

FEDERATION AERONAUTIQUE INTERNATIONALE

COMMISSION D'AEROSTATION DE LA FAI

FAI BALLOONING COMMISSION

\CIA



FAI FIRST CATEGORY EVENT SANCTION PROCEDURES

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A. INTRODUCTION

The FAI Ballooning Commission (CIA) decided, at the Plenary Meeting held in Vienna in March 1996, that the use of the Event Development Service 'Sanction Application Procedure' is mandatory for First Category Events effective March 1996.

The FAI defines a First Category Event as:

- World Air Games (approved by General Conference)
- World and Continental Championships (approved by CIA and FAI Council)
- Special International Events (approved by CIA)

For Aerostation these events can be contested in the following categories:-

- Hot Air Balloons
- Gas Balloons
- Rozier Balloons
- Hot Air Airships

A 'Special International Event' Sanction would normally be confined to a full competitive event run to the same standards as a World or Continental Championships. Other competitive events that cannot be run, or do not aspire to be run, to these standards may apply for a CIA Sporting Event Sanction (separate documentation available).

The Event Development Service is always available to give help and advice at any stage, from conception through to the management of the actual event.

B. SANCTION APPLICATION PROCEDURE

2. THE USE OF THIS DOCUMENT IS COMPULSORY FOR ALL ORGANIZERS APPLYING FOR A CIA FIRST CATEGORY EVENT SANCTIONWORLD - OR CONTINENTAL REGIONAL CHAMPIONSHIP:

Intentions to bid must be received by the CIA at least 60 days before the date fixed for the CIA meeting three calendar years before the year scheduled for the Event. They shall be included in the Agenda of that meeting. Exceptionally, and only if the CIA has received less than 2 intentions to bid in accordance with the three year deadline, the CIA may accept intentions to bid up to 60 days before the date fixed for the CIA meeting two calendar years before the year scheduled for the event. Intentions to bid shall not be accepted more than six years before the year of the event. The letters of intent, supported by a letter of recommendation from the bidders' NAC, shall be presented to the CIA meeting by the bidding FAI SPORTING CODE SECTION ONE – AEROSTATS Version March 2014 Effective 21 March 2014 Page 12 NACs' respective CIA delegates and be recorded in the meeting minutes. The letters of intent must contain the following information:

- the title, dates and place of the event,
- the organizer's name, coordinates and qualifications,
- the maximum total number of competitors the organizer is prepared to accommodate,
- the equal number of competitors to be invited from each eligible NAC,
- the organizer's policy on entry-fees,

Ensuing bids, supported by the complete bid files and the FAI/CIA Organizer Agreement signed by the organizing NAC and the Organizer, must be presented to the CIA Plenary meeting two calendar years before the year scheduled for the Event, unless these time limits are changed by the CIA under special circumstances Bid presentations shall be included in the Agenda of that meeting, and the bidding NACs' respective CIA delegates shall present the bids to the CIA meeting. Bids shall be considered by this meeting and the CIA is empowered to accept or reject such bids. Voting by the Plenary to award the organization of World- or Continental Championships shall be by secret ballot and simple majority.

3. OTHER FIRST CATEGORY SPORTING EVENTS:

Bids must be received by the CIA at least 60 days before the date fixed for the CIA meeting the year scheduled for the Event, unless these time limits are changed by the CIA under special circumstances They shall be included in the Agenda of that meeting. The bidding NACs' respective CIA delegates shall present the bids to the CIA meeting, supported by the complete bid files and the FAI/CIA Organizer Agreement signed by the organizing NAC and the Organizer. Bids shall be considered by this meeting and the CIA is empowered to accept or reject such bids.

4. THE APPLICATION MUST INCLUDE THE FOLLOWING INFORMATION:-

4.1 EVENT ORGANISERS

Name, address, telephone and FAX numbers, email address and contact name for the following:

- 4.1.1 National Aero Club
- 4.1.2 National Balloon Federation
- 4.1.3 CIA Delegate
- 4.1.4 Organizing Committee (if different from 1 or 2 above)

4.2 EVENT DETAILS

- 4.2.1 Name of the event.
- 4.2.2 Letter of Approval from NAC concerned and National Balloon Federation.
- 4.2.3 Event dates (GS 3.8.1.2).
- 4.2.4 Location of event (GS 3.8.1.2).
- 4.2.5 Suitability of location for the event (GS 3.8.1.2).
- 4.2.6 Local weather conditions for period of event (GS 3.8.1.2).
- 4.2.7 Airspace restrictions, if any (GS 3.8.1.2).

