Practical Guidelines for Organisers of FAI/CIVL Competitions

Version 1.4

FAI Hang Gliding & Paragliding Commission

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1. This publication contains guidelines to assist organisers of FAI hang gliding and paragliding competitions. The actual rules for those competitions are contained in the General Section and Sections 7A, B & C of the FAI Sporting Code combined. In cases of doubt, consult the General Section to establish the principles before applying the specific rules which appear in Sections 7A (Hang gliding), 7B (Paragliding) or 7C (Paragliding Accuracy).

2. Hang and paragliding are sports in which both men and women participate. Throughout this document the words "he", "him" or "his" are intended to apply equally to either sex unless it is specifically stated otherwise.

3. This document was originally prepared by Nanou BERGER (National Technical Advisor to the FFVL) with the assistance of Xavier MURILLO (Technical Advisor PWCA). It was translated by Sarah Fenwick with the agreement of FFVL and subsequent updates by Dennis Pagen and Olivier Burghelle have been incorporated. The current version also includes additions specified by the CIVL Bureau and Plenary decisions.

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INTRODUCTION

Introduction : by Xavier MURILLO

To organisation teams and pilots

Paragliding and hang gliding competitions are difficult activities to organise. The timetable and location of the start and finish, the type of task, all can change at the last minute. Even on the morning of the task you're not sure where it may take place. The Goal is a good example. For days, there may be no pilots at goal and then suddenly a task where 80 pilots arrive all at the same time!

The organiser's role is to anticipate, not only the meteorological conditions, but also potential problems. Murphy's Law stating that "all that can go wrong, will go wrong" applies to competitions.

Competition organisation is like a chain in which each link is essential. If one link breaks, everything gives. As with each link in the chain, each member of the organisation team has a great responsibility.

After years of competition we should know how to avoid problems with tasks, that can, in some cases continue right up to the prize giving. An invisible start-point, goal line not set up, wrong turn point, bad 'window' timing, etc., etc., can quickly reduce all the good work of the organisation and pilot's investment (holidays, travel, food and lodging, entrance fee, equipment, etc.). Multiplied by 100 pilots this investment in time and money is quickly greater than that of the organisation.

This first document is designed as an aid to all organisers, new and old alike. Competitions and the rules are constantly changing and evolving. It is better to avoid repeating errors and endless discussions. Likewise, thanks to feedback from you, the organisers, this guide will change and evolve. New ideas and solutions will come to light. Competitions remain a game, a game with a minimum number of regulations which we must respect and make respected. To run a competition without the slightest problem is not easy. It requires a lot of preparation, tact and adaptation and, without doubt, some luck. When everything works, the satisfaction of having a good competition is even greater for both pilots and organisers.

SAFETY

A word about task safety :

THE MEET DIRECTOR (MD): has a fundamental role with regards to task safety

The pilot has **individual responsibility** (he/she is always in charge of his/her aircraft), but the **MD** has a **collective responsibility** with regards to all pilots who fly in the task. Organisers should be aware that individual responsibility of pilots disappears quickly once the competition is under way (encouraged by the group effect pilots can find themselves persuaded to fly in conditions that are too strong, and as a result may put themselves in danger). *Thus the collective responsibility of the MD should predominate and moderate the shortcomings of the pilot's responsibility.* The position of MD is not easy because he is under pressure from the competitors, and in addition needs to validate his competition.

If in doubt, **one word of advice: No task, no matter how good, is worth the injury of a pilot.**

Equipment and emergency personnel

The CIVL Plenary recommends that meet organisers ensure that the following policies are implemented and upheld by the meet director.
That emergency personnel should remain on site during the whole competition, including the official practice days.
That emergency personnel are to remain in contact with the organisation and the safety officer until released from duty. They require a mobile phone and a radio in order to monitor the organisation and emergency frequencies. The emergency personnel and meet officials should establish a clear and simple method of transmitting position and access information.
The emergency personnel should carry a GPS and a map and understand how these are used, or be accompanied by a person who does know. Maps (preferably with turn points) should be co-ordinated so emergency personnel and officials can communicate.
Before the first practice day, the organiser should make contact with the local emergency services, confirm the helicopter response time and establish the most suitable hospital able to accept severe traumatic injuries. Ensure that the rescue service is operational throughout the competition.
The recommended minimum with which emergency response helicopters, ambulances and emergency personnel should be equipped to deal with likely hang gliding or paragliding injuries is given at Annex 6.

The MD should use all means at his disposal to ensure safety :
-an in-depth knowledge of the areas to be flown during the task.
-weather forecasts (respect them, particularly if they forecast dangerous flying conditions, e.g. strong wind, thunderstorms, etc).
-a safety team (ground and airborne).
-a safety radio frequency.

For more information and solutions please read a document by Fred ESCRIBA 'Safety Advice for Paragliding Competition Meet Directors' in the attached annex.

Radios :

<u>**Frequencies :**</u>

<u>Pilot frequencies :</u>

-1 pilot frequency: If the radio communication are not allowed this should be the flying frequency for ALL pilots (written in large letters). If the radio communications are allowed, this should be the safety frequency watched by the team leaders .
-1 frequency for retrieval of pilots
-1 frequency for rescue services: to be used for communicating with rescue services
-Organisation frequencies: unique to organisation and retrieval

<u>**Usage :**</u>

-At the briefing remind organisation and pilots of the different frequencies and their uses.
-For maximum efficiency **all pilots/ or team leaders must be on the 'pilot safety frequency' and must not transmit on this frequency except for safety reasons**; <u>this point must be stressed at the briefing.</u>

-Plan to have someone scanning frequencies and catching cheats.
-1 person from the organisation scans frequencies at all times.
-Observers at strategic points listen on two frequencies (pilot safety and organisation) with the safety frequency stored in memory (in case it's needed for relay purposes).

Safety Team :

 <u>Safety Director or Safety Committee</u><u>: Works directly with the MD</u> and is in charge of the safety and rescue chain:

-Completes the "Safety information sheet" and distributes to all necessary individuals.
(see annex: Sample Documents)
-Be in direct contact with the rescue services by mobile telephone and radio. A GPS and map should be on hand at all times.
-Listen to the different frequencies (pilot/team leader safety, organisation and rescue).
-Make sure that access to take off and landing are clear of obstructions in the event rescue services need access.
-Organise and position observers preferably in the air at strategic points with radio to keep informed the MD and the Steward about the flight conditions . These observers could be of a good help to control cloud flying.

<u>**Danger Warnings:**</u>

Dangers close to the flight track: high tension power cables, forbidden or sensitive areas for over flying or landing.
Power lines on goal approach.
Copy the danger areas onto the briefing map.

Safety checker:

Co-ordinates:
  - list of launched pilots
  - checks post flight safety:
  - checks goal
  - checks retrieval
  - checks telephone

If the report by time limit has expired and there are pilots missing, he should inform the safety director or safety committee (in case the rescue services need be called).

All pilots must come <u>in person</u> to the headquarters and report in or report to goal staff if they have made goal, this procedure is part of the task. (using GPS for flight verification, the pin in the map could be replaced by signature of the pilot list when downloading the GPS). A pilot who does not report in person has not validated his/her task. This process should be automatic in order to avoid unfortunate mistakes, e.g. reporting for a friend who is walking out of the mountains, if he is hurt on his descent, nobody will worry about alerting rescue services (this has happened).

A Doctor: ready and instantly available. He must speak English

Cancelling/stopping tasks:

System for task cancellation/stopping:
  - announce on pilot frequency (only the MD is entitled to make the announcement)
  - display cancellation cross at previously defined strategic points (goal, take off, turn points....)

Pilot list:

Available as soon as all pilots have registered, preferably before the practice task (name, number, wing, colour, language, person to contact in emergency).
Additionally, the following info could help: Mobile phone N°, local address during the comp. etc…
It is important for pilot identification in the event of an accident and for following the competition.
A complete pilot list must be sent to the FAI secretariat as soon as available.

Maps:

The organiser must give a map to each pilot, organiser staff, CIVL official fulfilling the following:
  - The scale must be adequate to contain all the take offs, landing fields and turn points.
  - The restricted airspaces and restricted areas if any must be drawn up and turn points should be available to avoid flying in these restricted airspaces.
  - The grid of co-ordinates must be clearly visible and match the GPS co-ordinates used for the competition.

COMPETITIONS WITH A CUT

General

These are competitions run initially in more than one group, with a Cut to reduce the numbers of competitors to a level where it is practical to run the subsequent rounds as a single group.

Such arrangements are no longer necessary in Category 1 meets and there will be no cut during such an event unless this is requested by the organisers at the time of making the bid and subsequently approved by CIVL. If the request is accepted the cut may not be made until 4 valid tasks have been flown. Thereafter a cut may be made to reduce the total number of competitors to not less than 60% of the number of pilots who competed on the first day

Normalisation

Competitions run with two or more groups initially, with Normalisation of scoring used to form a single group.

