

# Checklist of items for CIMA championships

2009 edition

*This checklist was originally compiled by José Luis Esteban during the organisation of the European Paramotor Championship 2006 in Spain. In 2007, during the preparation of the World Paramotor Championship in China, Richard Meredith-Hardy and José Luis Esteban extended this list and introduced the Task Workflow section.*

*Nothing in this document is mandatory, it is intended as a list of things championship organizers need to think about whilst preparing a championship but may not be complete and should be considered a continuous 'work in progress'. Additions or amendments should be submitted to the S10 Editor.*

## People

### Organizing team

- Working people
  - Event Director
  - Deputy Event Director
  - Airfield manager
  - Administration manager
  - Airfield construction manager
  - Safety officer
  - Public relations
  - Public announcements
  - Meteorology
- Honorary members
  - ...

### Championship management team

- Competition Director
- Deputy Competition Director
- Marshals
  - Chief Marshal
  - Chief Scorer
  - Marshals equipment manager
  - Official notice board manager
  - Electronic equipment sealing manager
  - Flight recorder download manager
  - Mobile marshals (turnpoint checking Etc)
  - Out landing coordination manager.
  - Remote airfield managers.
  - Fuel manager.
  - Airfield Marshals
  - Flight analysis & Scoring team
  - Assistant marshals

### Stewards

- See FAI Section 10, Annex 5.3 for function & duties

### Jury

- See FAI Section 10, Annex 5.2 for function & duties

### Competitors

- Pilots & Navigators
- Team leaders
- Assistants
- Family & friends

## Authorities

- Sporting Authorities
  - FAI, National Aero Club, Local club
- Political Authorities
  - National, Regional, Local Government, CAA, Police, Military Etc.

## Safety & Security

- External
  - Fire
  - Ambulance
  - Police
- Internal
  - Flight park control
  - Crowd management
  - Car Parking
  - Pilot retrieval
  - Security guards 24h

## Media

Public relations officer

- TV, radio, newspaper

## General Public

- Must be contained in areas remote from takeoff, manoeuvring and landing areas.

## Common Services

### Accommodation

- Arrival & Departure
- Hotel
- Camping
- Toilets
- Swimming pool
- Transport / shuttle buses

### Eating & drinking

- Organized meals
- Own meals (free tables)
- Bar
- Shops
- Team BBQ's
- Packed lunches at remote airfields.
- Drinks at remote airfields.

### Services

- Water
- Electricity
- Fuel
- Telephone
- Internet (WIFI)
- Site security
- Fire & Ambulance
- Insurance (public liability)
- Publicity

## **Website**

- Contact information (mail, fax, email)
  - Organising NAC
  - Local organiser
- Documents
  - Local regulations
  - Flying rules
  - Notams
  - Official map
  - Anti-doping information
  - Official logo
  - Links to relevant FAI or aviation authorities documents
- Bulletins
  - Letter of invitation
  - Bulletin 1
  - ...
- Visitor Information
  - Travel information: plane, train, car, road maps...
  - Accommodation: Hotels, camping...
  - Tourist information: city, sightseeing, shops, food...
- Registration information
  - Entry forms
  - Insurance
  - Bank information
- Weather information
- News
- Competition
  - Official map
  - Flight operation rules
  - Any other documents delivered to pilots
  - Task sheets
  - Task results
- Sponsor information
- People
  - Organisation team
  - Competitors
- Other
  - Photos
  - Links

## **Site**

### **Main office**

- Main reception
  - Always open
  - General inquiries
  - Messages
  - Front face of site administration
- General contact telephone
- Competitor registration
  - Team membership
  - FAI Licence
  - Insurance
  - Paid entry
  - ID card with emergency telephone number and message in local language about out landing retrieval.
- Sale of insurance
- Maintaining the official website.
- Travel & accommodation arrangements for Stewards, Jury and official guests.
- Customs import / export advice or assistance.
- Equipment delivery (arrangement of cranes for containers Etc)

- Coordination with public bodies (police, ambulance, local government Etc)

## **Competition organization offices**

- Competition Director
  - See FAI Section 10, Annex 5.1 for function & duties
- GPS management
- Scoring
- Marshals briefing room
- Storage area for marshals' equipment.

## **Stewards office**

- Tables & chairs
- Internet

## **Jury office**

- Tables & chairs
- Internet

## **Pilot briefing room**

- Quiet location
- Presentation equipment (white board, markers, computer projector)
- Microphone / Loudspeakers
- Chairs
- Official map

## **Pilot planning area**

- Large tables & chairs
- Computer access to pilot tracks
- Chairs & planning tables

## **Internet Café**

- Internet
- Pilot tracks

## **Official notice board**

- Only central place for all information, scores Etc
- Very big (minimum 2m x 6m)
- Official clock (may be GPS time)
- Steps
- Pins / tape

## **Mail Boxes**

- Team, steward, Jury, official mail boxes.

## **Press office**

- Deal with enquiries from press & TV
- Includes maintaining the official website during the championship
- Tables & Chairs
- Telephone
- Computer
- Internet access
- Scanner
- Printer

## Competitor areas

- Team tents large enough for all equipment, tools, spares, team briefing and planning.
- Toilets and Showers
- Electricity
- Water
- Fire extinguishers
- Internet
- Vehicle access
- Airfield access

## Flying area

- Hangars
- Parking area for aircraft
- Runways & decks
- Taxiways & access to decks
- Fuelling area
- Fire extinguishers
- Quarantine area
  - For pre or post flight declarations
  - Fuel sealing
- Flight restrictions, notams.

## Remote landing sites

- Airfield equipment; windsocks, slalom poles, cones to mark decks Etc.
- Fuel for all aircraft
- Food and drinks
- Transport for marshals, team leaders, assistants, spectators.
- Aircraft retrieve vehicles.

