

Introduction

This document contains instructions and helpful tips to assist organizers in the proper and thorough completion of FAI/CIA Sanction Applications. A complete Sanction Application will help the Organizer with event planning, budgeting and staffing as well as provide detailed information to the Chairman of the Events Development Service (EDS) chairman.

The EDS Chairman will use the Sanction Application and all related exhibits to summarize information for presentation to the CIA Delegates as well as make recommendations on the merits of the proposed sanctioned event. It is important to include all additional exhibits as listed below. Inclusion of this information provides much needed details for the EDS Chairman when evaluating and comparing bids for the same event.

The following list contains additional information and exhibits that must be submitted along with the completed Sanction Application. Please ensure to include :

- NAC Letter of Approval
- Preliminary Letter of Agreement with facility providers including : hotels, meeting facilities and primary common launch area
- If observers are being used, include details of recruitment plan, training, stipend offered, hotel accommodations and anticipated out-of-pocket cost per observer
- Pro-forma budget for attending pilots showing details of rooming cost, registration, cost of additional required insurance (if any), typical meal cost per person for breakfast, lunch and dinner, gasoline cost per liter/gallon, propane cost (if any), average van or truck rental fees, and special rentals or fees for helium, tank purging, storage, cell phone rental/sim card or any other special fees or costs to be expected.e event – see Exhibit
- Pro-forma budgeted expenditures for event
- Event Director CV/Curriculum Vitae (resume)
- Deputy Director CV
- Safety Officer CV
- Once selected, provide CV’s for Met Officer, Stewards, Chief Scorer, Chief Debriefeer, Chief Observer and Technical Support Officer
- Google Earth satellite image of outlined primary and secondary Common Launch Area(s) (CLA)
- Photos, venue brochures, etc. showing location of Opening and Closing ceremonies.
- Aeronautical chart showing flight restrictions and altitudes encompassing competition area, if available.

Please, take into consideration that not all information is needed for all types of events. So when the information doesn’t concern your event, please write «does not apply» or «N/A» in the respective field.

Please use the DDMMYYYY format for all dates in the form.

When the Sanction Application Form is completed, please send it along with all exhibits to the FAI/CIA Event Development Service –EDS to start the Sanction Process.

Section 1 - Main Information

All the information in this section is mandatory and need to be updated before the CIA Plenary where the event will be asking for a FAI/CIA sanction. No changes are allowed after the sanction is granted.

Date of initial submission: <input type="text"/> / <input type="text"/> / <input type="text"/>		Date of last modification: <input type="text"/> / <input type="text"/> / <input type="text"/>		Date of final version: <input type="text"/> / <input type="text"/> / <input type="text"/>	
Use dd/mm/yyyy		Use dd/mm/yyyy		Use dd/mm/yyyy	
Event Title & Sub-Title		List ‘Official’ event name as well as any abbreviated titles			
Event Location (country, region, city)		City, State or Region, Country			
Event Dates (dd.mm to dd.mm.yyyy)		Include dates from pilot registration to Closing Ceremony in this format: dd/mm/yyyy to dd/mm/yyyy			
FAI / CIA Sub-class Mark appropriate box with “X”		<input type="checkbox"/> AX – Hot Air Balloons	<input type="checkbox"/> AA – Gas Balloons	<input type="checkbox"/> BA – Gas Airships	
		<input type="checkbox"/> BX – Hot Air Airship	<input type="checkbox"/> AA – WLD - Gordon Bennett	<input type="checkbox"/> AM – Rozier Balloons	
FAI Type of Event Mark appropriate box with “X”		<input type="checkbox"/> FAI World Championship		<input type="checkbox"/> CIA Sporting Event	
		<input type="checkbox"/> FAI Continental/Regional Championship		<input type="checkbox"/> Other:	
		<input type="checkbox"/> CIA Category One International Event			
FAI / CIA Category Mark appropriate box with “X”		<input type="checkbox"/> General	<input type="checkbox"/> Women	<input type="checkbox"/> Junior	
Registration Starts (date & time)		Date and Time		General Briefing (date & time)	
				Date and Time	