Use and Safeguards

Normalisation is needed in championships where a large entry makes it necessary to divide the pilots into approximately equal groups for the preliminary rounds of the competition. The groups fly the preliminary rounds at different sites or at different times. At the end of the preliminary rounds the leader of each group is given the same score and the scores of the other pilots in each group are adjusted proportionately to that figure. The resulting scores are carried forward to the final rounds. The following safeguards must be applied when the final competition group is formed:

- The leaders of each group must enter the final rounds with equal scores.
- If the groups of the preliminary rounds have not flown an equal number of tasks, scores must be averaged across the groups before applying the normalisation factor to individual pilots' scores.

Method

The precise normalisation method to be used shall be stated in the local regulations and approved by CIVL. The score allotted to the group leaders, from which normalisations are calculated, should approximate to one-half of the value of the rounds flown.

Grouping of Pilots

The pilots shall be allocated to each group based on a seeding list as determined by the WPRS. The pilot seeded 1 shall be allocated to one group, the pilot seeded 2 to the next group, and so on to form groups of similar size and seeding.

Duration of Rounds

The elimination rounds shall continue until the average number of valid rounds conducted is at least 45 percent of the maximum number of potential flying days within the competition period. The number of potential flying days at any point in time shall be determined as the average number of valid rounds conducted to date, plus the number of days remaining in the competition (not including a reserve day).

Grouping for Final Rounds

Pilots will be selected on the basis of their normalised score to compete in the final rounds. Where more than one pilot in a group has a score equal to the cut off point then each pilot affected shall be eligible to compete in the final rounds. An equal number of pilots shall be selected from each group. All other pilots may either be:

- Eliminated from the competition; or
- Formed into a single (separate) group for further competition rounds.

CHOOSING A TASK

Ethics : Choice and validation of tasks/conditions

See chapter on 'Safety' and the annex 'Safety Document' by F Escriba.

General procedures for task setting

- Before the competition: it is recommended that the Meet Director has already worked out, before the stress and pressure of the competition, the realistic routes and potential tasks for different weather conditions from the sites to be used.

- During the competition:
>   -Before arriving at the site:
>   Depending on the weather forecast and the current weather conditions, plan
>   different tasks, of varying degrees of ambitiousness from the same take off, taking into
>   account:
>>   -Wind direction
>>   -Potential risks (thunderstorms, strengthening wind, etc.).

>   -At take off, and before the briefing, suggest the different tasks to the task committee
>   and make a definite choice, taking into account :
>   the most recent weather conditions experienced at take off, and;
>   the advice of the Safety Committee.

>   Note: The meet director ultimately is responsible for choosing the task while the task
>   committee has only an advisory function. The MD is in a better position to manage a
>   task which he himself has chosen (safety, following).

Factors that determine task choice :

The size of take off (or site potential)

The site potential determines the number of pilots that are able to take off per minute.
Even with a small takeoff area, the presence of launch assistants will increase the numbers able to take off and make it possible to have a good site potential. The weather conditions are also a factor when considering site potential.

-If the site is small:
>   - It is better to use an 'air start', possibly with a turn point before the start (in
>   which case the number of kms before the start point are taken into account
>   when calculating the points/task distance).
>   - Avoid elapsed time and distance tasks, if possible, with restricted launch area
>   that will not allow pilots to choose when they take off (a tactical strategy in
>   elapsed time tasks).

-Medium size site (3-4 takeoffs/min):
        -Elapsed time.
        -Race to goal with air start.
        -Open distance.

-Large site (> 4 takeoffs/min):
        Everything is possible. Nevertheless it is advisable to organise and determine the official take off area for the task.

The pilots: experience level and number

-The number:
        The number of pilots can be large, it depends on the team size which is fixed by the CIVL Plenary meeting when discussing the local regulations.

-Experience Level:
        -Pilots have normally equally high experience level:
                -Take off will be quick.
                -Average flight times will increase (20-25 kmph).
                -Short window opening time (to profit from best conditions).
        -However some pilots may be less experienced and therefore the level could be less homogeneous generating losses of time, congestion at the take off and lower flight speed. The window open time should be longer in these conditions.

Weather Conditions:

        -These determine the flying speed of pilots, which in turn determines the overall task distance (in terms of distance and time).

        -As a guideline:
                -If good favourable conditions: anything is possible
                -If weak conditions: less favourable for race to goal
                -If changing uncertain conditions: open distance, or elapsed time

Open Window Timing:

As a guideline:
        -The number of pilots x 30 secs (minimum) + 1/2 hour extra (as a precaution in case of an accident, bad launch conditions, etc.). Note: See Section 7 for minimum open window time for a valid round.
        -Open the window as soon as good conditions are established.
        -Be strict when calculating the 'window open' times (see following table).
        -Plan a minimum period of time between the briefing and opening the window (this period must allow pilots ample time to take necessary photos, input GPS data, etc. Rushed pilots are unsafe pilots).

If conditions are good:
        Window open time = time for all pilots to take off, taking into account the site launch capabilities.

If conditions are average and/or uncertain :

      Be ready to change the times (open window, delay, extension, land by, report by),
      before any pilots have taken off (if this happens a new briefing is necessary).

Example of suggested time calculations for 'open window':

Sites	Conditions	Number of pilots	Launch Potential	Open window time	Extension
Small Take off	Average	100	1 pilot/min.	**1 h 40 min.**	30 Min
Medium Size Take off	Good	100	2 pilots/min	**50 min**	30 min
	Bad	100	1 pilot/min	**1 h 40 min**	
Large Take off	Good or average	100	4 pilots/min	**25 min**	30 min

Attention! Calculation of the window open times should take into account:
      -the weather conditions
      -the site potential
      -the available launch assistants

All parameters should be defined to enable suitable window opening times for each situation, as each will influence the length of 'window open time'.

Example for calculating the window open time before the start:

Timing example for: - Launch potential: 2 pilots / minute
                  - Average speed: 20kmph
                  - Start point 10km from launch
                  - Pilots expected to be at the start point on time: 40

Time for top 40 pilots to take off   Time to get to the start (30' at 20 km/h our20' at 30 km/h)

Window Open 50'   10'   20'   30'   40'

Period during which you must take off to be at the start on time flying at 20 km/h

... flying between 20 and 30 km/h
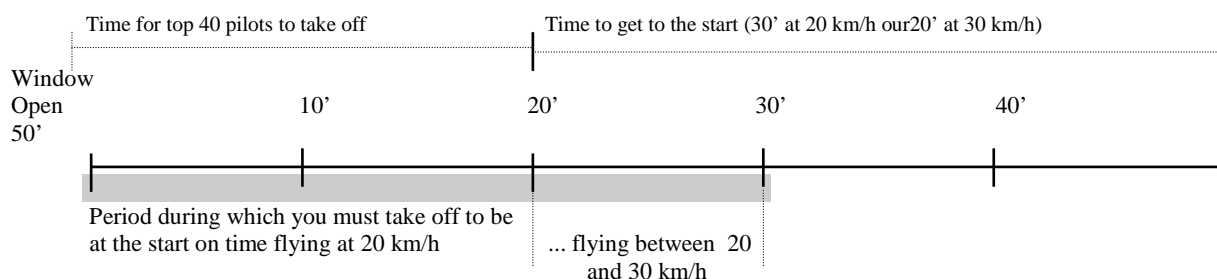
To summarise :

Each parameter should be defined in order to have sensible opening times for each situation (conditions, pilot level, top pilots, launch potential, etc.), each of these factors will influence the open window time.

At a typical Championship in good conditions (average speed 20 km with 40 top pilots) :

Number of pilots	Launch Potential	Top Pilots who could win	Average speed before the start	Distance Launch to Start	Average Time Launch to Start	Time to launch top pilots	Window open time before Start
100	1 pilot / min	40	20 km/h	10km	30 min +	40 min =	**1h10min**
100	2 pilots / min	40	20 km/h	10km	30 min +	20 min =	**50 min**
100	4 pilots / min	40	20 km/h	10km	30 min +	10 min =	**40 min**

The length of the task :

General rules:
        -The difficulty should be progressive
        -The task length depends on the site and conditions.
-It should be chosen in accordance to the parameters of the Race program. These

parameters are chosen at the start of the meet by the MD with advice from Stewards and

other officials if necessary. Remember, large departures from these parameters devalues

the day's scoring. For task validity purposes it is better to have most pilots making more

than half the distance. For pilot satisfaction purposes, it is better to have more pilots at

goal.

Different types of tasks

Please see Section 7 paragraph 5.26

Re-launches

Re-launches may be allowed. In that case, the number of allowed re-launches and the authorised landing fields should be clearly explained during the pilot briefing. The exact outline of the permissible fields should be declared, if necessary. It is desirable to only allow

re-flights from fields close to launch so that teams or pilots with exceptional transportation capabilities are not favoured. Transportation means provided by the organiser (if any) should be co-ordinated for re-flights.

Window extension:

When using several take off areas, it is necessary to set up precise rules concerning the case of one launch being stopped because of an accident or unlaunchable air with regards to the other launches if they still can operate.

THE START GATE

The start gate: (if using a race to goal with air start)

General rules:
- The length of the course and the window open time before the start depends on:
  - The proportion of pilots at the start when the start gate opens
  - The average flight speed for the site (e.g. difference between flatland and mountain flying)
  - The launch potential of the site
- Choice of location and equipment (see Turn Point Chapter).

