



*Fédération
Aéronautique
Internationale*

IPC FIRST CATEGORY EVENT APPLICATION DOCUMENT

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The 2017 Edition differs from the 2016 Edition in those paragraphs with a vertical bar in the margin.

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1 Introduction

All applications to host an IPC First Category Event (FCE) must follow the procedures and timing outlined in Part 2 of this document and in the case of a successful bid, must comply with the other obligations listed in Part 3.

An FCE is defined in the FAI Sporting Code, General Section 4.4.1 as:

- World Air Games (WAG), as approved by the General Conference.
- World Parachuting Championships (WPC), World Indoor Skydiving Championships (WISC) and Continental Regional Championships (CRC) as approved by the FAI Air Sport Commissions concerned and confirmed by the Executive Board as part of their approval of the FAI Sporting Calendar (Statute 4.2.2.11 refers).
- International Sporting Events approved by the FAI Air Sport Commissions concerned.

The IPC Bureau and the relevant Competition Committee Chairs are available to give help and advice at any stage of the process (contact via the IPC President).

2 Competition Application Procedure

The terms of this document are compulsory for all potential Organisers submitting a bid to host an IPC FCE.

2.1 APPLICATION

2.1.1 *Application Schedule*

The application must be submitted by a NAC or an IPC recognized National Parachuting Authority or a potential Organiser to the IPC President together with proof of timely payment to FAI of the relevant Application Fee (2.2.1. and 2.2.4).

- (1) No later than December 1st of the calendar year before the Plenary Meeting when the decision on the application is made (see 2.1.3) or
- (2) Where no other application has been received and/or approved, no later than December 1st in the calendar year before the calendar year scheduled for the event.

Any application may be checked with the relevant Committee(s) prior to submission for completion of details, with the proviso that entry fees need only appear in the final application.

An application must contain all the information indicated in Annex 2 "FCE Bid Document Format" and the Application Fee as described in 2.2.1 below must be paid to the FAI to the credit of IPC at the time the application is submitted.

The decision to consider an application submitted after the time specified above is subject to the provisions of IPC Internal Regulations, 3.8.3, requiring a Bureau decision on conflict with other applications, followed by the necessary two-thirds vote for the application to be placed on the Agenda of the Plenary Meeting.

No application will be considered unless the required application fee has been paid and the application is accompanied by the required draft Organiser Agreement, as per paragraph 2.3 below.

2.1.2 *Review and Evaluation of the Application*

- (1) The IPC Bureau will review all applications submitted in accordance with this document.
- (2) The Bureau has no power to change the original application in any way.
- (3) The Bureau will take advice from the relevant Competition Committee Chair(s) in order to evaluate the applications.
- (4) The Bureau will liaise with the applicant to clarify facts and information and to rectify omissions.

(5) All application information must be kept confidential and the persons involved in the review process may not discuss the contents of the application with any person other than the applicant or amongst themselves.

(6) The IPC Bureau will make a recommendation to the IPC Plenary Meeting, so that a decision may be made by the IPC Plenary as to whether grant or refuse Sanction.

2.1.3 *Decision on the Application*

The IPC Plenary decision on whether to approve or reject an application to organise an FCE will take place in accordance with the following timeline criteria:

- i) The decision may not be made before the Plenary Meeting which takes place no earlier than two calendar years before the year in which the FCE is scheduled.
- ii) If an application has been received by December 1st before the Plenary Meeting which takes place no earlier than two calendar years before the year in which the FCE is scheduled, a decision to approve or reject the application will be made at that Plenary Meeting.
- iii) If no decision can be made in accordance with (ii) and an application is received by December 1st before the Plenary Meeting which takes place one calendar year before the year in which the FCE is scheduled, a decision to approve or reject the application will be made at that Plenary Meeting.
- iv) If no decision can be made in accordance with (iii) and an application is received by December 1st before the Plenary Meeting which takes place in the year in which the FCE is scheduled, a decision to approve or reject the application will be made at that Plenary Meeting

Example:

FCE for 2021:

- a) Application submitted by December 1st, 2018. The decision will be made at the 2019 IPC Plenary Meeting
- b) If no application submitted or approved in accordance with a), any application submitted by December 1st, 2019. The decision will be made at the 2020 IPC Plenary Meeting
- c) If no application submitted or approved in accordance with b), any application submitted by December 1st, 2020. The decision will be made at the 2021 IPC Plenary Meeting.