- 4.2.8 Landowner restrictions, if any.
- 4.2.9 Insurance requirements (GS 3.8.1.2).
- 4.2.10 Proposed entry fee and what it includes (GS 3.8.1.2).
- 4.2.11 Statement of eligibility of NACs (S1 5.5.1)
- 4.2.12 Number of pilots invited (minimum 2 per country plus current Champion (S1 5.6.1.2).
- 4.2.13 Statement of policy regarding surplus invitations, if any (S1 5.6.1.4).
- 4.2.14 Proposed outline of budgeted expenditures for the event, including intended pilot entry fee. See Appendix C.
- 4.2.15 CIA Sanction Fee offered.
- 4.2.16 Headquarters facilities available.
- 4.2.17 Provisions offered for Officials.
- 4.2.18 Provisions offered for Observers.
- 4.2.19 Arrangements offered for Pilots and Crews.
- 4.2.20 Details of planned Social events.
- 4.3 **ORGANIZERS AGREEMENT**
Signed by the Organizer prior to the sanction application being reviewed by the Plenary The agreement will be counter-signed by the FAI and the CIA at the CIA Plenary Meeting at which the Sanction is granted. See Appendix E.
- 5 **WHERE TO SEND THE APPLICATION**
The application should be submitted to the FAI in Lausanne, Switzerland, with copies to The President of the CIA and the Chairman of the Event Development Service (EDS).
- 6 **REVIEW OF APPLICATION**
 - 6.1 EDS reviews the application. The Service has no powers to alter the application in any way, but simply to liaise with the organizers if there are any problems or omissions that might hinder the granting of the sanction. EDS will then report to the CIA Plenary Meeting on the application, and it is up to the Delegates to grant or refuse a Sanction.
 - 6.2 Maintaining the confidentiality of the information contained in applications for sanctions is of great importance. EDS members are not permitted to discuss the contents of applications with any person other than the applicant or other members of EDS. Applicants or their representatives are also encouraged to attend the Plenary Meeting and make a verbal presentation of their application.
- 7 **PRE-EVENT SUBMISSIONS**
 - 7.1 **RULES**
The proposed Rules for the event must be submitted to the CIA Rules Sub-Committee at least 60 days before the CIA Meeting immediately preceding the event.
 - 7.2 **JURY**
Nomination for Jury President and Jury Members must be submitted to the President of the Jury Board at least 60 days before the CIA Meeting immediately preceding the event. Nomination must be from the Jury Board approved list, and must be for twice the number of Jurors required for the event (i.e.: 6 or 10). The Jury Board will then select the Jury from the nominations
 - 7.3 **SENIOR EVENT OFFICIALS**
The names of the following Senior Event Officials must be submitted to the Chairperson of the EDS or the assigned Technical Delegate at least 60 days before the CIA Meeting immediately in which the sanction application is eligible for approval the event - Event Director, Deputy Director(s), Safety Officer Public Relations officer (GS 4.3.4)

The above CIA Officials will make sure the information is properly reviewed and submitted to the CIA Plenary Meeting for approval.
 - 7.4 **CIA SANCTION FEE**
 - 7.4.1 The current sanction fee structure approved by the CIA Plenary
The fee structure for CIA sanctioned events is available for reference on the CIA web site – www.fai.org/cia/documents .

7.4.2 Sanction Fees should be paid by Bank Wire Transfer.

Please use the following bank routing information when you wire funds to FAI for the CIA account: International Money Transfer order or SWIFT Transfer with the following remarks:

Credit Suisse Private Banking
Rue du Lion d'Or 5-7
1002 Lausanne, Switzerland

Account name : Fédération Aéronautique Internationale - CIA
Swift code : CRES CHZZ 10A
Account CHF : 0425-457968-31- IBAN CH27 0483 5045 7968 3100 5

MARK: Use the following description

Invoice #

NAC

Description Without charge for the beneficiary, and state what payment is for.

8. Critical Dates to Keep in Mind

The table below summarizes the key actions and dates. The official and exact wording can be found in the *FAI Sporting Code – Section One – Aerostat (Chapter 5)* on the CIA Website and the *FAI Organiser Agreement*.