-Start gate concerns:
- Gives all pilots competing for the top places an equal chance (starting at the same time).
- The course prior to the start point, should enable pilots to spread out and avoid over-crowding in the air and over the launch area (safety). The speed section after the start should not be too short.
- The course may be in a straight line, or have one or more turn points.

-To avoid over-crowding and provide strategic possibilities it is common acceptable practice to provide several successive start times. These times are typically separated by 15 to 30 minutes.

-Choice of Start :

General rules :

-By having a start that is remote from take off, pilots are spread out and this avoids overcrowding in the air. If the risk of overcrowding exists, don't hesitate to use different starts (see Start Point discussion earlier).

-The more pilots there are, the more distance there must be between take off and the start gate to spread pilots out, unless there is a big waiting area close to the start gate.

-The course prior to the start can be a straight line or have turn points (adapt to suit the site).

-The start gate should be close to large waiting zone with favourable air (allowing pilots to spread out): for example a large and regular mountain face, with good thermals.

Bad start   **Good start**

mountain   x (start)   mountain — waiting zone

waiting zone   x (vertical feature) (start)
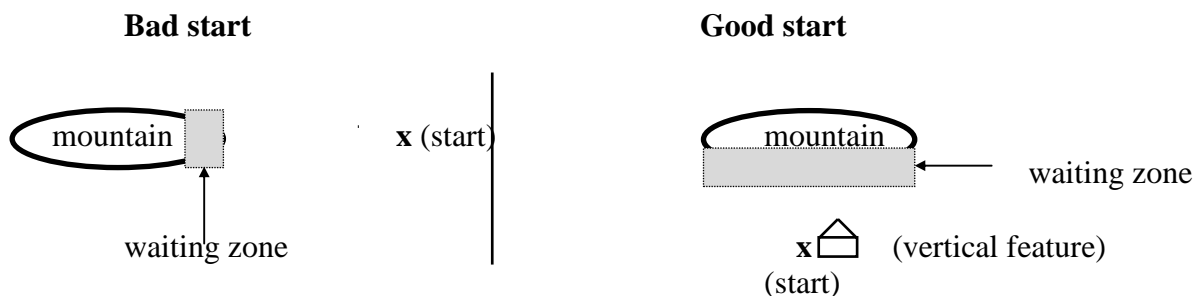
The waiting zone is a favourable (lifting) air zone close to the turn point.

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<u>or with many pilots :</u>
(Place the start in the middle of the potential waiting zone)

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Bad   **Good**

mountain   mountain   mountain   mountain

waiting zone   ← waiting zone

x (start)   **x** (start)
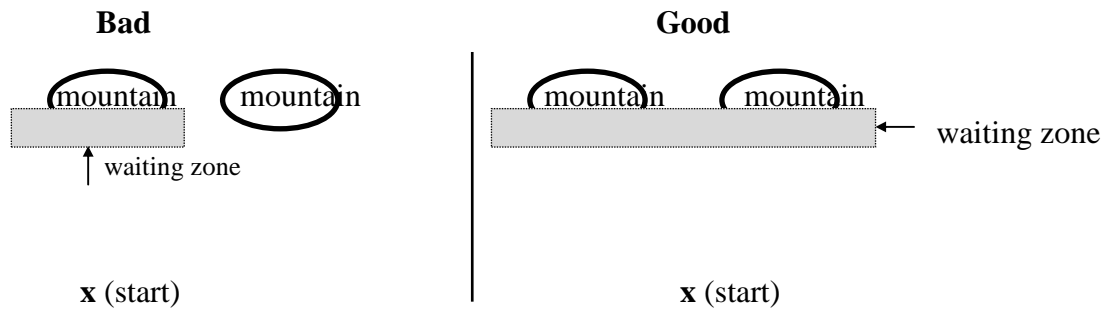
To help the organisation and control of the competition, it is possible to put the start near take off, using one or more turn points.

GPS Start Gates:

- Is a cylinder centred on the take off or a cylinder centred on the first turn point. The radius of the cylinder must be announced and displayed on the task board.

-A pilot's track log must cut through the start cylinder for a valid start to occur.
-Multiple start times may be allowed at suitable intervals (e.g. 15 minutes).

THE TURN POINTS

Turn Point List

The pilots should receive a list and photographic copy of all turn points normally to be used in the competition. This list should include the turn point name, its identifying letters, its co-ordinates and altitude (MSL). Also a general description of its location on the map should be included.
It is recommended at the registration to download directly from the Organisation computer the list of turn point into the Pilots' GPS to avoid any mistake.

Turn Points

-Shape :
        -recognisable structure or feature.

-Situation :
        -In good safe air
    -with nearby safe landing fields (many pilots treat turn points as goals).
        -In lifting rather than rough/sinking air, which will avoid the risk of borderline sector
        -Beware of high altitude turn points. A turn point obscured by clouds or which can't be flown over due to low cloud base. Such an event may result in a lost task.

-Choice of turn points and sectors
A bad choice of turn points by the organiser is a principle cause of turn point problems.

On flatlands, depending on the strength of the wind, the number of turn points can be limited to one before goal. Having several turn points on an axis can assist in following the development of the task.

It is not good to have a turn point that is situated in strong sink, far from thermals. Having to fly into the sector should not lead the pilot into difficulties (getting low or landing).

Philosophy of turn point choice : the turn point should not be difficult itself. It should just prove that that pilot has passed that point. Turn points should be easily recognisable and in favourable air. The difficult sections should be found on the course.

GPS Turn Points

-Turn point shape
- Is a cylinder the radius of which must be announced and displayed on the task Board. It is commonly agreed to use a 400 m radius Cylinder.
- The turn point is the cylinder centred on the co-ordinates of the turn point and not the physical turn point itself which is only an aid to navigation.

-Situation

-GPS turn points should be recognisable features just like photo turn points so pilots can fly to them and round them without staring at their GPS screen.

-The GPS co-ordinates must be as accurate as possible, to reach that goal a good method consist in leaving a GPS for 10 minutes on the exact focus of the turn point on site.

-Virtual turn points should be used only on rare occasions to sort out safety, weather or airspace problems.

-A pilot's track log must pass through the turn point sector for a turn point to be achieved.

TAKE OFF

Equipment :

- All stop-watches, watches, clocks, on official GPS time
- Lists of competitors (see: Sample Documents - Competitors list)
- Lists of competitors in numerical order, if checking at gate to launch area
- Check-sheets for launch on clipboard with pencil attached by a cord (see: Sample Documents - Launch and Goal Check Sheet»)
- Pencils, pens and paper (that won't stop working)
- Erasers
- Stop-watches : 2 per timing team (1 back up), all set to the official time (GPS)
- Stakes (cover the top of the stakes) and tape or string to mark out the take off area, and entry access and launch lanes.
- 1 loud speaker (optional)
- Organisers briefing area (task board high up if possible)
- 1 task board (min. 2m x 1m) (see: Sample Documents - Task Board) + non-permanent pens + clock with official GPS time (in an international competition plan for an English task board)
- 1 map board (can be on the back of the task board) with a map to mark the day's task and an area for attaching turn point pictures and a drawing of the landing area and goal line.
- Turn point photos to attach to the map board
- Map 1 :100,000 maximum + pins + string to mark the course
- Binoculars
- Radios for the Meet Director, staff, retrieve, observers, HQ, etc
- Rubbish bins
- GPS co-ordinates for the turn points
- The day's weather forecast
- Water and lunches for staff
- Shade shelter where necessary
- Have some spare organisation radios and GPS for the pilots if necessary (especially if your country does not allow HAM radio operation by foreigners.)

Take off area :

Entry lanes:

-Why :
- -To control access to launch area: the purpose is to control:
  - -Safety checks
  - -radio / vox switched off
  - -reserve parachute (have and secured)

-Organisation :
- -Stakes + tape or string (cover the top of the stakes : tennis balls).
- -Set up the gates before pilots arrive at take off
- -Spread the gates over the whole take off area
- -1 gate per30 pilots maximum + 1 control official.
- -1 pilot list per gate(numerical order)
- -No gate should give advantage (mark out the take off zones corresponding to each gate)

The take off /launch zone:

-Is marked out above by the entry gates and at the sides if necessary.
-In the event of a ground start race, the launch zone should be as large as possible, and should be clearly defined at the briefing..

Briefing area :

-Mark out a clear zone around the task board (tape on the ground)
-Put the Meet Director and the task board high enough that pilots can see, hear and see the task board.

Order of events

1 -**Organisation** at the take off area (gates, launch area, briefing area, trash bins...).
2 -**Task preparation** by the MD and the Task advisory committee aside from the pilots
3 -**Preparation for the briefing :**
    -Task Board 1 : written information (see: Sample Documents - Task Board) fill in all the headings.
    -Task Board 2 : map information, photographs and dangers (map with the task marked out and corresponding turn point photos).
4 -**Pilot Briefing :**
    -Launch staff should be at their positions (gate, timer, starter, assistants, Meet Director.)
5 -**Information to the headquarters (HQ)** about the selected task
6 -**Safety check** to be organised in the event of open takeoffs (races to goal and open distance). In order to know who has taken off and not taken off (someone should note all the pilots planning to take off, and those who do not take off should sign the list when the window closes.
7 -**Opening the window** at the official time: using a loud speaker (megaphone) and the pilot/team leader frequency on the radio.
8 -**Recording times at take-off** (elapsed time) :
    -**The starter** authorises take off.
    -**The stop-watch/time recording team** (2 tasks : 1 calls the pilot number and time the other writes it down on the check list).
9 -**Takeoff assistants :** (Paragliders) help to lay out wings (advise on knotted lines : don't spread out the-wing, until the pilot has laid out the lines)- or manoeuvre wings (Hang gliders) If asked they can help pilots launch (if they are competent they can ask the pilot what assistance they would like.