Applications to organise a Para-Ski FCE or a Mondial may be exempt from the timeline criteria if agreed to by a 2/3 majority vote of the IPC Plenary on a recommendation of the IPC Bureau to that effect.

2.2 FINANCIAL OBLIGATIONS

A bidder has several financial obligations related to the organization of an IPC competition.

2.2.1 *Application Fee*

An Application Fee as per the table below must be paid with every Application submitted to the IPC. This Fee must be paid latest one week before December 1st when the final Application is send to the IPC President.

The application fee will be:

- (1) Returned if Sanction is refused by the IPC
- (2) Retained by the IPC
 - a) if the Application is withdrawn prior to any decision with respect to Sanction unless the IPC Bureau considers that the withdrawal is beyond the control of the applicant in which case it will be returned,
 - b) if Sanction is granted, but the FCE cannot take place for any reason.
- (3) Treated as a part prepayment of the Sanction Fee (2.2.2) to be paid in respect of the FCE.

2.2.2 *Sanction Fee*

A Sanction Fee, as per the table below, is levied by the IPC in respect of only those Delegation Members, who are competitors, team videographers, Heads of Delegation, Team Managers and Team Coaches listed on an Official Entry Form. The FAI Controller will establish an estimated total that must be paid by the Organiser to the FAI at least 7

days before the published official 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.

2.2.3 Deposit or Guarantee

The Organiser will either pay a Deposit as per the table below or provide a Guarantee (e.g. letter of credit, certificate of deposit) to the FAI/IPC no later than 30 days before the starting date of the Sporting Event, in a manner acceptable to the IPC. The form of a Guarantee must be determined by the Organiser and must be accepted by the IPC Bureau before the Sporting Event may be approved by the IPC Plenary. The amount of the Guarantee must be equal in value to the required Deposit on the date that the Sporting Event is approved by the IPC Plenary.

In the case of World Cups or other FCEs, a lesser amount may be agreed by the IPC Plenary Meeting, upon recommendation from the IPC Bureau, or the IPC Competition Committee(s) concerned.

This Deposit will be refunded in full to the Organiser or the Guarantee will be cancelled as soon as possible after the IPC Bureau has received the report from the Jury (SC5 4.7.2.6) but in no case later than 30 days after the end of the competition except in situations as laid out in Annex 1 of Schedule 1 and § 6 of the Organiser Agreement.

2.2.4 Table of Fees

	Discipline(s)
Application Fee (1) to accompany application	€800 for each Discipline (see Section 5, 1.1.1.4 and 1.1.1.5)
Deposit (2)	<ul style="list-style-type: none"> • One Discipline: €5000 • Two Disciplines: €9000 • Three Disciplines: €12000 • Four Disciplines: €14000 • Five or more Disciplines: €15000
Sanction Fee	€90 per person

Note:

- (1) An FCE in Freefall Style and Accuracy Landing is regarded as one discipline for the purpose of the Application Fee and Deposit payment.
- (2) The Deposit is based on the number of disciplines included, regardless of the status of the FCE.

2.2.5 Other Organisational Costs

The organiser will bear all other organisational costs resulting from obligations as defined in the Organiser Agreement or in the Sporting Code.

2.2.6 Payment of Sanction Fee and Deposit

- (1) The Jury may not give its approval for the competition to start until:
 - a) it receives confirmation that the required Deposit has been paid or the required Guarantee has been provided (see 2.2.3 above).
 - b) the provisional estimate of the Sanction Fee (see 2.2.2 above) has been paid to the FAI.
- (2) If either the payment of the Deposit or the provisional estimate of the Sanction Fee does not comply with the time deadlines stated in 2.2.2 and 2.2.3 above, the IPC Bureau will review the reasons therefor and, if the Organiser is found to be responsible with no extenuating circumstances, an amount equal to 10% of the Deposit will be retained by the IPC in addition to any amount retained by reason of Annex 1 to Schedule 1 of the Organiser Agreement.