	Action	Target date
1	Letter of Intention for World and Continental championships. Must include: <ul style="list-style-type: none"> • A letter of recommendation from the bidders' NAC • The title, dates and place of the event, • The organizer's name, coordinates and qualifications, • The maximum total number of competitors the organizer is prepared to accommodate, • The equal number of competitors to be invited from each eligible NAC, • The organizer's policy on entry-fees, 	<p>Intentions to bid must be received by the CIA at least 60 days before the date fixed for the CIA meeting three calendar years before the year scheduled for the Event.</p> <p>Intentions to bid shall not be accepted more than six years before the year of the event.</p>
2	Exceptionally , and only if the CIA has received less than 2 intentions to bid in accordance with the three year deadline, the CIA may accept intentions to bid up to 60 days before the date fixed for the CIA meeting two calendar years before the year scheduled for the event.	
3	For Other First Category Sporting Events (not world or continental championships)	Bids must be received by the CIA at least 60 days before the date fixed for the CIA meeting the year scheduled for the Event, unless these time limits are changed by the CIA under special circumstances
4	Sanction Application Submission	Anytime after letter of intent sent but the sooner the better and will allow everyone to review and work on the application.
5	Event Director Nomination	Named in sanction application
6	Senior Event Official Nominations	Ideally with sanction application but can be finalized at last Plenary before event.
7	Vote on bids for world and continental championships: <ul style="list-style-type: none"> • Bid presentations shall be included in the Agenda of that meeting, • The bidding NACs' respective CIA delegates shall present the bids to the CIA meeting, supported by the complete bid files, the sanction fee and the FAI/CIA Organizer Agreement signed by the organizing NAC and the Organizer. 	At Plenary Meeting two years before the event

	<ul style="list-style-type: none"> Bids shall be considered by this meeting and the CIA is empowered to accept or reject such bids. 	
8	FAI Organizers Agreement	<ul style="list-style-type: none"> Signed by organizing NAC and Organizer before the Plenary. If sanction is approved the FAI and CIA will sign the Agreement at the Plenary approving the event.
9	Sanction Fee due	Must be in the FAI Office possession before the Plenary meeting voting on the sanction.
10	Performance Bond due	To be paid before the invitation date as approved in the Sanction Application. The invitation process will not start unless the Performance Bond has been received by the FAI. Failing to abide may lead to the cancellation of the event
11	Creation and maintaining an event website containing current information for competitors, officials, sponsors, media and the public.	Starting 1 year before the start of the event or 30 days after the sanction is granted for Events being held at the same year of the sanctioning.
12	Invitation dates and process	As approved by the Plenary in the Sanction Application.
13	Jury Nominations	Must be received by the CIA at least 60 days before the date fixed for the CIA meeting the year scheduled for the Event,
14	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
15	Organisers duties after the event	The Organiser must send results and at least 3 pictures to FAI within 24 hours of the closing ceremony.
16	Jury President Duties and Reports after the event	<ul style="list-style-type: none"> Verify and approve the competition results of the event and declare the event valid. Submit required reports as per the CIA Jury Handbook to the CIA President and FAI Secretary General.
17	Performance Bond to be returned to the Organiser	If no difficulties with the event, return the Performance Bond no later than 90 days after the event has been completed.

SUMMARY OF TIME-TABLE FOR APPLICATIONS

9 NAMES AND ADDRESSES

Please check the CIA web site at: www.fai.org/ballooning for the current names and addresses of the subcommittee members

9.1 FAI
Secretary General of the FAI,
Avenue Mon-Repos 24,
1005 Lausanne
SWITZERLAND

Tel: +41 21 345 1070; Fax: +41 21 345 1077
Email: sec@fai.org

- 9.2 CIA
President
- 9.3 RULES
SUBCOMMITTEE Chairman
- 9.4 JURY BOARD
Chairman
- 9.5 EVENT DEVELOPMENT SERVICE
Chairman

C. EVENT PLANNING GUIDE

Most of the important planning decisions about an event will have already been made in order to complete the Sanction Application. The following notes give a little more detail, and include other considerations not required for the application. See additional instructions on Instructional Sanction Application Form.

Items required for the Sanction Application are indicated by the inclusion of the SANCTION APPLICATION PROCEDURE document paragraph number.

1. NAME OF EVENT (4.2.1)
Give the full name of the event
2. LETTERS OF APPROVAL (4.2.2)
Attach letters of approval from National Aero Club and Balloon Federation
3. EVENT DATES (4.2.3)
Consider the following when evaluating best dates for the event:
 - Likely weather at time and place of event
 - Crops and land use at time of event
 - Sponsor requirements
 - Conflict with other events
4. LOCATION OF THE EVENT (4.2.4)
Name of the location in which event is to take place Include City, State or Region and Country
5. SUITABILITY OF LOCATION (4.2.5)
Consider the following when evaluating competition site:
 - Suitability for competition flying
 - Minimum 20 km in all directions
 - Good roads network
 - Good area for landings
 - Suitable terrain
 - Suitable main launch site and other facilities
 - Alternative launch-sites
 - Availability of accommodation
 - Availability of facilities for social events
 - Accessible by road/air
6. WEATHER CONDITIONS (4.2.6)
Provide statistics for period/location of event covering:-
 - Average wind speeds and directions
 - Temperatures
 - Humidity
 - Sunshine hours
 - Rainfall
 - Sunrise/sunset times