## Car parking

- Organizers
- Competitors
- General public

## Public areas

- Bar
- Merchandising
- Shops
- Toilets
- Stands & PA installation

## **Equipment**

### **Office**

- Common office equipment
  - Tables & chairs
  - ID Card manufacturing equipment
  - High speed printers which collate and staple.
  - Photocopiers
  - Telephones
  - Fax
  - Storage shelves
  - Ballpoint Pens, coloured pens
  - Paper
  - Paper filing boxes (for completed task stuff)
  - Rulers, staplers
  - Pins and tape
  - Notice board
  - Electric extension leads
  - Fridge
  - First aid kit
  - Air conditioning
- Main competition office & marshals office
  - Computer Equipment
  - Network
  - UPS
  - Printers (high speed, more than one)
  - Scanner
  - Internet access
- Flight recorder equipment
  - Sticky labels
  - Data cables
  - Collection boxes
  - Batteries

### **Marshals equipment**

- Portable equipment
  - Clipboards
  - Ample pens & paper
  - Stopwatches
  - Radio / Walkie talkie (phone PTT service)
  - GPS
  - Mobile phones
  - Binoculars
  - Digital cameras
  - High visibility vests
- Weighing equipment
  - 3 scales for trikes with calibration certificate
  - Long electric cables or generator
- Fuelling control
  - Measured fuel cans (5 litre & 2 litre) or Measuring scales
  - Fuel reservoir cans (for everyone)
  - Tank sealing equipment (wire or tape)
  - Funnel

## **Airfield operation equipment**

- Flag poles and flags for general information (task running, flight prohibited, etc)
- Portable flags (red, green, other)
- Plastic barrier tape, metal stakes, big hammer.
- Loudhailers
- Marking out decks
  - White lines (Paint, lime.)
  - Measuring tape (50m)
  - Cones
- Slalom sticks (enough for 2 or 3 simultaneous tasks)
  - Stick holders
- High visibility number system on the ground to display competitor's turn.
- Marshals equipment
  - Portable chairs
  - Sunshades
  - Tables
  - Ice boxes with cold drinks
  - Quad or small motorcycle

## **Operations outside the airfield**

- All marshals' portable equipment
- Canvas markers (3m x 1m) with system to fix on ground
- Cars
- Official maps, road maps.

## Task Workflow

### Before the Championship

- Acquire catalogue of turnpoints which are checked on ground.  
Note: The location of all turnpoints or gates MUST appear clearly on the official map.
- Set up flight analysis software with digital map, competing classes team and competitor info.
- Set up scoring software capable of individual task, overall and team scoring.

### Each task

- Select general principle of task from task catalogue
- Design task on map using available turnpoints.
- Write task sheet using task catalogue as pro-forma template, but also including:
  - Fuelling requirements & times
  - Overall task window times
  - Takeoff window times
  - Takeoff order
  - Turnpoint list with descriptions & thumbnail maps
  - Turnpoint overview map
  - Declaration sheets (pre-takeoff, after landing, as required)
  - Special task map, turn point photos. (if required)
  - Other special requirements according to site and route.
- Prepare task analysis and scoring
  - Task data collection sheet
  - Task in analysis program.
  - Task in scoring program
- Briefings
  - Team leaders
    - Briefing sheets published min 1hr in advance.
    - Briefing room equipment (White boards, projectors Etc)
    - Chief marshal & chief scorer present.
  - Marshals
    - Task management plan
    - Task brief sheets
    - Marshals data sheets.
    - Electronic equipment declaration & sealing procedures.
    - Fuelling control.
    - Units of measurement (metres/cm/mm, h:m:s Etc)
- Pre-Task start
  - Distribution of flight recorders
  - Sealing electronic equipment (telephones, secondary GPS)
  - Illegal equipment checks
  - Collection of pre-task declaration sheets.
  - Fuel control
  - Prepare decks and other airfield requirements.
  - Send external marshals to position
- Flying the task
  - Double check marshals in position.
  - Double check marshals observations.
- End of task
  - Quarantine
  - Unsealing of electronic equipment
  - Illegal equipment check
  - Check fuel system seals
  - Collection of declaration sheets.
  - Collection of Flight recorders
  - Returning declaration sheets and flight recorders to analysis office.
- Flight recorder data download

- Task analysis
  - Collect all data onto Task data collection sheet from:
    - Marshals sheets
    - Flight recorders
    - Pilot declarations
- Scoring
  - Enter score data from Task data collection sheet
  - Archive all paperwork neatly ready to deal with complaints.
- Publishing
  - The Provisional Score sheet must be published within 6 hours after finishing the task
  - Publish task and overall scores to Official notice board and mail boxes.
  - Publish tracks and task to internet café and wifi network.
- Complaints
  - Require written complaints within the official deadline
  - Deal with them rapidly
  - Re-publish provisional scores rapidly if scores have changed.
- Official scores
  - Publish as soon as possible after deadline of last provisional issue.
  - Official protests; Only acceptable if:
    - There was a refused complaint,
    - Received within the deadline
    - Includes protest fee.
  - Quickly deliver protest to Jury
  - Republish scores if Jury changes scores.
- Final scores
  - Publish as soon as possible after deadline of last official issue.

## **Team and General classification**

- Team scores will be posted as soon as the provisional scores for the first task are available.
- Overall scores will be posted as soon as the provisional scores for the second task are available.
- Overall scores and team scores will be updated at least:
  - When the first provisional scores for a new task are posted.
  - When a task scoring goes official or final.
  - Once a day if there are changes in provisional scores.
- Overall scores will reflect the status of each individual task (provisional, official, final).