	dd/mm/yyyy hh:mm		dd/mm/yyyy hh:mm
1 st Competition Flight <i>(date & time)</i>	Date and Time dd/mm/yyyy hh:mm	Last Competition Flight <i>(date & time)</i>	Date and Time dd/mm/yyyy hh:mm
Extra Flight if needed <i>(date & time)</i>	If offered, Date and Time dd/mm/yyyy hh:mm	Resting Period <i>(if some, date & time)</i>	If offered, Date and Time dd/mm/yyyy hh:mm
Opening Ceremony <i>(date & time)</i> See protocol for FAI/CIA sanctioned events http://www.fai.org/cia-documents	Date and Time dd/mm/yyyy hh:mm	Closing Ceremony <i>(date & time)</i> See protocol for FAI/CIA sanctioned events http://www.fai.org/cia-documents	Date and Time dd/mm/yyyy hh:mm
Invitation Process Starts <i>(date)</i> See FAI Sporting Code Section I, Chapter 5.6	Date 1st round round invitations to be mailed to NACs dd/mm/yyyy	Entry Closing Date <i>(1st round)</i>	Closing date of 1st round dd/mm/yyyy
Organising National Airsport Control – NAC	List name of organizing country's NAC		
Organising NAC's CIA Delegate <i>(name, email, phone)</i>	Show name, phone number and e-mail address of NAC's CIA Delegate		
Organising Body <i>(Entity / Club / Company)</i>	Official organizer of the event responsible for organization, administration, budget and event logistics. Could be a governmental or civic entity, corporation, sporting club or other.		
Main Contact / General Manager <i>(name, email, phone)</i>	Name of organizing committee chairman, president or executive director with overall event responsibility. Include name, phone number and e-mail address.		
Official Mailing Address <i>(postal address, email, fax, phones)</i>	Provide organizer postal mailing address, e-mail as well as phone and fax numbers		
Organiser's previous event organisation experience <i>(list of main events and all FAI events with year, place, number of competitors, number of flights and tasks flown)</i>	Provide list of significant previous event organization experience in this format: Year, Event Title, Location, Number of Competitors, Flights Flown, Tasks Completed		
Event with Observers <i>(The Organizer is invited to present two proposals for the Event to be held with or without Observers)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Up to the Plenary to decide Place "X" in appropriate box indicating if observers are to be used. If observers are to be used, include exhibit detailing plans for recruitment, stipends offered, hotel accommodations and anticipated cost per observer for out-of-pocket expenses.		
GPS Loggers	Type of GPS Logger to be used: Indicate make and model of GPS logger to be used or indicate "N/A" if none to be used Details: Indicate how GPS loggers will be used, i.e. for scoring and virtual tasks or just rule enforcement		
Event Director <i>(name, country, email, attach CV)</i> See Protocol for FAI and CIA Sanctioned Events, 1.4 for required timing of all officials' invitations.	Provide details of Event Director including: full name, country, e-mail address and attach separately CV/Curriculum Vitae (resume).		
Deputy Director <i>(name, country, email, attach CV)</i>	Provide details of Event Director including: full name, country, e-mail address and attach separately CV/Curriculum Vitae (resume).		
Safety Officer <i>(name, country, email, attach CV)</i>	Provide details of Event Director including: full name, country, e-mail address and attach separately CV/Curriculum Vitae (resume).		
PR Officer / Media Officer <i>(name, email)</i>	Provide name and e-mail address of individual responsible for all public relations and event media.		
Met Officer <i>(name, email, attach CV)</i>	Provide details of Met Officer including: full name, country, e-mail address and attach separately CV/Curriculum Vitae (resume).		
Main Common Launch Area	Provide description, size and CLP coordinates (UTM) of primary Common Launch		