It is highly recommended that events employ the services of professional meteorological to provide the twice daily forecasting necessary for task setting.
7. AIRSPACE RESTRICTIONS (4.2.7)
List any known restrictions including altitude limits. 10,000ft above MSL should be available. Include aeronautical charts of the competition area, if available.
8. LANDOWNER RESTRICTIONS (4.2.8)
List any known restriction made by local landowners. Indicate protocol required for permission to enter private land, as well as securing permission to launch , land or recover. Describe general demeanor of landowners as well as number of red and yellow PZ's.

9. **INSURANCE REQUIREMENTS**

Provide details of minimum insurance coverage for each risk indicated. If competitor does not meet minimum requirements, is insurance available for purchase locally and at what cost?

Provide the following:

- Legal limits for Third Party coverage in country concerned. (4.2.9)
- In addition to Third-Party coverage all pilots must have Passenger Liability cover which specifically includes observers, if being used. Arrange event liability insurance, which must include coverage for Officials and Observers during official duties while on the ground for the duration of the event

10. **ENTRY FEES**

Show pilot entry fee and currency. Provide information on items included with entry fee such as: housing

- Propane
- Morning food and beverage
- Pilot pack, souvenirs, pins, etc.
- Number of maps
- Opening and closing ceremony tickets
- Other meals
- Social events, etc.

11. **STATEMENT OF ELIGIBILITY OF NACs (4.2.11)**

A statement as to which NACs are eligible to enter the event is required (see Sporting Code Section 1, Rule 5.5.1)

12. **NUMBER OF PILOTS INVITED (4.2.12)**

This will depend upon budget and space requirements, but the minimum is 2 per country entitled to enter the event plus the current medal holders as defined in S1.

13. **NOT USED**

14. **BUDGET (4.2.14)**

This is probably the single most difficult and the most important consideration for the event. Managing the budget is very much dependent upon local considerations, and it is difficult to give precise advice here. See the sample of budgeted expenditures in Appendix C for a guide. Keep in mind costs in your locale may vary significantly.

Revenue: the main revenue sources are likely to be National and/or Local Government; International, National and/or local business. These sponsorships can be in cash goods or services.

Expenses: virtually every item on this list will have budget implications that must be considered along with any other local requirements.

15. **CIA SANCTION FEE (4.2.15)**

The amount of the Sanction Fee is established in 7.4.3.

16. **HEADQUARTERS FACILITIES (4.2.16)**

a) General Briefing – facilities must be large enough to seat all pilots and crew chief, officials, observers, Organizers staff, press, VIPs, etc. Elevated stage with table for senior staff and a table for the Jury is required. Appropriate PA system, lighting, etc. are also required.

b) Task Briefing – facility must be large enough to seat all competitors at tables for three (pilot, crew chief and observer, if used). . Elevated stage with table for senior staff and a table for the Jury is required. Appropriate PA system, lighting, etc. are also required.

c) Observers briefing/HQ – if observers are utilized, a second briefing area for observers which can also be used as their HQ is also required. The space provided must be large enough to seat all observers plus and elevated stage with PA system and lighting is also required.

- d) Operations HQ -large enough to house: flight planning; computers and scoring; debriefing (one table for 2 persons per 7 competitors)/Jury room/non-competition administration
- e) Weather HQ – should be within or close to the Operations HQ area with provision for a desk or two, computer, phone and high-speed Internet access to collect weather information.
- f) Internet connectivity – if documents are to be distributed electronically Internet access with suitable bandwidth must be provided in the briefing facilities.
- g) On-site bar/catering facilities. Whilst not essential, the provision of an on-site club house with bar and catering can do a lot to improve the atmosphere of an event, especially where competitors and officials are staying in different hotels etc. The clubhouse becomes the central meeting point everybody returns to after each flight. This can be enhanced by having refuelling close by.
- h) Press and PR office with phone, fax and an Internet connection to distribute press releases, flight and event results.

