



## Requirements and Guidelines to Bid for CIVL First Category events

V. November 3, 2023

Mandatory requirements for FAI First Category events are defined in the following documents:

- FAI Statutes and By-Laws.
- FAI Sporting Code – General Section.
- CIVL Section 7 of the Sporting Code
- FAI Organiser Agreement.

This document does not preclude the above documents nor does it contradict them. This document defines information required by the CIVL so the bid can be accepted by the CIVL Bureau and presented to the plenary.

### Preparing the Bid

Bidders are required to complete the following:

- Annexe A: Bid Information needed by the FAI and the CIVL
- Annexe B: Budget
- Annexe C: Support documentation needed
- Annexe D: Additional information from the organisers.

### Annexe E

A typical 2023 Organiser Agreement template (OA) is copied in Annexe E. The Organiser Agreement is owned by the FAI Executive Board and may be changed without our knowledge.

### Sending the Bid

An electronic copy of the bid must be sent by email to the CIVL President ([civil-president@fai.org](mailto:civil-president@fai.org)) and to the CIVL Administrator ([civil-administrator@fai.org](mailto:civil-administrator@fai.org)) by January 1st prior to the CIVL Plenary at which it will be presented. This should be two years before the proposed event.

### Prior to the Plenary

- Once received, bid documents will be checked for completeness by the Bureau and circulated to the relevant Committee.
- If the Bureau and Committee needs more detail or is dissatisfied with any aspect of the bid, it will communicate with the bidder, allowing sufficient time for the organisers to respond with explanations or an amended bid, as necessary.
- Bid documents will be published 30 days before the plenary as part of its agenda, giving time for delegates to study the bid.

### During the Plenary

- Bids will be reviewed during the CIVL Plenary meeting on the first day in the afternoon.
- There will be no accompanying presentation, slides or videos.
- The organiser shall be available for a Question & Answer session and ready to

- answer questions in English.
- The plenary will vote on the bids on the second day in the morning.

**If the bid is successful.**

- The Organiser Agreement will be signed as soon as possible.
- A steward acting as the CIVL representative will be appointed and will work closely with the organiser.

<b>Annexe A – Bid Information</b>
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- The following information must be provided in support of your bid.
- A bid will be refused if some of the information is missing.
- This template must be followed: same items in the same order.
- This document will form part of the FAI Organiser Agreement. It is binding. Key information (like entry fees, Event Director, Meet Director...) cannot be changed later without CIVL consent.
- At any time, the FAI Secretary General and the CIVL Bureau may request clarifications on the bid information or on issues as deemed necessary for the proper conduct of the event. This includes financial information.

1. Name of the Championship

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*(See FAI document: Naming FAI Competitions available at: <http://www.fai.org/fai-documents> under Organising an Event.)*

2. Location(s) of the Championship

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3. Proposed Dates of the Championship

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4. Proposed Dates of the Test Event

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5. Competitions Allowing the Organiser to Bid

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*(To be eligible, the NAC making the bid shall, as a minimum, have held a national championship or FAI Category 2 competition with a minimum entry of 50 pilots for Cross-Country events or 30 pilots for Accuracy and Aerobatics events, on the proposed site(s) within the four years before the bid is received.*

6. Local Organiser

Name – Address (no PO box) – Phone – E-mail

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*(Party designated in the Organiser Agreement who will have contractual responsibility for organising the event.)*

The following person will sign the Organiser Agreement  
Name – Position – Phone – E-mail

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*(See annexe E for the statement that the organiser will have to sign in the Organiser Agreement.)*

## 7. Sporting Power

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*(Party having the sporting power in your country, NAC or federation or other delegated entity.)*

Name – Address – Phone – E-mail

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The following person will sign the Organiser Agreement  
Name – Position – Phone – E-mail

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*(See annexe E for the statement that the NAC/Holder of sporting power will have to sign in the Organiser Agreement.)*

## 8. Key Officials

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For all events:

- Organisation/Event Director.
- Meet Director.
- Safety Director.
- Meteorologist.
- Launch (or drop) Marshal.

