

Annex 2 to SECTION 10

GUIDE FOR CHAMPIONSHIP ORGANISERS - CHECKLISTS FOR BID PREPARATION

Note: Where it is used in the bid process, the final arbitrator of the word 'significant' shall be CIMA. If in doubt, the bidder should include the information or it may be required to be appended to the bid at short notice.

1 THE PRELIMINARY BID

The purpose of the preliminary bid is for NACs to make CIMA and FAI aware that they will be making a firm bid to host a championship at the appropriate time. Preliminary bids are made at the CIMA plenary, advance notification is desirable but not required. The CIMA plenary may choose to select a preliminary bid as the sole contender for a firm bid or leave it open to competition between other firm bids.

- 1.1 A preliminary bid should be made to CIMA ~~if possible~~ 3 or more years ahead and contain as a minimum the following information:
 - 1.1.1 Title of championship and proposed classes.
 - 1.1.2 Assurance that the event will be open to any FAI Member.
 - 1.1.3 Proposed dates: year and time of year. ~~month in that year.~~
 - 1.1.4 Location or choice of locations with general terrain. ~~;-and~~
 - 1.1.5 Assurance there will be no significant problems with suitable maps or airspace. ~~Airspace information.~~
 - 1.1.6 Assurance there will be ~~Availability of~~ enough money or sponsorship to run the event.
 - 1.1.7 Indication of entry fees and costs to competitors generally.
 - 1.1.8 Indication of the style of the event (eg, camping on-site, staying in hotels, a mobile championships).
- 1.2 The CIMA Bureau must be informed immediately a NAC realizes it will be unable to carry on with a preliminary bid.

2. THE FIRM BID

The purpose of firm bids is so the CIMA Plenary can select a single contender to host a championship and issue a formal sanction to the host NAC. A firm bid is considered a commitment to organise the championship properly and to be ready on time.

- 2.1 A firm and detailed bid should follow as near as possible to two years ahead. Copies of the firm bid ~~should~~ must be sent to the CIMA Bureau in advance of the plenary meeting in time for inclusion with the agenda. ~~Copies should be available for all delegates at the CIMA meeting.~~

The firm bid must contain as a minimum the following information but the bidder should have considered all the items in the Checklist **of items for CIMA championships** available at [*url on FAI website to be included here*] and must raise any significant issues in the bid.

 - 2.1.1 ~~Local Regulations (S10 A3) with dates etc. completed and marked clearly with any modifications proposed by the organisers.~~ An outline of all the proposed significant differences from the Model Local regulations (A3) and Task Catalogue (A4).
 - 2.1.2 ~~Entry form with conditions of entry completed.~~ Outline of the conditions of entry: Entry fee, permitted number of competitors in each team in each class, confirmation the event will be open to any FAI Member.
 - 2.1.3 Outline of the style of the event (eg, camping on-site, staying in hotels, a mobile championships).
 - 2.1.4 Proposed dates: year and time of year.
 - 2.1.5 Proposed airfield(s) with an outline of the ~~Airfield.~~ Suitability and availability of buildings and facilities. ~~Large scale maps/diagrams to be provided.~~
 - 2.1.6 Outline of significant airspace limitations over expected task area and national low flying rules. ~~;-danger and prohibited areas, frontier arrangements (if any).~~ Airspace map to be provided.
 - 2.1.7 Sample of official maps to be used by competitors.
 - 2.1.8 Outline of task area. Suitability for outlandings.
 - 2.1.9 Weather. Expected wind, temperatures, rainfall etc. Provision of forecasts during championships. On site meteorologist?
 - 2.1.10 Overview of proposed Medical services and rescue arrangements. Availability of doctor, ambulance, helicopter. Distance to hospital. On site First Aid.
 - 2.1.11 Overview of the local availability of insurances for competitors and public liability for the organizer. ~~Insurance. Arrangements for organisers, competitors, public liability.~~

- 2.1.12 Overview of airworthiness requirements; any special arrangements, requirements or charges for foreign registered aircraft or foreign licensed pilots.
- 2.1.13 Confirmation there will be enough money or sponsorship to run the event. ~~Finance. Championship budget, sponsorship details.~~
- 2.1.8 Overview of championships HQ. Description of building and location. Briefing room, offices for admin, scoring, Jury etc. Office equipment (telephones, TV video, PCs, copiers, email, Internet access etc.)
- 2.1.14 Overview of local facilities. Hotels, campsites, restaurants, shops, workshops, garages, liaison with local tourist board.
- 2.1.15 Names of key officials, at a minimum the overall organizer and the competition director with contact details.
- 2.1.16 Overview of the availability, number and experience of administrative, scoring and marshalling staff.
- 2.1.17 Overview of accommodation arrangements for staff and helpers, including International Officials.
- 2.1.18 Time scale. Preparation schedule with completion dates.
- 2.2 The CIMA Bureau must be informed immediately a NAC makes significant changes to any items it presented in a successful firm bid.