Provide details for each item listed. Whereever possible include photos or brochures depicting venue size, layout and amenities. Indicate if the facilities have been contracted or under negotiation¹⁷. **ACCOMMODATIONS AND TRAVEL PROVISION FOR OFFICIALS (4.2.17)**

The Organizers must state in their Sanction Application what accommodations and travel stipends they are offering Jurors and Senior Officials. The minimum for all is standard accommodation and meals for the duration of the event, as well as entry to all social events. In addition Jurors, Stewards and Senior Officials will receive an appropriate travel provision to and from the event, as well as adequate transportation during the event (cars).

Other officials will also expect a contribution towards their travel costs depending on distances travelled. The organisers must state who is responsible for the payment of Officials' expenses and when they will be paid. The payment of fees for services given by senior officials is entirely a matter of discussion between the organisers and the officials concerned.

18. NOT USED

19. **ACCOMMODATIONS AND TRAVEL STIPENDS FOR PILOTS (4.2.19)**

Give details of room accommodations for Pilots and Crews as well as any meals, travel costs, propane, maps and social events.

Include a pro-forma pilot budget showing anticipated pilot expenditures for the event. See Appendix D.

20. **SOCIAL EVENTS (4.2.20)**

The number of social events is up to the organizer and budget available, but for Category One events it is normal to provide the following:

- a) Opening Ceremony and Welcome Reception. These can be separate events or combined into a single event.
- b) Closing Ceremony and Awards Banquet. These can also be combined, but are more usually two separate events – the Closing Ceremony being for the public and at which the VIPs, Competitors and Medals are presented, and the Awards Banquet being for the announcing the full results and thanking all concerned and other presentations.

Additional events can be provided if required. Style and timing of the events to choice but they should all be free to competitors, crews, officials and observers as well as all VIPs, press, etc, etc, the organisers wish to invite.

21. **VIPs**

Draw up a list of local VIPs who must be included in the event in some way. Do not forget to consider the VIPs from your National Aero club/Balloon Federation.

It is FAI policy for the FAI and CIA Presidents to be invited to World, Continental and all other First Category Events even though there is no financial obligation that needs to accompany the invitation. When

making the invitations please be sure to indicate what hospitality (i.e. travel, expenses, accommodation, etc.), if any, you are offering.

22. TIMETABLE

Considerations: -

- Plan to minimise working days lost
- Number of scheduled competition flights (minimum 10)
- Time at beginning for setting up, check-in, main, observer and officials briefings, opening ceremony and welcome, reception
- Time at end for completing protests and results, closing ceremony and awards banquet
Local PR and sponsors requirements

23. LAUNCH SITES

Ideally large enough to allow a 25m X 25m for each balloon on level grass in one compact block to facilitate launching. Cover not considered necessary - airfields often used. If public is expected allow for fencing and site management as well as a separate entrance/exit for competitors and officials.

The main launch field should be centrally located in the flying area. If considered necessary additional launchfield(s) can also be used to optimise local weather conditions.

Provide description, size and CLP coordinates (UTM) of primary as well as any secondary Common Launch Area. Include as attachment a Google Earth image of outlined CLA.

24. ORGANIZING COMMITTEE

A local organising committee will be required to carry out the pre-event work and run the non-competitive side of the event. The Event Organizer should head the committee. The remaining committee members will be a matter of local choice, but should probably include persons with responsibility for the following as a minimum:–

- Event Organiser
- General administration
- Finance
- Accommodation
- Social events and hospitality
- Site management and security
- Propane
- Fiesta (if required)
- Press, Public Relations and Website
- Club house, bar and catering
- Landowner relations
- Internet presentation
- Sponsor relations
- Transport Manager

It is difficult to quantify the exact number of people likely to be needed without local knowledge, but it is suggested that a minimum of around 30 should be anticipated.

It may also be necessary to include a number of local Honorary VIP members on the committee.

“The Event Director who is in overall operational charge of the sporting event” (GS 4.3.4.1). He should also be on the Organising Committee.

See Appendix A for suggested Organisation Chart.

25. EVENT DIRECTOR'S RESPONSIBILITIES

- 1) Preparation of event rules and submission to CIA for approval (7.1)
- 2) Obtaining the computer scoring programme for the event
- 3) Obtaining copies of the Sporting Code (General Section and Section One) and the Jury Handbook
- 4) Appointing the following competition staff
 - Deputy Director(s)
 - Chief Observer
 - Chief Debriefers
 - Chief Launch master, if used
 - Debriefers/launch masters (1 per 7 entrants)
 - 2 Scorers
 - 6 Measuring teams of 2 persons each
 - 2 Met officials
 - Observers, if used (number of entrants + 10%)
- 5) Nomination, for CIA approval (7.2 & 7.3), of -
 - Safety Officer
 - 2 Stewards
 - Jury President plus 2 or 4 Jurors

26. OBSERVERS, IF USED

When recruiting Observers the following procedure must be followed:

- 1) The Chief Observer (or CIA Delegate where there is no Chief Observer) of all countries invited to take part in the event shall be asked to nominate an equal number of Observers.
- 2) The Organizers may also nominate directly not more than 20% of the Observers required, provided they are acceptable to the Chief Observer or CIA Delegate of the individual nominee's home country.
- 3) In both cases the aim should be to achieve as wide and as equitable a spread of nationalities as possible.