<i>(CLP coordinates & description)</i>	Area. Include as exhibit a Google Earth image of outlined CLA.		
Entry Fee for Competitors <i>(amount, currency and what is included)</i>	Show pilot entry fee and currency. Provide information on items included with entry fee such as: housing, propane, morning food and beverage, number of maps, opening and closing ceremony tickets, other meals and social events, etc. Include exhibit of anticipated out-of-pocket expenses for Pilots (see Appendix D of FAI FIRST CATEGORY EVENT SANCTION PROCEDURES.)		
Maximum number of entrants	Indicate maximum number of entrants. Include previous event's podium finishers as well as Women's and Junior's World Champions if bid is for World Championship. Minimum number of invitations is two per country.		
Number of eligible NACs	Should be all FAI member NAC's	Equal number of competitors / NAC	Indicate how many equal number of pilots per NAC before invitation process is based on results of prior event, e.g. 2, 3.
Dates for Invitation process <i>(dd.mm.yyyy)</i> Provide dates for each invitation round as well as deadline for response.	Letter to NACs will be sent on		dd.mm.yyyy
	Deadline for NACs to send nominations		dd.mm.yyyy
	Individual Invitation to Competitors will be sent on		dd.mm.yyyy
	1st round deadline for Competitors application and entry fee		dd.mm.yyyy
	2nd round deadline for Competitors application and entry fee		dd.mm.yyyy
	Remarks: If any		
Additional Invitations Procedure	See FAI Sporting Code Section One, Chapter 5.6.2.		
Eligibility Conditions	See FAI Sporting Code Section One, Chapter 5.6.4.		
Registration Method and Details <i>(mail, fax, email, online)</i>	Indicate intended method of accepting competitor registrations such as online, e-mail, postal mail or fax.		
Official Language	Indicate official language to be used	Protest Fee <i>(amount, currency)</i>	Show amount and currency
Proposed Jury members <i>(at least 6 names for the Plenary at the year of the event)</i> This information must be submitted at least 60 days in advance of the CIA Plenary during the year of the event.	1.	3.	5.
	2.	4.	6.

Section 2 - Additional Information

The information in this section is important for the evaluation of the event in the Sanction Process. Additionally it provides competitors information on how they can plan their participation. Therefore, please fill in all information as complete as possible.

Changes are allowed after the Sanction is granted only in order to improve the event.

Official Event Website	Indicate name of Event web site when available: http://www._____		
Event President (name, email)	Indicate name and e-mail of organizing committee President or Executive Director		
FAI Authority shown on	<input type="checkbox"/> Rules <input type="checkbox"/> Logo <input type="checkbox"/> Program <input type="checkbox"/> Official documents <input type="checkbox"/> Other: Place "X" in all boxes that apply.		
Courtesy Invitations sent	FAI President: <input type="checkbox"/> Yes <input type="checkbox"/> No Date: dd.mm.yyyy CIA President: <input type="checkbox"/> Yes <input type="checkbox"/> No Date: dd.mm.yyyy Remarks: Indicate intention to send courtesy invitations. Add date when sent, if applicable. See Protocol for FAI and CIA Sporting Events, 1.1.1		
Event Prizes Offered and Details	If prizes are being awarded, provide details.		
Opening Ceremony (Location & Coordinates) See Protocol for FAI and CIA Sporting Events, 2.2 and 5.3.	Provide details on Opening Ceremony including location, UTM coordinates as well as photos or venue brochures showing space to be utilized. Include venue information regarding multi-media, staging, lighting and sound system capabilities.		
Closing Ceremony / Prize-giving (Location & Coordinates) See Protocol for FAI and CIA Sporting Events, 2.3, 2.4, 3 and 5.4.	Provide details on Closing Ceremony including location, UTM coordinates as well as photos or venue brochures showing space to be utilized. Include venue information regarding multi-media, staging, lighting and sound system capabilities.		
CIA and FAI Protocol will be followed? Visit FAI website for details: http://www.fai.org/cia-documents	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	The organisers will respect the FAI Environmental Code of Ethics?	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:
Entry Fee Method of Payment and Details	<input type="checkbox"/> Money order <input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Credit card <input type="checkbox"/> Other: Details: Provide information on methods of payment accepted, refund conditions, if any, as well as any related service charges.		
Country Admission Conditions (Visa's required, etc.)	Include countries requiring Visa as well as any known Federal Aviation agency restrictions regarding pilot certificates, balloon documents, etc.		
Preferred Place of Entry & Closest Major Cities (Special custom clearance & directions and distances to main cities)	Show information on suggested airports for port of entry as well as distances from major cities and event location. Provide additional information regarding modes of transportation from port of entry to event. Include any special or unusual regulations regarding customs clearance.		
Local language	Primary language of event city as well as any common secondary languages.		
Location Description & Characteristics Provide details of the competition area. Include a digital map, if available, of the competition area.	General Description	Is the area metropolitan, rural or a combination; city population	
	Geographic Position (coordinates of competition map center)	UTM coordinates of competition map center	
	Topography (mountains, sea, lakes, rivers)	General description of area including high and low surface MSL altitudes	
	Landing Areas (open fields, wooded area, farming, crops, cattle)	General description as well as number of red and yellow PZ's.	
	Main villages around the flying area	List any nearby cities, towns or villages	
	Other Description		

