

<i>Subject:</i>	<b>PROPOSED AMENDMENTS TO FAI CONTROLLER HANDBOOK &amp; JURY HANDBOOK</b>	<i>Annex No. -</i>	<b>61</b>
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## 2014 Amendments to the FAI Controller Handbook & Jury Handbook.

### FAI Controller Handbook

#### *Controller Duties*

- To establish the number of participants who pay the Sanction Fee. The FAI Controller shall first establish a provisional estimate, which must be paid to the FAI at least seven days before the published start date of the competition. The FAI Controller shall then establish the actual number of participants to allow for a final settlement before the Jury approves the competition results and declares the event to be valid. **The FAI Controller must advise the IPC Finance Secretary of the actual number of participants, so that a proper accounting may be made.**

#### *Conclusion of the Event*

- 5 Will advise the IPC Finance Secretary of the actual number of participants, so that a proper accounting may be made of the Sanction Fee.

#### *Checklist – at the end*

- Complete Annex 4 and report to Jury.
- Report to IPC Finance Secretary

#### *Text at bottom of Annex 4*

This document is designed to help the FAI Controller follow the Organiser Financial Obligations and compile competition statistics **and must be completed** and ~~can~~ **must** be handed to the Jury at the end of the Event to enable validation.

### Jury Handbook

#### **2.1 Actions prior to the Event**

Each Jury Member is responsible for making his own travel arrangements in compliance with the IPC Expense Reimbursement Policy and care should be taken to obtain the most cost-effective means of transport. The Jury President should serve as interface between the Organiser and the other Jury Members regarding travel arrangements and accommodation and ensure that all have the required and relevant information. **The Jury President will ensure that payment is made for the accommodation (Organiser package or hotel) either by the Jury Members individually or by IPC/FAI directly for all Jury Members.**