Safety management: The Meet Director can stop take off at any time for safety reasons.

Team Leader or Pilots' Briefing

First Team leader briefing:

 The day before the start of the competition the MD calls for a Team leaders' briefing:
 Presentation of the organisation staff, CIVL Officials, program for every day, safety, entertainment program, rules clarifications, Take off procedures etc…
The MD should have a checklist prepared not to forget anything.

Morning Briefing before going to the site : General

-General reminders about respecting the site and people
-Details of **retrieve vehicle** organisation
-Reminders about **take off conditions** : 30 seconds per pilot, after which the pilot should take off or free the launch area for someone else (except in unsuitable launch conditions or for safety reasons).

 Chronological order and content of events :

- Present **weather forecast** and an explanation of the course options available in the forecast conditions.

- **Reminders about the dangers** along the course (turbulent air, forbidden areas for over flying/landing, dangers such as high tension power lines, cables, etc)

- Remind about the last safety report in time, and the penalties incurred in the event of not reporting at HQ before leaving for the evening (disqualification from the rest of the competition) except in the event of an accident.

- Reminder about task **cancellation / stopping procedures** (see chapter *During the flight*)

- Reminder about **usage of radios and frequencies** (see chapter *Safety and Radios*) as well as procedure to alert rescue services

- **Retrieval details** : roads, place and time of pick ups.

- Details of the task : Last in order to keep pilots attention until the end of the briefing!
Reread all the task board (in the same order so as not to forget anything and to make it easier for the pilots to follow. See: Sample Documents - Task Board).

- Window extension: Clearly explain the way the window will be extended and how the start will be extended

- Launch marshals: Ensure that all launch officials are completely familiar with launching rules and launch scenarios, including set up procedures, pushing, when pilots do and don't have to launch, where and when gliders have to be moved, and what launchable / unlaunchable air is. It helps to have these as written instructions to go over with staff before the competition begins.

DURING THE TASK

Equipment :

-Binoculars
-Radios
-Observers at key or sensitive places, with radio, binoculars, maps and pilot list with full details of wings, number, colour (see Annexe: Sample Documents - Pilot List).
-Radio and visible cross in the event of task cancellation (at strategic points, defined prior to the briefing)

Control, development of conditions and following the course :

The Meet Director should keep himself informed on how the task is progressing, using :

-What he sees
-Observers at key or sensitive areas, with radio, binoculars, maps and pilot lists with wings, number, colours, (see: Sample Documents - Pilot List).
-Staff in the air along the course, particularly at strategic points (they should not serve as markers for competitors).
-Telephone information about conditions near to the course (from neighbouring schools, etc)

Procedures for task cancellation / stopping :

The Meet Director is the only person authorised to cancel / stop a task in progress :

-By radio on the pilot/team leader frequency
-By placing visible crosses or smoke flares at strategic points, specified at the briefing (landing, goal, take off, other places, etc)

The Safety Committee should actively and objectively advice the Meet Director about the necessity of cancelling/ stopping the task for safety reasons. And the MD should follow the advice insofar as it is reasonable.

GOAL

Choice of Goal : Safety...

-Good aerological conditions
-Size
-Free of obstacles (high tension power cables, tall buildings, cranes, main road with high traffic etc, especially on approach).

Goal organisation : Different zones

-Landing area : large enough, fenced off from the public (string, tape)
-Packing area : next to the landing area, but marked off separately
-Goal line (4 or 5 people), away from all potential disturbances (landing area, noise public, pilots...)
-Safety point (1 person): next to the packing area for convenience. A table and landing forms (see Annexe: Sample Documents)

The goal line :

-Size : 50m long and 1 m wide. It should be visible colour against the ground (preferably white). In certain situations, the goal line may be made longer to improve visibility or allow multiple simultaneous crossings. A number of the same size as the contest numbers stuck on the goal line could help the pilots to know if their number is visible from the ground or if they are too high.
-Set up the goal line well in advance, particularly if the pilots can see it during the task (so they can familiarise themselves with it's location)
-Position : if possible it should be perpendicular to the direction of pilots' arrival.
-Choose the last turn point carefully to avoid over flying sensitive areas at low altitude (towns, obstacles, parking, public, etc). Avoid choosing a last turn point that will cause the pilots to fly too high over the goal line (causing quick descents) or too low (using maximum speed bar close to the ground). Avoid a goal line that cannot be seen until the pilots are very close to goal.

-If the goal line cannot be placed in the exact field indicated during the task meeting (due to unexpected crops, floods, landowner problems, etc), a large white marker should be displayed vertically. If winds do not allow this marker to be attached to windsock poles, it may be draped on a vehicle.

-The goal line should be fixed to the ground with flat weights or pins that will not injure pilots if they are landed upon. Wind and dust devils can move goal lines, so the actual crossing point is the plane defined by the sighting strings at the approach edge of the line.
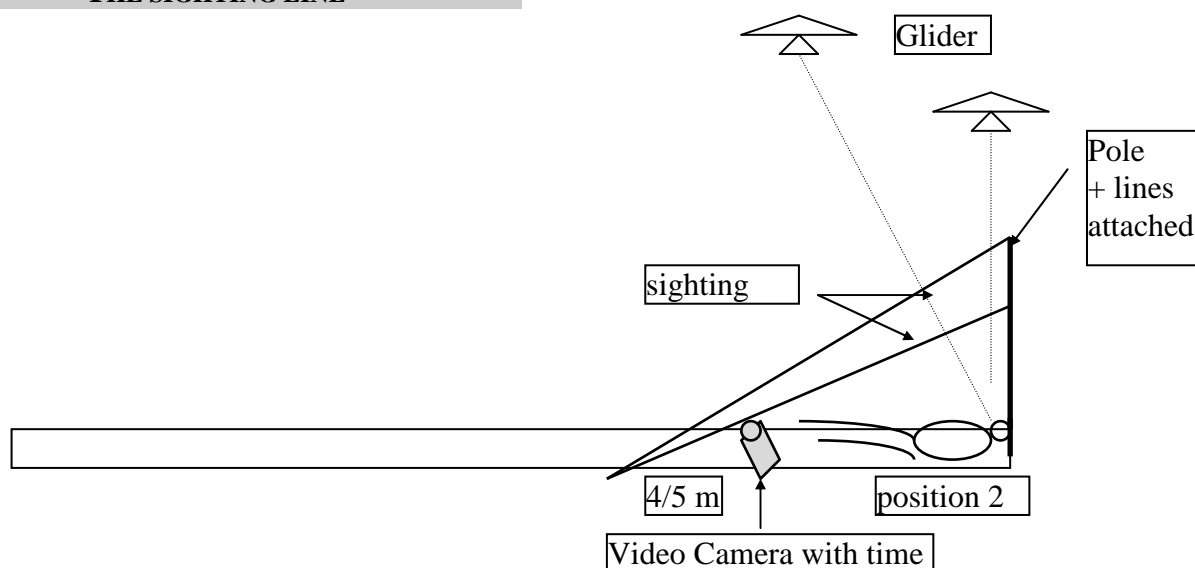
Goal Line team:

-Position 1 : <u>Spotter</u> : announces the pilot number, wing and colour
-Position 2 : <u>Sighter</u> : confirms the wing (number) and gives the signal that the pilot has crossed the line.
-Positions 3 et 4 : <u>Stop watch and recorder</u> : the first announces the time of the signal given for the pilot crossing the line and the second notes the time on the check sheet (see: Sample Documents - Launch-Goal Check Sheet), alongside the pilots number which has already been ticked when announced by the spotter (position 1). If the task expects many pilots at goal, use an additional pair of stop-watch and recorders. This can be replaced with <u>electronic timing</u> as in ski racing.
-Position 5 : <u>Control</u> :
     <u>-Video</u> : films the arrival with time (either using the camera data-back or a voice recording of the time as the pilot crosses the goal line. The pilot should be followed until he has crossed the sighting line (see plan of the sighting line). If there is no video camera, or it breaks down, use a data-back camera.
     <u>-Dictaphone</u> : voice record all the line crossings (from next to the sighter).
-Position 6 : <u>Responsible for information</u> : is responsible for keeping pilots away from the goal line staff (there should either be a pilots' notice board or pilots can check with him/her that their goal line crossing has been recorded).

<u>**Advice**</u> : Beware of false 'good solutions' to confirming pilots crossing the line, like using a flag or a radio. These only cause more problems (e.g. confusion) ; the pilot is responsible for crossing the line in the right place and at the right altitude. In the event of problems or disagreement refer to the video or dictaphone. The more means of recording line crossing, the easier it will be to cross-check. It is very important to define and respect the different roles, so that the people who have speaking roles are clearly heard and understood.