Additional Common Launch Areas <i>(coordinates & description)</i>	List other Common Launch Areas, if available, including UTM coordinates and description. Include outlined Google Earth satellite images in an exhibit.
Landowner Restrictions	Indicate protocol required for permission to enter private land, as well as securing permission to launch, land or recover. Describe general demeanor of landowners as well as number of red and yellow PZ's.
Meteorological characteristics <i>(as expected for the period of the event)</i> Provide details of average meteorological data to be expected during the event.	Weather conditions: Prevailing winds (speed / directions): Temperatures: Sunrise & Sunset time for the first competition day:
Airspace Structure & Limitations Indicate details for each item requested. If available, include aeronautical chart encompassing the competition area.	NOTAM Description Flight Limitations Number of PZs expected & Descriptions Competition Area Altitude Limitations Competition Area Dimensions <i>(based on CLP, in km – north/south & east/west)</i>
Competition Map Details Indicate details for each item requested. If available, include digital map of the competition area as an exhibit along with this application.	DATUM Scale Grid lines Paper Size Electronic Version Available <input type="checkbox"/> No <input type="checkbox"/> Yes – expected on date: Electronic Version File <input type="checkbox"/> JPEG <input type="checkbox"/> PNG <input type="checkbox"/> Other: Format Remarks
Driving Particularities <i>(Right hand, left hand, speed limitations, International Driver's License required, etc.)</i>	Indicate details of driving convention (right or left side of road) as well as any licenses and insurance needed.
Road Network and Infrastructure	Indicate general nature of road construction and availability.
Venue Description, Coordinates & Characteristics Provide details for each item listed. Wherever possible include photos or brochures depicting venue size, layout and amenities. Indicate if the facilities have been contracted or under negotiation.	Competition Center <i>(coordinates & description)</i> Briefing Facilities <i>(coordinates & description – tent, hall, etc.)</i> Media centre <i>(description)</i> Internet connection Social activities Other information
Stewards <i>(name, country, email, attach CV)</i>	List name(s) and details including CV demonstrating experience and background. Must be submitted no later than 60 days before CIA Plenary in year of Event.
Chief Scorer <i>(name, country, email, attach CV)</i>	List name(s) and details including CV demonstrating experience and background. Must be submitted no later than 60 days before CIA Plenary in year of Event.
Chief Debrief <i>(name, country, email, attach CV)</i>	List name(s) and details including CV demonstrating experience and background. Must be submitted no later than 60 days before CIA Plenary in year of Event.
Chief Observer <i>(name, country, email, attach CV)</i>	List name(s) and details including CV demonstrating experience and background. Must be submitted no later than 60 days before CIA Plenary in year of Event.
Technical Support Officer <i>(name, country, email, attach CV)</i>	List name(s) and details including CV demonstrating experience and background. Must be submitted no later than 60 days before CIA Plenary in year of Event.

