference to support introduction.

FAI Statutes effective 01.01.2026

Defer By-Law Implementation (amendment UK-proposal) Statute 9.3.2



If any Member formally disputes an amendment within the 15day period, implementation is deferred until the General Conference has reviewed and approved it.

Approved

President Nomination (amendment – UK proposal) Statute 9.3.2

<u>Current</u>: Nominations for the post of FAI President can be made by bodies holding voting rights at the General Conference for any person from a country with a NAC, <u>without</u> the consent or approval of the NAC concerned.

<u>Change</u>: Nomination requires agreement by the Member responsible for issuing a SL.

FAI Statutes effective 01.01.2026

OTHER RELEVANT CAT1-RELATED MATTERS

Anti-Doping Rules & Testing

- Extensive Material on www.fai.org/anti-doping
- In-competition testing <u>and/or</u> out-of-competition testing.
- FAI-initiated <u>and/or</u> NADO-initiated (without FAI involvement)
- Education! Training programs by certified instructors (FAI Secretariat has 3)
- anti-doping@fai.org

Whistleblowing Channel

- → www.fai.org/page/whistleblowing-channel
 - → Application used "faceup" (also in use with Corporates "Nestle etc)
- → Anonymous & 'open' reporting
- → FAI Code of Ethics
- → FAI Disciplinary Proceedings (either via "Disciplinary Code" or Statutes)

OTHER RELEVANT CAT1-RELATED MATTERS

CIMP endorsed policies (Medical Guidelines) => www.fai.org/cimp-documents

Casualty Guidelines:

Still valid (even though called 'draft' on www) Update in progress

FAI Serious Event Response Policy

Effective since 03 Oct 2025 ASCs asked for feedback (following plenaries) Update announced for 01 April 2026

FAI Transgender Policy

Effective since 24 Oct 2024.

Sporting Code General Section matters

&

CASI plenary 2025

(Only the official meeting-minutes are relevant!)

Extract

COMPLIANCE

- Jury President has the right to cancel an event (SC GS 4.9.2.2 "during an event") -> read the OA!
- <u>Under review</u>: Jury President / Jury Members being reimbursed by the organiser.
- => Potential conflict of interest!

CASI PLENARY – OUTCOME (EXTRACT) SUBMISSION OF PROPOSALS TO THE CASI

- New chapter 1.5
- Requirements (how!)
- Procedure (who!)
- Hard deadlines
- Secretariat involvement for "review"
 - Legal Counsel
 - Executive Board
 - Office workflows

CASI PLENARY - OUTCOME (EXTRACT) COMPLAINT -> PROTEST -> APPEAL -> CAS

Ambiguity in GS 6.3.2

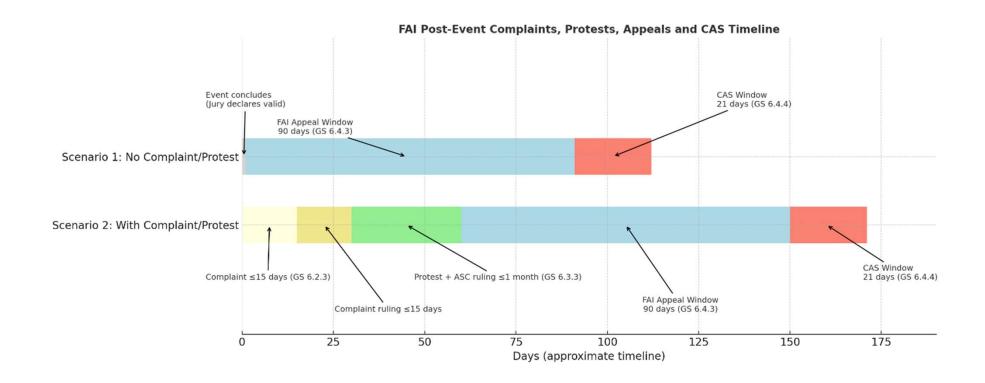
- The General Section (GS) implies that a protest may follow a complaint during an event but does not expressly require a complaint as a condition precedent.
- Some Commissions interpret this loosely, allowing a protest without a prior complaint.
- This has led to the argument that a complaint channel remains "open" even after the event, which is inconsistent with the principle of finality of the results (declared by the Jury).
- Note: CIA's regulations had this already however, CIA rules were contradicting the current SC GS.

CASI PLENARY - OUTCOME (EXTRACT) COMPLAINT -> PROTEST -> APPEAL -> CAS

Parallel post-event tracks (GS 6.2.3 and 6.3.3)

- Current rules allow complaints (within 15 days) and protests (within one month) after the event, with decisions made by the ASC Bureau.
- This structure re-empowers the Event Director even after the Jury has formally closed the event, requiring them to issue a post-event complaint decision.
- It also allows a politically elected (by plenary/delegates) Bureau to overrule a Jury that was appointed (by the same plenary/delegates) for its expertise and independence.
- Seen to undermine GS 4.10.1, which provides that results are final once all protests are dealt with by the Jury and the Jury has ceased its functions.

CASI PLENARY – OUTCOME (EXTRACT) COMPLAINT -> PROTEST -> APPEAL -> CAS



The timelines indicate the <u>principles only</u> and are flexible depending on when the exact steps are taken and the time required for rulings.

SC GS effective 01.01.2026

CASI PLENARY - OUTCOME (EXTRACT) COMPLAINT -> PROTEST -> APPEAL -> CAS

Outcome / decisions

- □ "after an event deleted" Remove SC GS 6.2.3 and 6.3.3
- □90-day appeal period anchored to the point where the Jury has declared the event closed and valid.
- Modify SC GS 6.4.2 refund (part of) appeal fee (minus costs if withdrawn)
- □ Improved Communication/Announcement/Summary







Questions?

FAI Secretary General Markus Haggeney sec.gen@fai.org



Q & A FROM CHAT -PART 4-

2025 CASI Updates: FAI Sporting Code General Section

Presented by:

Markus Haggeney, FAI Secretary General

Question: Can you appeal on the same day as the Jury decision is published?

Answer: While it may be possible in principle, there are practical considerations (such as submitting the appeal with payment of required and possibly non-refundable fees) that suggest it would be best to wait until after the jury declares the entire event is valid.

+



FINAL Q & A:

Moderator: Steve Ireland (AUS), Chair Officials SC There were no additional questions. 0



THANKS FOR ATTENDING! FINAL THOUGHTS...

For those who attended today, we will be sending out a questionnaire.

Please use that opportunity to share your comments & suggestions.

We would welcome suggestions for topics for future

CIA webinars that could be hosted by any of the CIA Subcommittees

that include:

Competition, Safety, Education, New Technology, Scoring, Rules.