For Cross Country:

- Scorer.
- Live Tracking Manager.
- Goal Marshal.

For Accuracy:

- Scorer

*( The Chief Judge and Event Judge will be appointed by CIVL, in consultation with the organiser)*

Include brief note on qualifications, experience, languages, etc.

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## 9. Detailed Schedule of Championship

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- Free training days.
- Registration.
- Mandatory safety briefing.
- Mandatory training task.
- Opening ceremony.
- Championship flying days.
- Closing ceremony.

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*(The duration of the event is defined as from the day of the opening ceremony to the day of the closing ceremony. The maximum length of a championship is 14 days.)*

## 10. Pilots Entry

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Specify the maximum number of pilots allowed overall.  
You may want to justify this number in relation to the site and flying conditions.

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*(The maximum number of pilots per nation and the team size will be defined in the local regulation, which are subject to CIVL approval.)*

#### 11. Restriction of Admission

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Specify any restrictions of admission to the country or location of the event.

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*(If there are any, the CIVL will inform the FAI Executive Board. The Executive Board will decide whether they are acceptable, having taken advice on sporting aspects from the CIVL and the CASI Bureau.)*

#### 12. Entry Fees

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Define the entry fee for the event:

- For pilots.
- For team leaders and assistants.

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Define what is included in the entry fee for the event:

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*(See Section 7 Common 5.1.2 for the minimum expected to be included in the entry fees. Define what will be optional or subject to additional charges, such as tow fees, retrieve, lunch packs, equipment hire, etc.)*

#### 13. Test Event

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Pilot qualifications criteria (open selection or specific criteria if any).

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Define the entry fee for the event:

- For pilots.
- For team leaders and assistants.

...

Define what is included in the entry fee for the event:

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*(See Section 7 Common 2.4.5 and 12.1.1 for general requirements.  
See Section 7 Common 12.3.1 for the minimum International Participation required.)*

#### 14. Third-party Liability Insurance

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Third-party liability insurance coverage is mandatory for all participants.  
State here the expected required coverage.

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*(Coverage for competitors, team leaders, team managers, delegations and their assistants is the responsibility of each participant.*

*Coverage for assistants to the organisers is the responsibility of the organisers.  
Coverage for FAI officials attending the event is the responsibility of the FAI.)*

#### 15. Personal Insurance

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The organiser may require and/or arrange personal insurance coverage for participants, notably individual health, accident and repatriation insurance.  
If so, state here the expected required coverage.

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#### 16. Budget

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Provide an outline budget. You may use Annexe B as a template.  
Specify anticipated sources of finance (local, government, sports authorities, NAC, etc.) and percentage of budget expected from pilot entry fees.  
Specify anticipated or secured sponsors.

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### Annexe B – Budget

As a budget template, see the Excel file.

[https://www.fai.org/sites/default/files/civil/documents/cat\\_1\\_budget\\_annexe\\_c\\_-\\_v2018.xls](https://www.fai.org/sites/default/files/civil/documents/cat_1_budget_annexe_c_-_v2018.xls)

### Annexe C — Support Documentation

Attach to the bid the following documents:

1. Letter of support from the NAC or delegated entity (federation / association).
2. Letter of information from the delegated entity to the NAC (if applicable).
3. Letter of support from the local authorities.

### Annexe D – Additional Information from the Organiser

This may include, but is not limited to...

#### **Launch sites**

General comments on suitability of sites for proposed event, competition history, accessibility, availability, permission for use.