<p>Scoring Program <i>(name, developer, email, brief description, last FAI events using the program, link for downloading)</i></p>	<p>Provide details of Scoring Program to be used: Program Name: _____ Developer: _____ Events using the program: _____ Download link: _____</p>	
<p>Special Arrangements and Assistance for Competitors <i>(Details on balloon equipment rental services, additional crew available, rent-a-car assistance, accomodation, meals, travel allowance, etc.)</i></p>	<p>To greatest extent possible, provide details for the following including anticipated cost (also include in pro-forma competitor budget, Appendix D of FAI FIRST CATEGORY EVENT SANCTION PROCEDURES.): Balloon equipment: Envelope _____ Bottom end _____ Fan _____ Helium tank _____ Local crew: Car, truck or van rental: include approximate daily/weekly cost Room accommodations: include estimate of cost per night Meals provided: include list Travel allowance: indicate amount and currency, if available</p>	
<p>Equipment Limitations</p>	<p>Other than following manufacturer requirements of matching envelop and basket, indicate any Federal agency regulations or limitations relating to pilot/balloon documents. Are there any propane tank limitations? Indicate type of fuel provided as well as if tanks will need to be removed from basket for refueling.</p>	
<p>Special Safety Requirements</p>	<p>Any specific propane handling or other equipment restrictions governed by local or Federal officials?</p>	
<p>Insurance Requirements for Competitors and Details</p>	<p><input type="checkbox"/> Third party: _____ <input type="checkbox"/> CSL: _____ <input type="checkbox"/> Passenger: _____ <input type="checkbox"/> Other: _____ Provide details of minimum insurance coverage for each risk indicated. If competitor does not meet minimum requirements, is insurance available for purchase locally and at what cost?</p>	
<p>Insurance Provided & Covered by Organisers Indicate nature and coverage of risks noted. If not currently insured, does organizer intend to have coverage for the risks noted?</p>	<p>Third Party: _____ Air Display Public Liability: _____ Organisers & Officials On-ground Risks: _____ Observer On-board: _____ Other: _____</p>	
<p>Travel & accommodation arrangements for officials Indicate approximate intention of number of NAC's to be represented in officils selected for event.\n Indicate if accommodations or travel stipends are different for senior officials and staff and include details.</p>	<p>Travel Arrangements: _____ Provide details if different depending on home location of official. Travel Allowance (amount and currency): _____ Indicate amount and if it varies depending on home country. Vehicles Provided: _____ Include number of officials per vehicle. Type of Accommodation: _____ Nature of room accommodation, i.e. hotel, trailer, hostel and number of officials per room Meals Provided: _____ Indicate what meals, if any, are provided. Other Information / Remarks: _____ Other tickets or invitations provided</p>	
<p>Travel & accommodation arrangements for observers If observers are to be utilized, Indicate approximate intention of number of NAC's to be represented in observers selected for event.</p>	<p>Travel Arrangements: _____ Provide details if different depending on home location of official. Travel Allowance (amount and currency): _____ Indicate amount and if it varies depending on home country. Vehicles Provided: _____ Include details of transportation provided from hotel to meeting center. Type of Accommodation: _____ Nature of room accommodation, i.e. hotel, trailer, hostel and number of observers per room. Meals Provided: _____ Indicate what meals, if any, are provided.</p>	

	Other Information / Remarks:	Other tickets or invitations provided
Submitted by: Print Name and E-mail address	Date Provide dates for each update or submission	Signature
Submitted by:	Date	Signature

For EDS use only <i>This section is for EDS use only and the Organizer will get an update when changes are made.</i>	
Document submitted to	Date
Status / Report on new versions	
CIA Technical Delegate (<i>name, email</i>)	
NAC Letter of Approval Status	
Organizer Agreement Status	
Event Logo Status	
Sanction Fee (CHF)	Performance Bond Fee (CHF)
Sanction Fee Status	
Performance Bond Status	
Event Rules Status	
Jury approved by Plenary <i>(names, emails)</i>	Jury President: Jury Member: Jury Member:
CIA Sanction Status	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No Date:
FAI Sanction "Kit" Status	FAI & CIA Flags: Medals: Diplomas: Remarks:
Opening and Closing Ceremonies Agenda Reviewed	