27. PROPANE

Sufficient propane will be required to cover the maximum possible number of flights @ 40 gallons or 150 litres per balloon per flight. Include practice/fiesta flights. A pumped supply from a bulk tanker with multiple manifolds is essential to reduce refuelling time to a minimum. A layout ensuring through traffic is important, and allow for safety fencing and lights for late night refuelling.

28. MAPS

Sufficient 50.000 scale maps with 1km grid to cover the competition area must be provided as follows -

- 2 sets per competitor
- 1 set per observer, if used
- 1 set per competition official
- a few spare sets

Make sure all copies of each map are of the SAME edition. If possible have one single sheet to cover the area specially printed for the event. This can then be overprinted with airspace and other information to organizers and Event Director's choice.

Other maps and plans (e.g.: hotel and socials location map; launch field plan; etc.) should also be provided

29. ACCOMMODATION

Sufficient accommodation must be available within 10-12 km of the Competition HQ/main launch field for all competitors, crews, officials and observers. Unless accommodation is being offered to pilots and crews it is normal to provide a booking service, and a variety of options from camping thorough to 5 star hotels should be offered. It is preferable to accommodate all officials and observers in the same hotel as near as possible to the HQ/launch field.

30. CATERING

Efforts should be made to provide a pre-morning briefing free coffee/rolls service for pilots, crews and officials. This service needs to be adjacent to the briefing room.

31. SITE SECURITY

A secure guarded area should be provided on the launch field where competitor's equipment can safely be left overnight if required.

Check local requirements for the presence of emergency services.

32. LAUNCH FIELD AND TASK EQUIPMENT

Refer to Competition Operations Handbook (COH for details of all equipment needs.

33. EQUIPMENT HIRE

The following equipment will need to be provided for the event (minimum)

- computers (PCs) with printers
- high speed copiers
- FAX
- Laser measurers
- mobile telephones and/or two way radios
-
- Pibal Theodolite

34. TRANSPORT

Most competition and non-competition officials will need individual transport throughout the event. This can either be their own cars with expenses paid, or rented for those not coming to the event by car.

A shuttle bus for transporting observers, if used, between hotel, briefings and launch site will be required.

If the social events are some distance from hotels etc. coaches can be provided to transport guests to and from.

35. PRINTING AND STATIONERY

This is a considerable budget consideration, and should include the following

Printing:

- Headed note paper
- Rule Books (A5 booklet form, coloured cover)
- Observer Handbooks (A5 booklet form, coloured cover)
- Event invitations
- Entry Forms
- Observer Report Forms (A4 card, two colors)
- Supplementary Observer Reports (A5, colored paper)
-
- Identity badges for Pilots, Crew, Officials, Observers, VIP's Press
-
- Car passes for Launch field Officials, VIP's and Press
-
-
-
- Check-in forms
- Task sheets
- Met sheets
- Programs
- Site plans
- Location maps
- Meal tickets

Invitations to social events

Sample letters and forms are available from EDS if required.

Stationery:

- Official Championship Stamp and Ink Pad
- Copy paper, A3 (legal) & A4 (letter)
- 12 A4 Ring Binders (large)
- Guillotine
- Hole Punch
- General stationery items

36. MEDALS, CERTIFICATES, ANTHEM, TROPHIES, SOUVENIRS & FLAGS

FAI Medals, Certificates, Anthem and Flag are provided for CAT 1 events by the FAI. Issue is normally automatic as the FAI record the information from the Sanction Approval. However, event organisers are advised to contact FAI well in advance of the event to make sure they know where to send the various items.

Trophies - perpetual trophies must be recovered from the current holder(s)

- any new trophies or prizes required should be commissioned in good time.

Souvenirs - if event souvenirs are required they should also be commissioned in good time.

At the closing ceremony the flags of the countries in the first 3 places have to be raised as the results are announced, and the national anthem of the winning country has to be played. It is thus necessary to obtain the flags and anthems of all countries taking part in the event (the flags can be used as a display on the launchfield or elsewhere during the event).