For XC:

- Take-off direction(s). Height AMSL and above valley. Configuration, surface, size of take-offs and rigging/preparation areas. Number of ramps. Hazards (cables, pylons, trees, etc.). Facilities (car park, shelter/shade, water, refreshments, toilets, etc.).
- Task flying area: Type and suitability of terrain. Unlandable and built-up areas difficult to avoid. Suitable goal landing fields and height AMSL. Suitable "bomb-out" areas. Local road quality for retrieves, road traffic problems.
- Distance/access to launch site(s). Road access: for cars or only 4-wheel drive vehicles or organisers trucks? Cable car or mountain railway to take-off area? Parking available part way up? Organiser transport arrangements to sites.
- Any prohibited flying or landing areas. Include a map or a link to an online map showing airspace, turnpoints, major features, typical tasks.
- Free airspace to what height above take-off and task flying areas?
- What limitations? Restricted/prohibited areas?
- What permission or exclusions required from the authorities? How likely are they to be granted?
- Frontier crossing arrangements?

For winch/aero tow sites:

- Airfield details, size, wind directions, facilities, etc.

For Accuracy:

Hill:

- Take-off direction(s). Height, Configuration, surface, size of take-off and rigging/preparation areas.
- Hazards
- Facilities (car park, shelter/shade, water, refreshments, toilets, etc.).
- Height difference between take off and target area.

Tow:

- Available length of area for towing

For Aerobatic:

- Height above water or ground when reaching the flying "box".

For Accuracy and Aerobatic:

- Shuttle time from the landing area to take-off area.
- Target location and specificities.

### **Weather**

- Details of any sites prone to low clouds, possibility of wave or foehn, best time of day for thermal upslope, possibility of residual lift late in the afternoon, known turbulence areas.
- Weather data and type of conditions to expect during the period selected for the event.
- Recommended maximum wind speed: on launch and for task flying.

### **Meteorology**

- What arrangements will be in place for daily forecasts during the event and the relevant experience of the forecaster?
- Details of satellite weather monitoring, most reliable web resources for forecasts, automatic wind station monitoring, webcams, etc.

### **Transport**

- Details of transport provided to launch, organisation vehicles, vehicles to be provided by competitors, etc.
- How retrieve/check-in will be organised.

### **Safety**

- See <https://www.fai.org/page/safety-handbook>
- State what your safety management plan will be.
- Local meteorological conditions (areas of rotor, strong valley winds, etc.) or local terrain features (pylons).
- Task setting/task style/scoring ideas to compensate.
- Comments on pilot qualifications/skill levels required.
- Details of any fatalities or serious accidents on the site or in the task flying area in the past 5 years.

### **Rescue/medical services**

- Information on applicable experience of on-site doctor/paramedic, first aid arrangements, medical first response in tasks area.
- Organiser's English speaking liaison personnel.
- Helicopter availability including response times.
- Helicopter landing space for each site.

### **Transmissions**

- Radios: details including any restriction on frequencies or types of radio, particularly 2m, and any licence requirements.
- Mobile/Cell Phone Coverage: availability of local SIM cards. Details of best network coverage within the competition area.

**Liaison with police, military, public services**

- Their familiarity with this type of event. Past experience? Assistance expected?

**Commitment for environment**

- As per CIVL Environmental Policy document (to be published)

**Event headquarters**

- Location and size of rooms for briefings, registration, equipment checks.
- Internet access available for Officials.
- Internet access available for competitors.

**Local facilities**

- General outline of availability and average prices of hotels, camping sites, apartments and other accommodations.
- Proximity from event HQ of: car hire, shops, restaurants/bars, repair facilities, etc.

**Visas, vaccinations**

- Details of visas required for visitors from FAI member nations.
- Details of any vaccinations recommended for competitors (or provide web addresses for information).

**Early arrivals:**

- State any date before which competitors should not arrive.
- Give details of arrangements for pilots if early arrival is possible (access to launch, etc.).

**Customs and equipment importation:**

- Information on custom arrangements for temporary importation of gliders and other competition equipment. If necessary, customs at main entry points for the event should be informed of the nature of equipment that will accompany pilots.
- List entry points that have already been contacted or notified.

**Medals, etc.**

- Medals and diplomas will be provided free by CIVL, but transportation and custom are paid by the organisers.
- State here if there are any other forms of recognition or prizes.