3. THE FINAL PRESENTATION

The purpose of the final presentation is so the CIMA Plenary can be fully informed in detail of progress and planning in the last few months before the championship when most of the work will take place. It is within the remit of the CIMA plenary to withdraw a sanction if there is evidence to suggest the championships will not be a success.

- 3.1 The final presentation shall be made at the CIMA plenary meeting immediately preceding the championships. A copy must be sent to the CIMA Bureau in time for inclusion with the agenda.
The final presentation must contain as a minimum the information presented in the firm bid but in detail rather than overview or outline form, plus:
 - 3.1.1 Confirmation the organizer agreement is signed and has been returned to FAI secretariat.
 - 3.1.2 All additions, alterations or deletions to the model Local regulations in S10 A3 and task catalogue S10 A4 must be listed separately. A detailed explanation of significant differences together with the principles and reasoning must be included.
Note S10 4.6.1 requires this item to be submitted one year before the event.
 - 3.1.3 Confirmation that all items in the **Checklist of items for CIMA championships** have been considered [available at *url on FAI website to be included here*] and that significant issues are included in the presentation.
 - 3.1.4 Exact dates: practice and competition.
 - 3.1.5 Airfield: Details of the aircraft parking and flying areas, the buildings and facilities. Briefing room, offices for admin & scoring, office equipment (telephones, PCs, copiers, email), wireless internet access, jury room, hangarage, equipment storage, team tents, camping area, toilets, washing facilities, security, Etc. Large scale maps or diagrams to be provided.
 - 3.1.6 Requirements and special arrangements for personnel and equipment to enter the country (letters of invitation, customs), and depart after the championship.
 - 3.1.7 List of key personnel with contact information: Organizer, competition director, deputy director, chief marshal,
 - 3.1.8 Names of candidate stewards.
- 3.2 If the CIMA plenary endorses the championship it shall appoint a Championship monitor, Jury President and two jury members.
- 3.3 The CIMA Approved Local Regulations and entry form shall be sent to NACs not less than 6 months before the event. (S10 4.6.1)

4. CHAMPIONSHIP STAFF STRUCTURE

To have any chance of success, a championship organisation must have sufficient staff/officials in place in time to carry out the large amount of essential work. This means at least 6 months before competitors arrive. Staff/officials should be given their own work and responsibilities in writing by the Director. They should preferably find their own helpers according to their needs.

4.1 General manager

Carries overall responsibility for the event on behalf of his/her NAC and FAI to assemble and manage the team which will plan and deliver a successful championships on time and within budget.

4.2 Competition Director

Has to be involved in planning and layout of the championship site, **planning the tasks to be flown and making sure the overall preparations for the flying competition are progressing to schedule. Once the championships starts he is responsible for the actual running of the competition, including briefing pilots and officials, making sure the tasks are run correctly to the rules and are scored accurately, and dealing with complaints and protests.**

4.3 Deputy Competition Director

Must be able to take over any work or responsibility at short notice in support of the Competition Director. He should have some special responsibilities, such as arranging the opening and closing ceremonies, organising Jury meetings etc.

4.4 Chief Marshal

Responsible for airfield layout, decks and markings, task arrangements, time keepers, video operators, assistant marshals, windsocks, compliance by competitors with flying regulations etc., etc. Liaison with meteorologist, chief scorer, FR data analyst, medical services and airfield manager.

4.5 Chief scorer

Responsible for ensuring the data needed to arrive at a score is collected, analysed and collated accurately, and quickly published.

4.6 Administration Manager

Responsible for processing all paperwork generated by the championships. This includes registration and collection of entry fees from competitors, team leaders and assistants, checking entry paperwork and FAI licences, official entry lists, lists of officials, ID tags, organisation of notice boards, distribution of paperwork to teams, jury and stewards, lost and found, office equipment (PCs, copiers, fax, telephones and office supplies generally), liaison with Treasurer/Accountant and NAC. etc.

4.7 Other Key Officials

A specialist key official is needed to take charge of the following departments:

- The airfield and ground services
- **Airfield equipment**
- **Computer network, server, intranet and internet reliability and functionality.**
- Accounts
- Public relations and publicity
- Safety Officer

However the work is divided up, the key officials' responsibilities have to be covered. They include:

4.7.1 Airfield Manager

The work and responsibilities will depend on whether or not there is an existing airfield management structure in operation but none the less is responsible for liaison between the championship organizer and the airfield operator and with police and local authorities. He will, need to liaise on matters such as hangar and workshop space, camp sites and car parks.

4.7.2 Equipment manager

Responsible for ensuring all the hardware required to run the championships is prepared, available and in place when required. (notice boards, tables and chairs, scales, white line machines, slalom poles, electronic timing systems, landing accuracy video cameras etc). Liases with the chief marshal and the airfield manager.