2.3 ORGANISER AGREEMENT

The potential Organiser must contact the FAI to obtain the current version of the Organiser Agreement prior to the time of submission of the application so that an Organiser

Agreement can be prepared with the correct Organiser and competition details included in the document. This Organiser Agreement must be submitted with the application and will be signed by the Organiser, the IPC and the FAI after Sanction is granted. The Organiser Agreement will set out the rights and obligations of the Organiser and shall contain, but is not limited to, the following items:

The program of the competition

A commitment not to increase the stated entry fees.

A commitment to follow the Sporting Code and the Competition Rules.

An agreement to provide and pay for the judging equipment and scoring system(s) (approved as required by SC5, 4.3.1(1)) necessary to properly evaluate and score all jumps made during the competition.

An agreement to pay the Sanction Fee to the FAI/IPC.

An agreement to pay the Deposit specified in Schedule 1 of the Organiser Agreement.

An agreement to appoint the members of the panel of judges as the only Official Observers for the purposes of controlling and certifying competition records.

An agreement to issue the Official Information Bulletins (SC5 4.2.5).

An agreement to obtain and pay for all necessary medals, cups, awards and diplomas in accordance with the IPC Medal Policy.

An agreement to cover the travel, food and lodging costs for the following officials: Chief Judge, Chief Judge of Training, Assistant to the Chief Judge, the FAI Controller and the Canopy Piloting Course Technical Director plus any other expenses connected with the duties of the last three.

An agreement to cover the food and lodging costs of the panel of International Judges not covered by above.

A copy of the required Organiser Agreement may be obtained from FAI. Care must be taken to ensure that the IPC specific Organiser Agreement is obtained. A copy of Schedule 1 and the Annex thereto are included in Section 4 of this document.

2.4 APPROVAL PROCEDURE

- 2.4.1 The applicant will not be allowed to make any presentation to the IPC Plenary but may answer questions and/or distribute written promotional material.
- 2.4.2 Approval may be granted without the proposal for Event Officials but IPC approval for Event Officials will be required no later than the IPC Plenary Meeting in the year of the Event.
- 2.4.3 The application and the appointment of the FAI Controller must each be approved by the IPC Plenary Meeting by a simple majority vote.
- 2.4.4 After approval, the program for the competition, which is appended to the Organiser Agreement, and all detailed items in the approved and sanctioned bid document may not be changed without further approval from the IPC Bureau or the competition Jury.

3 Other Organiser Obligations

3.1 BULLETINS

- 3.1.1 The FAI Member/NAC organising an FCE will prepare two Official Information Bulletins in electronic format to be posted on the FAI/IPC Website. All bulletins must be in English. An Official Information Bulletin must be approved by the IPC Bureau before issue (see SC5 4.2.5). The first Bulletin must be issued at least 4 months before the start of the FCE in question. The second Bulletin will be issued at a date chosen by the Organiser which must be at least 30 days before the start of the FCE in question. These Official Information Bulletins must be posted on the FAI/IPC web site at the same time.
- 3.1.2 The first Official Information Bulletin must contain the following information listed in Annex 3 "Official Bulletin Format".
- 3.1.3 The second Official Information Bulletin should in principle only contain new, additional and/or changed information, listed in Annex 3 below. If however the second Bulletin repeats the information of Bulletin #1, then all new/additional/changed information must be placed at the beginning of the bulletin.

3.2 ADDITIONAL ORGANISER OBLIGATIONS

These can be found in the Sporting Code, Section 5, Chapter 4, key paragraphs being:

- 4.3.1. Judging Equipment
- 4.3.3. Judges' Training Course
- 4.3.4. Aircraft and Pilots
- 4.3.5. Meteorological Service
- 4.3.6. Lodging, Food and Transport
- 4.3.7. Interpreters
- 4.3.8. Viewing Equipment
- 4.3.9. Wind Tunnels
- 4.5.3. Organiser's Responsibilities
- 4.9.3. Recording Media
- 4.9.4. Documents

3.3 MEDALS

If the Organiser decides to supply the necessary medals certain timelines for medal design, order and delivery have to be followed. Information can be provided on request.