**Media and social media coverage, merchandising**

- Website if not at [civlcomps.org](http://civlcomps.org)
- Outline of plans to promote the event.
- Media coverage planned before, during and after the event.
- Facilities for spectators (virtual and physical).
- Filming/video opportunities.

**Any additional information in support of the bid**

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<b>Annexe E – 2023 Organiser Agreement Template</b>
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**This document may be changed at any time by the FAI Executive Board.**

**Statement NAC/Holder Sporting Power**

As NAC (respectively the Holder of the Sporting Power, and as assigned by the NAC), we express consent to the presented bid (By-Law 1.2.7). In case the bid is accepted, and the

sanction is granted, we will sign the OA with the Commission-stipulated period (By-Law 1.2.7.1).

### **Statement Organiser**

As Organiser we confirm to stage the event as submitted through the bid, and in accordance with applicable FAI Rules, Regulations, Guidelines, and applicable legal regulations in the country (including without limitation, air traffic regulations, employment and health and safety work regulations) (By-Law 1.2.7). We also confirm that we understand that the execution of the OA is an essential condition of the appointment as organiser and the sanction will become moot if the OA is not executed. We accept that Swiss Law is governing this process. In the unlikely event of a dispute, the Court of Arbitration for Sport, acting through a sole arbitrator, will have exclusive jurisdiction to issue a final and binding decision.

## **1 PARTIES**

### **1.1 FÉDÉRATION AÉRONAUTIQUE INTERNATIONALE (FAI)**

Of Maison du Sport International, Avenue de Rhodanie 54, 1007 Lausanne, Switzerland.

### **1.2 FAI AIR SPORT COMMISSION (ASC)**

As identified in "FAI-Organiser-Agreement-Request" (Annex A)

### **1.3 FAI MEMBER**

As identified in "FAI-Organiser-Agreement-Request" (Annex A)

### **1.4 HOLDER OF THE SPORTING POWERS**

In case the NAC delegated the sporting powers to another entity, then the "Holder of the Sporting Powers" becomes a party of this agreement.

As identified in "FAI-Organiser-Agreement-Request" (Annex A)

### **1.5 ORGANISER**

As identified in "FAI-Organiser-Agreement-Request" (Annex A)

## **2 TRANSFER OF RIGHTS**

With the approval and endorsement of the holder of the Sporting Powers, the ORGANISER has submitted a BID to organize the EVENT and said BID has been accepted and the EVENT sanctioned by the ASC.

As stipulated in FAI By-Laws 1.2.1 and 1.2.2 and based on this sanction by the ASC and subject to the terms and conditions set forth in this OA, the FAI hereby grants the ORGANISER the exclusive right to organise and stage the Event as detailed below. Further rights owned by FAI, which are transferred as per this agreement, are defined in FAI By-Laws 1.2.3.

## **3 EVENT**

### **3.1 EVENT TITLE, DATE AND PROGRAMME**

Refer to the "FAI-Organiser-Agreement-Request".

The EVENT program is set forth in the attached BID, see Annex D.

### **3.2 VENUE**

The venue is specified in the "FAI-Organiser-Agreement-Request" (Annex A) as well as in the Bid-document (Annex D).

### **3.3 ORGANISER AND ASC RELATIONS**

In case the ASC appoints a person of contact acting as the main representative and supervisor on behalf of the ASC, this person shall work in close cooperation with the ORGANISER. The person of contact shall be entitled to inspect the EVENT venue at any time during the EVENT preparation as required by the ASC.



As a rule, and unless otherwise provided in Annex C, all costs of the activities of the person of contact shall be borne by the ORGANISER (as per Commission-approved travel reimbursement guidelines).

The ASC appointed contact person shall be the first and main point of contact for the Organiser. All recommendations, instructions and approvals given by that person shall be deemed to be duly authorised by the ASC.

The FAI Secretariat may request clarifications directly from the ORGANISER or through the ASC on issues as deemed necessary for the proper conduct of the event.