37. **EVENT LOGO**

It is usual to have a suitable logo for each event for use on all stationery, advertising etc. This should be commissioned as soon as possible after granting of the sanction for use on all subsequent correspondence.

38. **PRESS AND PUBLIC RELATIONS**

The handling of Press and PR will be largely a local matter, dictated by, amongst others, sponsors requirements and budgets. As a minimum a Public Relations Officer should be appointed well before the event to handle all press enquiries.

Effective tools for communicating with pilots, officials, the media and public are electronic mail and the World Wide Web. An event Web site provides national and international exposure to the sponsors as well as current information for all those involved. A local Webmaster should be considered for building and maintaining (posting results) the site throughout the event.

39. **EVENT ADVERTISING**

This is a local matter depending upon sponsors and budgets. Refer to FAI documents specifying branding requirements (FAI Style Guide and Rules on Advertising for FAI Sporting Events).
www.fai.org/documents.

40. **PILOTS PACKS**

It is usual, but not essential, for Pilots and Officials to be presented with free gifts from sponsors at check-in. The provision of some kind of clothing (jacket, sweat shirt, hat, etc) colour coded for the following groups is a useful aid to identification during a large event: Pilots, Crews, Officials, and Observers (if any).

41. **SIGNPOSTING**

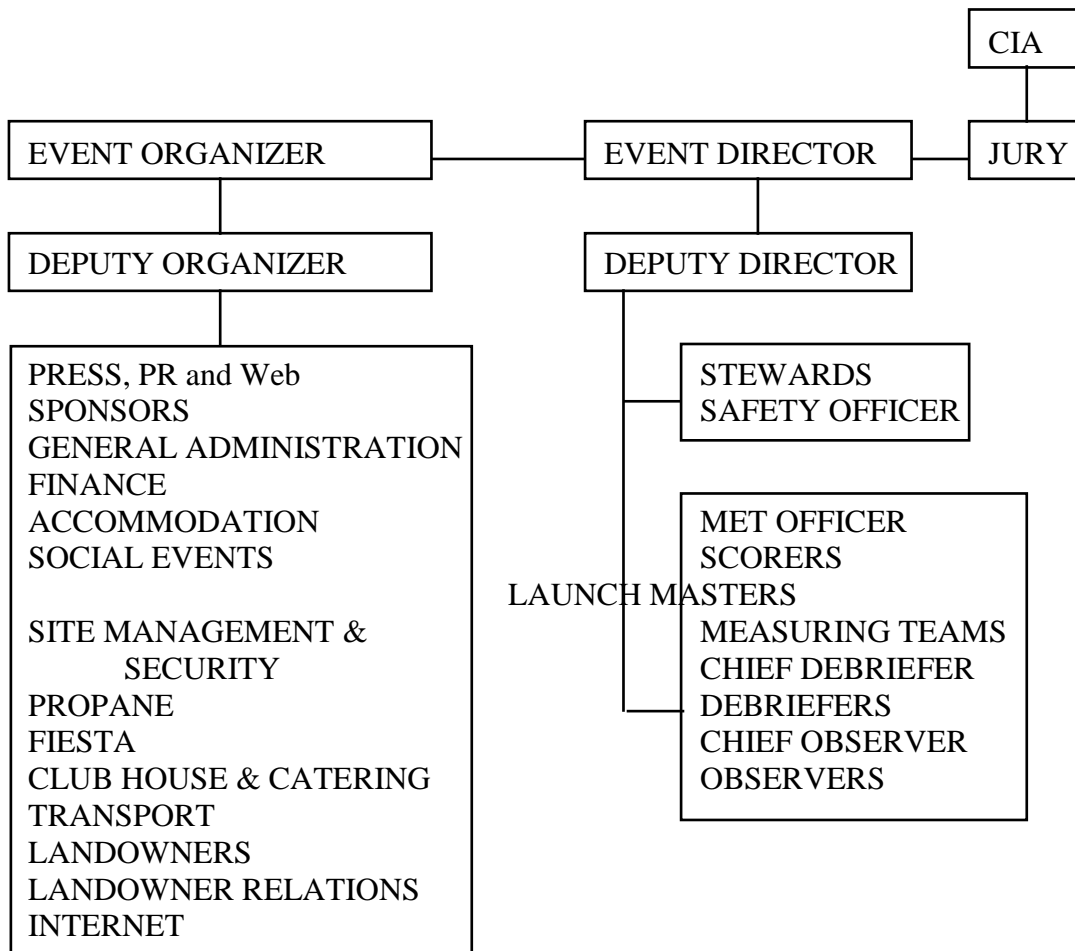
Local conditions will dictate what is needed by way of road signing and policing, and this can become very important in ensuring the rapid movement of crews and officials into and out of the launch site, especially after an evening launch.