RETRIEVE

The Vehicles :

<u>General:</u> Firstly, **use the vehicles that will cost the least.** Find out locally if someone can loan you vehicles (associations, town council, etc), in which case make sure that the insurance covers them for your use and you should also make sure you abide by any insurance conditions. Beware of false economy, however, vehicles that break down or are unreliable ultimately cost more in time, money and loss of efficient operations.
<u>-Indispensable</u> **: For paragliding - 9 seater mini buses**, which can be used on the small roads and tracks (for retrieve and safety)
For hang gliding – Large flat-bed trucks with racks that can carry the required number of gliders.
-A large bus/coach, which the organisation instructs to retrieve from specified places -
Announce in the local newspapers information about the competition, requesting drivers to pick up pilots who are hitch-hiking.

Drivers :

-Good knowledge of the area
-Sound knowledge of using maps
-Brief them on how to use the radios

Equipment :

-Vehicles with a VHF 50W radio and long external roof mounted magnetic antennae
-Maps (1 :100,000 and 1 :25,000 covering the whole course)
-Money for fuel
-Clean pilot check list (see Annexe: Sample Documents)
-Complete list of pilots (all pilots in the competition) for safety
-Telephone card, change + telephone numbers for headquarters and safety
-Mobile telephone (if available)

Frequencies :

-1 retrieve frequency for pilots use (liaison between pilots and buses)
-1 internal retrieve frequency (liaison between retrieve staff at headquarters and buses and between buses)
-Listening to pilot safety and organisation frequencies
-Put the rescue services frequencies into the radio memory (e.g. ambulance, fire service, helicopter, if they exist)
-In the vehicle have a summary table of all the frequencies

Organisation of retrieve :

The organisation that you set up will depend on :

-the type and number of vehicles at your disposal (at minimum expense).
-the potential number of pilots needing retrieval.
-the route extent and the retrieval area (distance from HQ/retrieve areas and road access)

Example of possible arrangements:

General : You must define :
-At the retrieve staff briefing:
    -retrieval arrangements
    -their roles (checking) and retrieval area.

-At the pilot briefing :
    -the roads used for retrieval (pilots should get themselves to these roads)
    -retrieval vehicle locations and times
    -other regional transport available (bus, train, etc)

Examples of situations : Each competition is unique and the list of situations below is nowhere near complete!

1° Situation : many pilots + large retrieval area
    Possible arrangements :
        -Small vehicles retrieving pilots in the local areas and taking them to meeting points defined at the briefing (1 meeting point per retrieval area, if possible near a bar!)
        -A large vehicle (coach) to retrieve pilots from the meeting points and take them back to HQ.

2° Situation : Retrieval area close to HQ
    Possible arrangements:
        Small vehicles to retrieve the pilots. Once the vehicle is full the pilots are returned to HQ and the vehicle goes out to retrieve the next group until all are retrieved.

REPORTING IN

Organisation of reporting :

Equipment :
-1 room (see the following room plan)
-2 maps 1:50,000 or 1:25.000 covering the flight area with turn points marked (see sample documents Reporting room) :
      -1 on the external wall if possible for Public information
      -1 on the Wall inside the room for the pilots' use.
-Run reports .
-Organisation, 'report in' check sheets. (see: Sample Documents - Report In Check Sheet)
-Competitors list with numbers (see: Sample Documents - Pilot list)
-Calculators (and 1 back up)

The flight report form:

GPS Verification

    -The pilot fills in his/her own flight report.
    -Report data consists of date, pilot name, number, task number, identity of turn points achieved, goal achieved or not
    -It is reasonable to control each pilot's GPS by identifying serial numbers.

The room :

The check-in room should be planned with 'unity of place'. This allows better co-ordination between the different check-in points. The GPS downloading point should be isolated for efficiency. Pilots may be allowed to enter the area one at a time to watch their flight display if deemed appropriate by the MD

-Example of organisation of a report in room: in case of GPS used for flight verification:

Notes:
      1) The pin on the map is not any more necessary, a pilot list signed by the pilot when preparing the GPS for downloading is enough.
      2) Maps with UTM grids for the run report in not any more necessary.

Map outside the room
For information

Map of the task

Run Report

Run Report

Results
Notice
Board

Pilot area

Computer
GPS control

Safety control with the pilot list
Preparation of the GPS with the run report

1 operator

1 operator

Organisation area

1 operator
Computer/Results
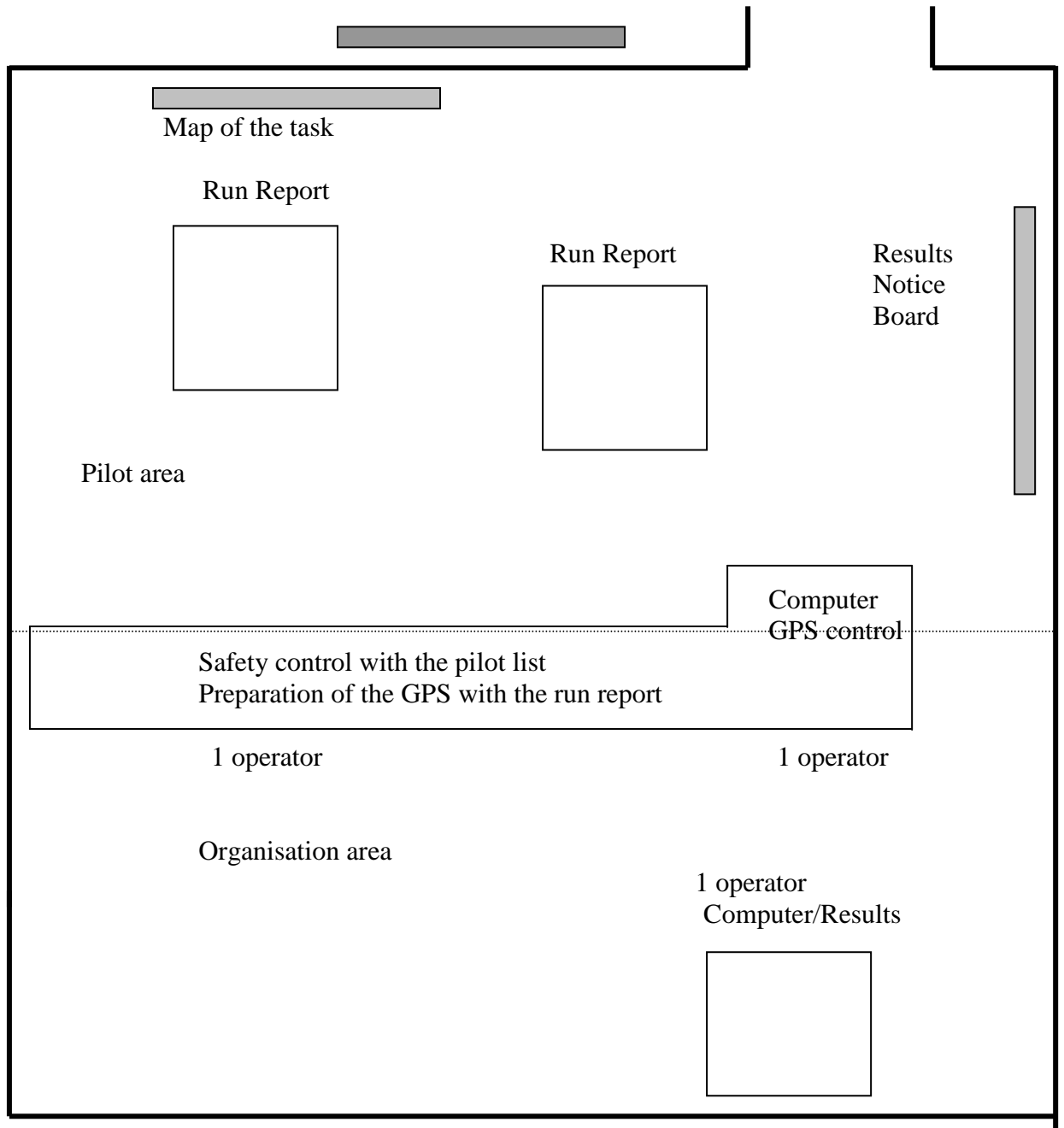
FLIGHT VERIFICATION

Equipment :

-   A Computer
-   A software to control the track logs agreed by CIVL
-   Plug line to accommodate all the accepted GPS

Organisation :

<u>**General Timing:**</u> (example)

- On arrival the pilot fills in his run report and goes to the Check in operator to download his GPS eventually the back up.

- The Flight control operator passes on the run report to the operator in charge of producing the results.

- As soon as all the pilots have reported display the provisional results

- 0800 at the latest :
    - Post the provisional results

-0800 - 0900 :
    Collect written complaints (accompanied with a new flight report if necessary).

-0900 - 1000:
    -Post official results
    -Collect protests.

All should be sorted out before the start of the next task.
    -It is important to pilots to know their exact position in order to best plan their competition tactics.
    -Likewise for the organisation, the tasks should be run on time. It is important to respect times and not let events take control.