#### **4 BID DOCUMENT/SANCTION APPLICATION**

##### **4.1 SUBMITTED BID**

Refer to "FAI-Organiser-Agreement-Request" (annex A).

The structure and content of the BID must follow Statute 1.6.2 (FAI Commissions set-up guidelines) and FAI By-Law 1.2.7.

By submitting the BID and the ASC accepting the BID and sanctioning the EVENT, the bidder and the ASC confirmed that the BID meets the requirements as stipulated in FAI By-Laws 1.2.7 as well as meeting ASC-specific bidding guidelines.

##### **4.2 APPROVED BID**

The BID has been approved in the ASC Plenary Meeting (respectively by the ASC Bureau) on 2021.04.16

The BID as approved by the ASC is attached to this OA as Annex D.

The approved BID shall form an integrant part of this Organiser Agreement. Its content cannot be modified or altered in any way without the written approval of the ASC.

Breach of the undertakings set forth in the BID shall represent a breach of this OA and may lead to termination of this Organiser Agreement and the withdrawal of the sanction.

#### **5 FAI RULES, REGULATIONS & LEGAL REQUIREMENTS**

##### **5.1 FAI RULES & REGULATIONS**

FAI Rules and Regulations in force at the time of the ASC accepting the BID shall form the basis of this AGREEMENT.

Amendments to the FAI Rules and Regulations following the BID, which are enacted and published before the occurrence of the EVENT shall apply to the EVENT.

Should such amendments cause an increase in the financial burden for the ORGANISER, the parties shall seek solutions in good faith.

If no such solution can be found, the ORGANISER shall have the possibility to opt out of the AGREEMENT. In that case, any monies paid or received by the parties in relation to the EVENT, including entry fees, sanction fees, bond, or deposit, shall be reimbursed, respectively released. No other compensation will be due by or to any party.

The list of applicable rules and regulations, and any support documents and guidelines are listed as an Annex E.

##### **5.2 PERSONAL DATA AND PRIVACY RIGHTS**

The ORGANISER is required to inform participants and officials about the FAI Privacy-policy which can be found

at [www.fai.org/privacy-statement](http://www.fai.org/privacy-statement).

The ORGANISER is further required to inform participants and officials about how the ORGANISER will manage and use personal information and how data privacy is being addressed during the EVENT.

##### **5.3 OTHER LAW & REGULATIONS**

Regulations applicable to air law, air traffic and control in the respective countries are reserved in any event. They

must be observed and, where applicable, take precedence over any sport regulations.

Further applicable legal regulations in the country of the EVENT (including without limitation, employments and health and safety work regulations as well as tax-relevant regulations) must be complied with.

## **6 INTELLECTUAL PROPERTY, FAI MARKS, EVENT LOGO, MASCOT**

The ORGANISER shall be entitled to use the FAI name, logo and elements of the visual identity provided by the FAI and as set out in the FAI Rules on Advertising for FAI Air Sport Events. Such use shall be exclusively and solely for the purpose of the organisation of the EVENT. It shall at all times comply with the specifications set forth in the FAI Style Guide. The ORGANISER must use logos as specified in the FAI Style Guide or may create a specific composite EVENT logo for the EVENT. Any specific EVENT logo must be submitted to FAI Communication Manager for written approval not to be unreasonably withheld. The ORGANISER must submit the EVENT logo to the FAI prior to any using the logo in event-related communication.

## **7 MEDIA RIGHTS AND AUDIO-VISUAL COVERAGE**

The ORGANISER shall seek prior written consent from the FAI in connection with agreements covering distribution of audio-visual content (through any channel including internet) outside the host country, such approval not to be unreasonably withheld. FAI By-Law 1.2.5 applies.

## **8 FINANCIALS**

### **8.1 EVENT BUDGET**

An EVENT budget has to be submitted as part of the bid (see FAI By-Law 1.2.7). The EVENT budget must credibly confirm the financial feasibility of the EVENT. The ORGANISER represents and warrants that it has and will maintain the financial capability to properly organise and stage the EVENT as per EVENT budget.