42. **PRE-EVENT EXPENSES**

Numerous expenses can be incurred a long way ahead of the event, and this should be taken into account when negotiating with sponsors if cash flow problems are to be avoided.

Often it is recommended that an organizer host a pre-event in order to work out the organization and logistics in ample time to make needed corrections. The cost of this is in addition to the primary event.

END

APPENDIX A - ORGANISATION CHART

APPENDIX B – NOT USED

APPENDIX C - SAMPLE EVENT BUDGET

REVENUE		TOTAL
PILOT ENTRY FEES	103 @ \$500	\$51,500
EXPENSES		TOTAL
ADVERTISING		\$15,000
APPAREL (SHIRTS N MORE)		\$7,500
AWARDS		\$2,000
BANNERS (Basket & Sponsor)		\$2,000
BREAKFAST COFFEE & FOOD		\$6,000
COPIERS & PAPER		\$2,500
ENTERTAINMENT, OPENING & CLOSING CEREMONY		\$10,000
EVENT INSURANCE		\$4,000
FACILITY INSURANCE		\$1,500
CIA SANCTION FEE		\$5,000
CIA PERFORMANCE BOND (refundable)		\$10,000
FACILITIES, EQUIPMENT & RENTALS		\$7,500
MEETING VENUE RENTAL		\$5,000
LODGING, STAFF & OFFICIALS (225 room nights)		\$22,500
TRAVEL STIPENDS - OFFICERS, SENIOR STAFF & JURY		\$10,000
MAPS, MATERIALS & SUPPLIES		\$2,000
MISCELLANEOUS		\$2,000
PILOT PACKS		\$3,000
PILOT RECEPTION		\$5,000
PRINTING		\$5,000
PROPANE (25 GAL/FLIGHT X 9 X 103)		\$50,000
STAFF VEHICLES & GAS		\$4,000
Total Expenses		<u>\$181,500</u>

APPENDIX D - PRO-FORMA BUDGETED PILOT EXPENDITURES

ANTICIPATED PILOT EXPENSES	
Hotel accommodations/# per room	per night/ #
Average meal cost:	
Breakfast, if not provided	show range
Lunch, if not provided	show range
Dinner, if not provided	show range
Beer/wine	show range
Propane for practice flights	per gal or liter
Helium tank rental and gas	
Extra required third party and liability insurance	
Gasoline	per gal/liter
Chase vehicle rental fee	weekly range
Tank purging charge	
Customs and storage	
Cell phone sim card	
Balloon Equipment:	
Envelope	
Bottom end	
Fan	
Propane tanks	

APPENDIX E - FAI/CIA ORGANIZERS AGREEMENT

Under the FAI Statute 1.8.1 FAI owns and controls all rights relating to international air sport events organised wholly or partly under the rules of the FAI Sporting Code. Any FAI/CIA event organizer who wishes to exploit rights to any commercial activity at such events shall seek prior agreement with FAI/CIA in the form of an “Organizers Agreement”.

Below is a “Request to Receive a FAI Organizer Agreement” you should [complete and send to](#) the FAI Secretariat _____



REQUEST TO RECEIVE AN FAI ORGANIZER AGREEMENT

Please return the completed questionnaire to the FAI, with your BID

Championship information

Name of Championship (according to the FAI Naming policy):

Disciplines:

Category (e.g. Junior, Women's): Now I can change it

Dates:

Location:

Entry Fees:

Organizers (if different from the FAI National Member)

Name of the organization:

Name of the person responsible:

Full Address:

Name of the organization:

Name of the person responsible:

Full Address:

Name of the organization:

Name of the person responsible:

Full Address:

To complete if relevant:

Schedule 1, Paragraph 3.2

Schedule 2, Paragraph xii

Schedule 5:

Please do not forget:

Schedule 4, Paragraph 2 III: **Creation of a logo subject to FAI written approbation**

Schedule 4, Paragraph 2 IV: **Request to FAI for right to use visual images for commercial purposes**

Other relevant information

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APPENDIX F – RELEVANT DOCUMENTS

Sporting Code - General Section and Section 1 FAI Statutes FAI Bylaws FAI Organiser Agreement.
FAI Sanction Application
FAI Naming of Competitions
FAI Rules on Advertising
FAI Style Guide
FAI Code of Ethics
FAI Protocols for Award Giving and Closing Ceremony at FAI Championships CIA Competition Operations Handbook.