RESULTS
and
COMPLAINTS

Equipment :

A separate area should be used for dealing with results, and you should get the necessary equipment: one computer for the results. Run report transfer from the flight control position to the Result production position must be organised.

Organisation :

Operation

Note : Don't forget to announce, and post on the notice board, **the time of official results** and to keep to it whenever possible. Write on the provisional results when acceptance of complaints ends.

If for any reason, the results are not posted at the announced time, you must be generous with the subsequent **complaints delay** (do not keep strictly to the hours in the competition regulations). If this happens post a notice, next to the results, of the new time limit for complaints relating to that task.

Advice : it's important to have the utmost **respect for times** that you set.
Example of timing : See previous chapter.

Results: Provide team leaders and CIVL officials with full copies of provisional and official results each day.

SAMPLE DOCUMENTS

PRACTICAL SHEETS TO PHOTOCOPY AND USE

- ! **SAFETY INFORMATION**

- ! **PILOT LIST**

- ! **TURN POINT LIST**

- ! **TASK BOARD**

- ! **TAKE OFF / LANDING CHECK LIST**

- ! **RUN REPORT**

- ! **ORGANISATION REPORT IN CHECK SHEET**

- ! **SAMPLE OF BUDGET**

SAFETY   INFORMATION

ORIGIN (competition organisation) : ....

DESTINATION (all necessary safety services, local town council and police) :

• ....

• ....

• ....

OBJECT : Safety Information

DATE:

➢ **TASK**

ROUTE AND FLYING AREA :

TAKEOFF :

LANDING :

TIMES :

NUMBER OF COMPETITORS :

➢ **POSSIBLE CONTACTS :**

FIRE SERVICES : Mobile :
Tel :

ORGANISATION :   Mobile :
Tel :
Radio Frequency :

COMPETITORS :   Safety Frequency :
Retrieve Frequency :

PILOT LIST

Surname/First Name	N°	Wing	Colour	Language	Tel N° in case of accident (Next of kin) Medical details (blood group allergies) Address/ Tel N° during competition Names of other sharing accommodation FAI Licence number

LIST of TURN POINTS, TAKE-OFFS and LANDINGS

N°	TAKE OFFS	Sectors	Observations (chalet, cable car stations, antennae...)	GPS co-ordinates	Altitude
				/	m
				/	m
				/	m
				/	m
N°	LANDINGS	Sectors	Observations	GPS co-ordinates	Altitude
				/	m
				/	m
				/	m
				/	m
N°	TURN POINTS	Sectors	Observations	GPS co-ordinates	Altitude
				/	m
				/	m
				/	m
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				/	m

TASK BOARD

COURSE

DATE :   TASK :

DISTANCES

TAKE OFF

TYPE OF TASK :

TURN POINTS

WINDOW OPEN :
WINDOW CLOSED:
WINDOW EXTENSION,:

START OPEN :

GOAL DEADLINE: ~

LANDING DEADLINE :

CHECK IN DEADLINE: ~

SAFETY : ~ FREQUENCY :   GOAL :
                    ~ TEL :

OTHER FREQUENCIES :~ RETRIVAL :   TEL HQ   TOTAL KMS:

Map of the Task :   **Turn Points Photos**

(name, N° & altitude underneath)

Drawing of the Goal Line	Weather

CHECK SHEET
Take - off
Landing

Name	n°	Time		
		h	mn	s
		h	mn	s
		h	mn	s
		h	mn	s
		h	mn	s
		h	mn	s
		h	mn	s
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		h	mn	s

FLIGHT REPORT
(RUN REPORT)

TASK	PILOT N°

Day	Month	year

NAME	

START GATE	Yes	No

TURN POINT SEQUENCE										GOAL

SIGNATURE : _____

REPORT IN CHECK SHEET

Name	n°	TP0	start	TP1	TP2	TP3	TP4	TP5	TP6	Goal	Distance	GPS Back Up

SAMPLE OF BUDGET

Expenditures

This expenditure Budget is based on an organisation in the middle of nowhere, with 150 pilots, and 15 volunteers helpers plus 5 CIVL officials, 10 competition days. The currency is Euro: €

- Rental for 12 days of Head quarters equipment including:
  - A 250 m2 tent
  - A wooden floor
  - 20 tables and 100 chairs   15.000 €
- Transport including 3 buses of 50 seats each and 6 minibuses
  during 10 days   18.000 €
- Staff food for 12 days on a 38 € basis per day   7.000 €
- Travel cost for 5 CIVL officials on an average basis of 600 € each   3.000 €
- CIVL officials food and lodging for 12 days on a 100 € basis each
  per day   6.000 €
- 1 minibus + gasoil for the CIVL officials for 12 days   1.500 €
- Tee shirts + gifts for the pilots   2.000 €
- Secretariat   1.000 €
- Computers, software, radio, tel lines, internet etc…   5.000 €
- Maps and Turn points photos   2.000 €
- FAI sanction fee   6.500 €
- FAI Medals and Diplomas   600 €

Total	**67.600 €**

Income:

- Pilots entry fees on 350 € basis and 150 pilots   52.500 €

At this stage, we can see that it is not reasonable to think of organising a Cat 1 meet without partners and or sponsors.

Partners:
Most of the time it is a good argument for the Mayor to consider
the marketing aspect of the championship, pilots will spend money
for their own food and lodging that will benefit for the city or the
village. Therefore it's most of the time easy to find suitable
accommodations for the head quarters within the village for free.

Saving	15.000 €

Transport:
This line of expenditure has been deliberately considered as one
of the most expensive part. In certain conditions it could be very
Expensive. However, we have to consider that most of the teams
are well organised and have their own minibus and chauffeur and

we could save a lot of money if the retrieve is well organised.

Saving   10.000 €

With these saving we are within the budget, but this budget is based on a minimum service rendered. Depending on the sponsors you can get, other services could be rendered:

Media coverage including production of films for TV use.

Minimum budget   15.000 €

Opening and Prize giving ceremonies including prize money

Budget   according to finances

Entertainment and catering
As well this depends on the finances, note that concerts and food can be in a certain extend be self financed by selling food and drinks and the entries.

Lunch packets for pilots and assistants during 10 days:
200 x 1 € x 10   2.000 €
This is not a big amount of money and the decision of preparing
lunch packets or not depends on the manpower and the ability of
the local shops to help. Important: The lunch packets must be good
and take into account vegetarians, Muslims etc…

This budget is based on volunteers, but if you can find good sponsors
you could be tempted to pay you staff: A reasonable basis being
1.000 € per person for the event. This depends on the available sponsors
Note that the wages have not to be supported by the pilots   15.000 €

Safety advice to Meet Directors Annex 1
of paragliding competitions
by Frederic Escriba

The meet director has a fundamental role. In a way (s)he is the sole commander during a competition. His/her authority allows him/her to :

-        Choose the task for the day
-        Continue with or cancel or stop the task, once it has started.

Whilst these are important powers, they also carry with them enormous responsibility : to guarantee the pilots a flight in the safest of conditions. He obviously cannot control what the pilots do once in the air under their own <u>individual responsibility</u> (e.g. flying in clouds, or using the speed bar 10m from the ground), the Meet Director has a <u>collective responsibility</u> to all the pilots who fly his task. So when choosing the task he should be aware that the mechanisms of a competition create group dynamics, which sometimes lead the pilots to take off or stay in the air, even when the conditions are bad. Some individuals will adopt different behaviour to when they are free flying and thus <u>need protection from themselves.</u>

However the position of the MD is not easy. He can also be under pressure, wanting to run a task. He is on the ground and doesn't know exactly what is happening in the air. He may be put under pressure by the pilots on the ground and also by radio from those in the air.

Here are some scenarios that should help to guide the MD in his organisation and decisions :

<u>He must have confidence in the official weather forecast</u>: When they announce 50kmph wind at 1500m don't fly, even if it is calm on take off. This example seems obvious, but several tasks have been run in similarly radical conditions ! During one of these, in a debate between pilots, a well-known pilot said to me "…*yes, but if we always listen to the weather forecast, we'll always miss the best flying.…"*. Of course, sometimes the weather forecast is wrong : the conditions may be less strong than forecast and the task would have been brilliant. But <u>the forecast can equally be wrong the other way</u> and it's no longer 50kmph of wind but 70kmph! Our dream task <u>in no circumstances is worth injuring a pilot</u>. It's not a question of changing the rules to "a paragliding task should not be run if the wind is stronger than x km/h" the MD should know his site well enough to be able to <u>define the limits himself and stick to those limits.</u>

How he can organise things in order to ensure maximum safety for the pilots ?

Radios : it is imperative that he is in contact with the competitors on the <u>frequency allocated to "safety" and that it is only used for "safety "</u> he should arrange a <u>"safety" chain</u> which is a complete and efficient team (personnel equipped with radios, vehicles, telephone numbers of rescue services, etc.) A mobile telephone is also recommended.
To keep up to date with the weather conditions, there should be <u>wind dummies</u> in the air, around take off and along the course. These should be competent pilots, i.e. with <u>enough experience</u> to be able to effectively judge conditions. So that it can be used without disturbing other pilots it's preferable that they are use another radio frequency, <u>other than the one reserved for safety</u> (e.g. the organisation frequency). The wind dummies, who must not be competitors, can also act as relays. As they do not have the power to cancel a task, they should transmit all objective information to the MD, so that he can make the decision. If this method is used, the MD should have an agreement with the wind dummies on how they will exchange information, e.g. rating conditions on three levels :

Level 1 : nothing to say…conditions are good.
Level 2 : Conditions are strong, keep an eye on conditions.
Level 3 : Conditions are too strong, cancel the task.