### **8.2 REPORTING AND AUDITS**

ORGANISER shall regularly submit a financial reporting allowing monitoring the implementation of the EVENT budget. The EVENT budget shall be updated as necessary, with any update to be communicated to the FAI. The FAI may at any time request information and, to the extent adequate order audits.

### **8.3 CONSEQUENCES**

If, in the reasonable evaluation of the FAI, it appears, at any stage, that the organisation of the EVENT is not, or is no longer, financially secured and that this may endanger the proper conduct of the EVENT and the interests of participants, the ORGANISER, respectively holder of the Sporting Powers may be requested to provide adequate reasonable guarantees securing the same, within a deadline reasonably set. In the event, such adequate guarantees are then not provided, the FAI may terminate the OA, without prejudice to other claims against the ORGANISER.

## **9 INSURANCE**

### **9.1 THIRD PARTY LIABILITY**

The ORGANISER shall arrange third-party liability insurance coverage to include assigned EVENT personal and FAI representatives attending the event (Elected office holders, Commission bureau members, staff). This coverage must be presented to the FAI coordinator at the earliest opportunity, but at the latest thirty days before the start of the EVENT.

### **9.2 ADDITIONAL INSURANCE**

ORGANISER should recommend to participating NACs and/or competitors to have their own proper insurance coverage, notably individual health, and accident insurance. ORGANISER shall inform all participants, including staff and participants on mandatory individual insurance that they are required to have in place. ORGANISER shall provide information on the insurance covers it provides for their benefit. to the benefit of the beforementioned.

## **10 ENTRY FEES, EVENT NOT TAKING PLACE, PARTICIPANT WITHDRAWAL**

### **10.1 EVENT NOT TAKING PLACE AND FORCE MAJEURE**

FAI Sporting Code General Section 4.8.2.3 is to be applied for the return of Entry Fees in such cases.

### **10.2 PARTICIPANT WITHDRAWAL AND ENTRY FEES**

FAI Sporting Code General Section 4.8.4 is to be applied for full or partial refund of the entry fees paid of a competitor or team withdrawing from an event after having had their entry accepted.

## **11 SUSPENSION, CANCELLATION OF EVENTS**

### **11.1 FORCE MAJEURE**

The definition and consequence of Force Majeure is regulated in FAI Sporting Code General Section 4.9.1.

### **11.2 CANCELLATION OF A FIRST CATEGORY EVENT BEFORE THE EVENT**

The event may be cancelled by the FAI at any time before the date of event for reason as listed in FAI Sporting Code General Section 4.9.2.1.

### **11.3 CANCELLATION OF A FIRST CATEGORY EVENT DURING THE EVENT**

The conditions under which the president of the jury has the power to interrupt the event follow FAI Sporting Code General Section 4.9.2.2.

The conditions under which the jury has the right to request the cancellation of the event and give advice on the return of the entry fees, as well as the process for the decision for the cancellation to be taken follow FAI Sporting Code General Section 4.9.2.2.

## **12 INDEMNITY**

Any one of the parties shall indemnify the others against all costs (including legal costs), claims, damages and expenses made against, incurred, or paid by it in respect of any claims whatsoever as a result of or arising out of breach or default by that party with respect to its obligations hereunder.

Each party's liability does not extend to any consequential or indirect damages, such as in particular losses of profits and losses of opportunity.

## **13 LAW AND JURISDICTION**

Swiss Law shall govern this OA (and, for the avoidance of doubt, any complement or amendment thereof later agreed by the parties).

Any dispute arising from, or in connection with, this OA (and, for the avoidance of doubt, any complement or amendment thereof later agreed by the parties) will be submitted exclusively to the Court of Arbitration for Sport in Lausanne, Switzerland and be resolved definitively in accordance with the Code of Sports-related Arbitration. The Panel shall consist of a sole arbitrator. The proceedings shall be conducted in English and shall take place in Lausanne, Switzerland.