4.7.2 P R & Publicity Manager

Responsible for presentation of the events to the public and aviation press, to the competitors and visiting VIPs. Issue of invitations, social arrangements, flags, anthems, public face of opening ceremony and prize-giving, programme brochure, mementoes. Liaison with local tourist board, assistance to visiting reporters. Liaison with Championship Director over arrangements.

4.7.3 Safety Officer

Responsible for the security of the facilities and for the safety of all ground and flight operations. **Responsible for preparing a detailed risk analysis before the championships,** Liaison with the Airfield Manager in matters such as airfield security, public access and control, signposts and safety notices and with the Competition Director and Chief Marshal in matters such as aircraft movement around the airfield, deck operations, and everything else concerning the safety of competitors, team members, officials or spectators.

4.8 Conclusion:

Circumstances may dictate different arrangements from the above. The essential points are that the preparatory work is always greater than expected and failure to get a championships ready on time is the most common reason for a badly run or failed championship.

5. INFORMATION DOCUMENTS TO BE PROVIDED DURING THE EVENT

5.1 CONFIRMED ENTRY LIST and LIST OF TEAM LEADERS

To contain:

- Competitor(s) name
- Nationality abbreviation
- Competition number
- Type of aircraft, **wing** and engine
- class entered
- ~~Age (optional)~~

To be given to Team Leaders, Jury Members and Stewards within 24 hours of close of Registration, together with list of Team Leaders

5.2 SCORE SHEETS

Must satisfy all the requirements of S10 4.29.1 plus:

- Heading with CHAMPIONSHIP, ~~DATE OF TASK~~, TASK details ~~and distance~~, CLASS, TASK NUMBER and time and date when the score sheet was issued.
- **Complaints deadline. (taking into account the 22:00 – 07:00 complaints curfew)**
- Scores to be given in descending order in all score sheets.

When a task includes navigation, the Directors task map **or electronic specification** should be published ~~posted adjacent to the task score sheet~~. Pictures of turnpoints, ground markers and photos to be identified etc. should be included.

~~It is strongly recommended that no score sheet is issued earlier than 0700 in the morning and not later than 2200 in the evening.~~

5.3 DAILY BRIEFING SHEET

TASK: To include:

- Name, date and reference number (if any) of the Task
- Task description and details
- Take-off window, control point, closing times, etc.
- Last landing time
- Special instructions, penalties, etc.

WEATHER: To include as much relevant information as can be provided, with information on updates.

AIRSPACE RESTRICTIONS: This sheet is required only for special or complicated restrictions or prohibitions, and should include map or diagram. Any STANDING airspace restrictions should be displayed throughout the event.

Briefing sheets to be handed to Team Leaders, as a minimum, by start of Briefing. Copies to be available for Jury Members and Stewards.

6. DOCUMENTS AND FORMS

The following need to be prepared or obtained well ahead of the event. There are too many other matters to attend to in the last few preparatory weeks.

6.1 REGISTRATION FORMS

To check that all items in the Local Regulations Master Document, 3.1 are present and valid for each competitor.

6.2 IDENTITY TAGS FOR COMPETITORS AND OFFICIALS

These should be of different colour for each function. Tags should contain name, nationality and function (Steward, Marshall, Director, Visitor, Press etc;). Their attachment should be good enough to last through the competition period.

6.2.1 A printed request in the local language requesting help for competitors may be useful, including telephone number.

6.3 MAPS

All pilots must be supplied with air maps of between 1:100,000 and 1:250,000 scale (microlights) or between 1:50,000 and 1:100,000 scale (paramotors) to cover the whole task area. Jury Members and Stewards need copies of the same maps. A wall map of the same scale should be on permanent display.

The organisers should have larger scale maps for use in locating outlanding pilots.

A glossary in English including frequent terms found on the official map is highly recommended.

6.4 **TIME SHEETS**

The following are required as a minimum:

- Take-off order/time sheets.
- Finish/landing time sheets.
- Pilot flight report forms.
- FR flight analysis assessment forms.

6.4.1 All these forms must have space for date and compiler's name. Start and Finish forms are easier to use if compiler writes the competition number and time in order of appearance of the aircraft instead of searching a pre-printed list to find the correct competition number.

6.4.2 Officials compiling time sheets must have clocks or watches corrected to the Official Time clock.

6.4.3 Timekeepers should be equipped with good clipboards and pens, chair and weather protection.

7 REPORTING

The officially accepted entry list and results of a First Category Event shall be sent electronically to the FAI Secretariat if possible before the prize-giving and in any case within 24 hours of the end of the event. (GS 3.16.2.1)

The results of any FAI air sport event shall be given in writing to the host NAC, all competitors and the NACs they represent and for First Category Events to the FAI Secretariat without delay. (GS 3.16.2.2)

A final report giving results of the championships, with note of any protests or problems must be sent to FAI Secretariat, the Organiser's NAC and the Microlight Commission President within 48 hours of the end of the event.