If in questioning the wind dummies, two or three reply 3 and the last 2, the MD doesn't hesitate, he cancels the task.
The reason behind this system of three levels is that it is quick and avoids misunderstandings.
To avoid all disputes, the MD should follow the following principles :
- Choose wind dummies who have no direct interest in whether the task is cancelled or continued.
- Keep all their communications on a different frequency.
- Agree on a simple and workable system for defining conditions.

Cloud Flying

Cloud flying is a serious problem in our sport. Its prohibition is linked to legislation as well as, and above all, to the fundamental dangers involved. Some pilots persist in frequently flying in cloud in order to gain a substantial altitude advantage, this is cheating. Many pilots have an ambiguous attitude. They effectively play with the limits. The implicit rule that predominates, and often claimed is : *"I was not in cloud because I could always see the ground"* or *" as long as I can still see the ground, I accept I will encounter and enter some wisps"; "if I can't see the ground anymore, I pull in 'big ears' to descend and demonstrate my intention to not gain advantage from the cloud ".* With so many points of view, the pilots never think themselves at fault. In their eyes this behaviour is acceptable ! But such "pseudo-rules" are false, dangerous and unfair. They leave the door open to flagrant cheating because one can keep pushing the limits then claim it was done in good faith…..

Example: *"I could see the ground when I was being sucked up".* The pilot came out of the cloud a hundred metres higher on the edge of the cloud, facing the next turn point, but he pulled 'big ears' as though to say *"I didn't want to go in the cloud, it just happened".*
But, by stopping just under the wisps the honest pilots are disadvantaged, then fed up with being taken advantage of, end up adopting the above "pseudo-rule" themselves.
However, it is not possible to apply official aeronautical regulations to the letter, because they are too constraining and above all unverifiable.
Certain instances are acceptable, such as :
- Gains on the edge of a cloud : the pilot climbs higher than cloud base, without penetrating the cloud.
- The air mass produces cloud bases of different heights: the pilot leaves at the bottom of the wisps and glides towards/around/above another cloud.

In these instances, it is not cheating, yet the pilot cannot be seen from the ground.

So what is the solution ?

You must enforce the rule:

- On arriving at the wisps the pilots must stop thermalling and leave the ascending air.
- If he continues to climb when leaving, he must make big ears or use another means of descent to ensure he is never taken into the cloud (and not just to demonstrate his willingness.)
- If these manoeuvres are inefficient, if he enters the cloud using big ears , the pilot is guilty, he should have foreseen the incident and stopped thermalling earlier.
- All he has to be is outside of the cloud, which allows the instances cited above where

a pilot finds himself higher than the base of the lowest cloud.

We have seen that judging from the ground can be erroneous, so the MD should have assessors/judges (another job for wind dummies), who can help with this task. Don't forget that even if a pilot is blatantly cheating, his number is rarely visible from the ground.   The MD and the "sky police" must be 100% sure a case of cheating has occurred before accusing and penalising (0 points for the task, exclusion from the competition in the case of repeat offence). So that the penalties are fair, they should be based on the trustworthy statements from trustworthy people.

A point of clarification :

There is no tangible proof that a pilot climbed in cloud (e.g. he can't be photographed). Neither can the statement of one single pilot accusing another be valid evidence because it involves the word of one against another.

What works:
-       Seen from the ground or from the sky, the indisputable statement of the MD or neutral trustworthy sky police (selected by the MD) that a pilot has climbed into cloud.   Who can these assessors or judges be? People with sufficient knowledge of the sport to enable them to judge. They are authorised by the MD before the task.
-       A declaration from at least three competitors who have witnessed the cheating and who register a protest.
-       At the briefing bring attention to the above rules, and if assessors are used, mention they will be on the ground and/or in the air. Used a raised voice and a strongly dissuasive tone. Remember, that if an announcement is followed by no action, in the long term there will be an inverse effect.

Wishing you good tasks

Fred Escriba

Annex 2

Public Relations and Media
Sarah Fenwick, CIVL Media Consultant

One way of attracting sponsorship to competitions is to be able to offer them comprehensive PR and media coverage. After all if they are investing their money in an event, they need to see a return on their investment. Even if there are no sponsors a competition with good PR and media coverage will help to win over public interest and potential future sponsors, for both competitions and pilots, whether it be on a local, national or international scale.

It is expensive for the media to send reporters and/or cameramen to the site for the whole event, so generally they will only turn up for the last few days. However, even if they don't attend the event, dissemination of information to the media is relatively easy in today's environment of e-mail and internet access. Organisers wishing to maximise their media coverage should appoint a 'media liaison' person who is responsible for and is a point of contact for PR and media. This person should have good command of written English as well as the native language of the organisation as well as be able to distribute information via the web and e-mail. Appointed media officers should familiarise themselves with the chapter 'Media & Marketing, Events Organisation & the Media'. Other recommended tasks are:

- Maintaining a list of media contacts
- Arrange with a pilot profile questionnaire to be completed by all pilots prior to registration (eg with registration form)
- Inviting appropriate media to the event
- Putting together a 'Press Pack'. When doing this it should be remembered that the majority of journalists, photographers, etc., will not be well informed about hang gliding or paragliding. The press pack should contain information about the sport, the competition, timetable, launch sites and goal fields, top pilot profiles, time and place of prize giving, etc
- Arranging interviews between pilots, organisers and interested media
- Arranging tandem flights if possible.
- Writing and sending out press releases. Remember these will need to be adapted depending on intended distribution (i.e. local press release will differ from international flying press release).
- Taking (or obtaining) and sending out photos
- For category 1 events copies of all press releases and photos should be sent to the FAI

Example of PR/Media contact Schedule
Preparation Pre event
3-4 months Press Releases re event: dates, location, sponsors, local authorities involved (the media need time to plan the event into their calendar)
4 weeks: reminder, top pilots profiles, media events, special events, etc
1-2 weeks: reminder, location, spectator arrangements, social events, sponsored events, media events and website address, etc

During event
E-mail short press release daily with top 3 results (& local/national results) with website address for more details, photos of winners, details of forthcoming events (social, media, etc)

Post event
Press releases re final results
Photos of champions (portrait and in-flight)
Profiles of champions (top 3 places and top 3 teams)

How CIVL / FAI can help
- Questions and guidance: Both the FAI Media Officer and the CIVL Media Consultant are available to answer questions, give guidance, etc.
- Web pages: the FAI can either host your web page or create a link to it.
- Competition Calendar: Category 1 and 2 events are listed on the CIVL competition calendar and links can be created to your website.
- Post news items to the FAI website

Annex 3

Events organisation & the Media

Prepared for CIMA by Patricia Lamy, FAI Media Officer
Adapted for CIVL by Sarah Fenwick, CIVL Media consultant

Introduction
The objective of this document is to set practical guidelines, to help Air Sports media officers organising the media side of international FAI/CIVL events

Why become so media conscious ?
FAI has entered the era of TV broadcast and media exposure, which has two main consequences:
- Give quality service to the media is a condition of growing, long term media exposure
- Controlling the rights issue: who should have access to what is vital to ensure revenue.

Who should deal with Media ?
- Relations with the media can no longer be the sole responsibility of events organisers
- Both commission's President and Media Consultants should be trained for media relations and be aware of important media issues.
- Media Consultants should have a local media counterpart for each event.
- FAI Media Officer is available to provide information, guidance and training to Commissions, to work on media partnerships, and field work on important events (eg WAG), and in communications with FAI secretariat

What do Journalists need ?
- Access to competitions
- A room in which they can work
- Means of communications
- A friendly environment

To ensure the success, a Media Officer must be entirely devoted to his/her event

Success in 10 steps
1. Work with your local contact
2. Check the site
3. Inform the Press
4. Media Facilities
5. Communications
6. Broadcasting issues
7. Accreditation process
8. Security
9. Transportation
10. Accommodation

1. Working with the Local Media Officer (LMO)
- The local Media Officer must be a professional (even if he/she is a volunteer!)
- He/she must be available day and night
- He/she must follow your orders, BUT
- You must be available to him/her
- They are the expert, so be prepared to learn from him/her

2. The site
- You should have your say about the choice of the site: think weather forecast, traffic,

environment, hotels, communications, pollution, people around: are you in the right place
- Take pictures of the take off and landing sites, goal fields, hangars, runways, hospitality areas, the bar, etc… to help you prepare your work
- If something is really wrong, say it up-front !

3. Informing the Press
Make sure the media (regional, national, international) are informed early on about:
- The event itself: type, pilots, dates, prizes
- The facilities
- The accreditation process
- Airsports are not very popular: Send information on your discipline, and above all, the Champions and likely top pilots, before the event.
- FAI Media Officer & Secretariat are here to help with information, as long as they are informed!

4. Media facilities
- Put yourself in the place of a journalist: take the bus from the hotel to the tow field/launch site/goal field, etc. Walk from the press room to the parking/landing site, carrying heavy photo material. Go to the bar, and to the toilet!
- Visit what will be the press room, conference room, mixed zone (pilots + press zone) and see how they can best be organised. IT technical assistance, travel agency, kiosk are facilities that will make all the difference.
- Organise sign posts so that journalists can easily find their way.

5. Communications
- Ask who will be the telecommunications provider
- Check that the press room is properly equipped (Phone, web, e-mail, WAP, etc…) must be available and flawless depending on the event budget !)
- Check who will be in charge of transmitting the results. Make sure with the Meet Director these people get the results on time, and transmit them on time and correctly

6. Broadcasting
Co-ordinate with FAI Secretariat & Media Officer:
- Meet the producer, the host broadcaster, and check their needs
- Never authorise a TV crew to film without referring to either FAI Secretariat or FAI Media Officer
- Facilitate the access and work of TV crews accredited by FAI

7. Accreditation

Mission statement
Identify and register all persons involved in the staging of the event, and make sure they have easy access, within the framework of their function, not forgetting safety and security.
- Eligible: Pilots, assistance, broadcasting organisations, FAI Officials, NAC officials, sponsors, contractors, volunteers, security personnel, service providers, etc…
- Accreditation is the Local Organiser's job, but Press accreditation is yours! Organise the interference !

Accreditation: up-front
- Together with Press Information, invitations should be sent together with accreditation forms.
- FAI secretariat/Media Officer are responsible for accrediting TV crews + international media.
- Accreditation passes should be returned to Journalists in good time.

Accreditation: zones, people

- Zones: precise zoning has to be defined, in co-ordination with the Meet Director. Where necessary zoning codes should appear on the venues and on the corresponding cards. Respect the hierarchy.
- Population: a photographer and a written journalist do not have the same needs. It is important to define who should be authorised (encouraged ?) where. Do not forget support staff (interpreters…).
- Capacity: Make sure your zones can bear as many people as you accredit !

Accreditation: Mixed Zone

- Mixed zone is where the Press meet the Pilots.
- Access to the mixed zone should be easy from the press room, and the press tribune (any place from where the press watches the event)
- Establish a clear priority between broadcasters and press representatives in co-ordination with FAI Secretariat/FAI Media Officer
- But make sure all accredited journalists get some access to the pilots

Accreditation: Technology

- Accreditation cards must not be able to be tampered with or modified in any way. A partner (sponsor ?) should participate in the process if possible
- Journalists should be asked to provide photos up-front, and image capture possibilities should also be available for late arrivals.
- Use of the IOC accreditation abbreviations, is more professional and will give have more credibility with the press, and above all, journalists will feel comfortable with it.

IOC ACCREDITATION SYSTEM

HB	Host Broadcaster
HB-A	HB Directors
HB-B	HB Producers, commentators
HB-C	HB Technicians, assistants
RT	Broadcasting Rights holders
RT-A	RT Directors
RT-B	RT Producers, commentators
RT-C	RT Technicians, assistants
E	Journalists
E-R	Journalists right holders
E-NR	Journalists non rights holders (mainly the internet guys !)
EP	Photographers
EP-R,	Photographers rights holders
EP-NR	Photographers non rights holders (mainly the internet guys !)

Additional categories can be created for specific needs of hang gliding and paragliding for example:

E-A	Aviation press
EP-F	In flight photographer

Etc… As long as it is clear for both organisers and journalists.

Possible restrictions

Competition area :

- Launch area   NO access

- Tow lane   NO access

Other Venues:
- Briefing room   HB –A-B, RT, EP
- Commentators position   All HB and RT
- Mixed zone   All HB,RT,E except ENR
- Etc…

Accreditation package

Together with their accreditation card, journalists must receive:
- The event's official programme
- The detailed competition time table
- A list of the Officials present (FAI, NAC, Township, etc…) + Media Officer name and contact information
- Map of the site and zones
- Programme of non sporting activities (press conferences, cocktails, visits, etc…)
- Shuttle bus time table

8. Security
- Security is the Local Organiser's responsibility, but you do not want your favourite journalist bothered.
- Call a meeting up-front with the Local or FAI Security Officer to clear all points
- Make sure a sufficient level of security is guaranteed in the press centre, and in all zones accessible to the press.

9. Transportation
Arrival:
- A welcome point should be placed at the airport, or hotel for: Welcome, take charge, accreditation, hotel keys, programme, etc…

On site:
- Sites, hotels, press rooms must be « on line »:
- request shuttle buses « FOR PRESS ONLY »
- Post time-tables

10. Accommodation
- Offer 3-4 different hotels with various levels of service/prices, negotiate special prices, but let the media make their own reservation (with some exceptions).
- Make sure the personnel is aware of the competition/shuttles schedules
- Make sure the rooms' telecoms equipment is correct. Beware of hotel telecoms tariffs!
- Decorate the lobby
- Make a list of friendly restaurants in the area

And if you do only this…
- Remember that media are often the ultimate judge of the success
- Establish a budget, and stick to it!
- Look for advice as often as you need it
- Information should be accurate and fast
- Flexibility should be a rule

- Provide good viewing positions (especially for photographers)
- Double check technology requirements
- Use the internet extensively
- Give media people a good first impression!

« Name of the Event + Date »
Annex 4

Application for Accreditation

Closing Date: XXXXXX

APPLICANT

Surname	First Name
Date of Birth / /	**Sex Male Female**
Nationality	Passport Number

ADDRESS FOR CONTACT

Address

Zip Code	Country

Telephone

Telefax

E-mail Address

Please attach
Passport photo
(3cm x 4cm)

PRESS CARD

Name of Organisation

Press Card Number	AIPS

ARRIVAL AND DEPARTURE

Date of Arrival / /	Flight n°
Date of Departure / /	Flight n°

CATEGORY AND FUNCTION

Press	Newspaper	News Agency	Magazine	Other
	Journalist	Photographer	Technician	Other:
TV/Radio	Host Broadcast	Right Holder	Other:	
	Production Camera Operator	Reporter Assistant	Commentator Interpreter	Technician

MEDIA ORGANISATION   FREE LANCE

Media Organisation Contact Person :
Address Zip Code Country
Tel (country code and area code) Fax (country code and area code)

If you are a **free-lance**, please put a checkmark in the box, and provide the information of the organisation on whose behalf you are working at the Championships.

Date / / **Signature**
Applicant's Signature   Department Head Signature   Official Seal

If you are **free-lance**, please provide the official seal and the signature of the responsible person of the organisation on whose behalf you are working at the Championships.

The applicant retains the yellow copy

To be completed by the ORGANISING COMMITTEE

Date of receipt / /	Date of Accreditation / /
Category	Function
Access Code	Signature

Annex 5

FAI AIRSPORT EVENT

APPEARANCE RELEASE

As a participant (competitor, official, jury member, judge, member of the support

staff, member of the organisation) in the

………………………………………………*(name of air sport contest)*

taking place in…………………………………………………………..*(place)*

on…………………………………………………………………… *(dates),*

the undersigned expressly confirms that he/she understands and accepts that he/she

may be filmed, photographed, taped, and recorded by any means, as authorised by the

organisers of the air sport contest and/or the Federation Aéronautique Internationale

who shall have the right to copyright, use and licence others to use, in any manner, all

or any portion or reproductions of such film, photographs, tapes, recordings, without

limitation in time or space. The above authorisation extends to films, photographs etc

of the aircraft or other flying device and equipment used by the participant at the air

sport contest, including trademarks, trade-names etc appearing on such aircraft or

other flying device and equipment.

The undersigned further confirms that his/her name and/or biographical details and/or

Any other personal elements he or she may have provided, may be used in any media

In connection with references to his/her participation in the

………………………………………………………….*(name of air sport contest).*

Signed: ……………………………………. Date: …………………………

Name: …………………………………………………………………………….

Address: ……………………………………………………………………..
……………………………………………………………………………………

EMERGENCY REQUIREMENTS – MINIMUM EQUIPMENT LEVELS

Helicopter equipment should include as a minimum:

> Winch
> Spinal stretcher, for back and neck injuries
> Medical monitoring equipment
> Oxygen and airway management tools
> Intravenous fluids
> Means of communication (radio, mobile phone)
> GPS

Ambulance equipment should include as a minimum:

> First aid qualified personnel or firemen
> Spinal stretcher, for back and neck injuries
> Medical monitoring equipment
> Oxygen and airway management tools
> Intravenous fluids
> Means of communication (radio, mobile phone)
> GPS

Equipment for emergency personnel should include:

> First aid qualified and trained in emergency medicine, speaking English
> Hold first aid equipment for the treatment of severe trauma, including spinal injuries
> Intravenous fluid
> Manual pulmonary ventilation
> Emergency drugs (analgesic and resuscitation)
> Dressings for minor wounds
> Splints for immobilisation (including neck immobilisation)
> GPS
> Means of communication (mobile phone, radio)
> Personnel and equipment (backpack bags) should be mobile enough to reach injured pilots at any place in the outback
> Suitable rescue equipment for rock - and tree climbing