If the Organiser decides to use medals supplied by FAI, the commission will order these medals no later than the time determined by FAI in the year prior to the year in which the FCE in question is being held (see table below). This lead time is required by FAI in order to meet supplier logistics and manufacturing schedules.

4 Schedule 1 and Annex 1 of FAI/IPC

ORGANISER AGREEMENT SCHEDULE 1

FINANCE

1 PRE-SPORTING EVENT DEPOSIT

The Organiser warrants and undertakes as follows:

- 1.1 To either pay a Deposit as per table below or provide a Guarantee (e.g. letter of credit, certificate of deposit) to the FAI/IPC no later than 30 days before the starting date of the Sporting Event, in a manner acceptable to the Commission. The form of a Guarantee must be determined by the Organiser and must be accepted by the IPC Bureau before the Sporting Event may be approved by the IPC Plenary. The amount of the Guarantee must be equal in value to the required Deposit on the date that the Sporting Event is approved by the IPC Plenary.

The amount of the Deposit is based solely on the number of disciplines included, regardless of the status of the FCE:

- One Discipline: €5000
- Two Disciplines: €9000
- Three Disciplines: €12000
- Four Disciplines: €14000
- Five or more Disciplines: €15000

In accordance with 2.2.3 of the IPC FCE Application Document, this Deposit will be refunded in full to the Organiser or the Guarantee will be cancelled within the time frame specified, unless the provisions of 1.3 and 1.4 below and Annex 1 apply.

- 1.2 To pay to the FAI/IPC a Sanction Fee, in accordance with SC5, 4.1.3., in respect of all competitors, team videographers, Heads of Delegation, Team Managers and Team Coaches listed on an official entry form. The payment procedure is outlined in the FCE Application Document and requires that 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 and before the Jury gives its approval for the FCE to begin (Sporting Code, Section 5, 4.5.1). The FAI Controller shall then establish the actual number of participants to allow for a final settlement before the Jury may approve the competition results and declare the event to be valid.
- 1.3 All or part of the Deposit may be retained by the FAI in accordance with Annex 1 to this Schedule.
- 1.4 All or part of the Deposit may be retained by FAI in the event of the Sporting Event being declared invalid or in the event of any unremedied breach of agreement under clause 6 of this Agreement as a non-refundable advance against the income expected under clause 3 of this Schedule 1. The amount to be retained by FAI shall be determined in accordance with Annex 1 to this Schedule.
- 1.5 Payment of the application fee, Deposit (if payment is made instead of a Guarantee being provided) and the Sanction Fee must be made to the FAI bank account:
Credit Suisse Private Banking
Rue du Lion d'Or 5-7
1002 Lausanne, Switzerland

Swift code: CRES CHZZ 10A
Account name: FAI-IPC Fédération Aéronautique Internationale
Account EUR: 0425-457968-32-11
IBAN: CH25 0483 5045 7968 3201 1

2 ORGANISATIONAL COSTS

The Organiser warrants and undertakes to be responsible for and to bear all costs (including any taxes thereon) of organising the Sporting Event, including but not limited to:

- (1) provision and operation of appropriate venue and equipment (as described in Schedule 3);
- (2) media facilities;
- (3) local travel costs for all participants between accommodation and contest site, if included in the organisation proposal;
- (4) security and emergency medical costs and such on-site insurance cover as the FAI shall reasonably require;
- (5) protocol;
- (6) opening, awards and closing ceremonies;
- (7) compliance with the organisational requirements of FAI Sporting Code, Section 5.

3 DISTRIBUTION OF FINANCIAL SURPLUS

3.1 “Financial Surplus” shall mean any and all revenues receivable from the exploitation of the Rights set out in Schedule 4 or otherwise generated by the Sporting Event (including for the avoidance of doubt but without limitation revenues arising from broadcasting, ticketing, sponsorship, advertising, merchandising, licensing, etc.), less the costs reasonably incurred by the Organiser for the purpose of exploiting the Rights or any commissions, royalties or other costs reasonably payable by the Organiser to third parties in connection with the Rights.

3.2 The Organiser shall pay to the FAI within 30 days of such Rights fees becoming receivable by the Organiser:

- (1) 10% of the financial surplus receivable by the Organiser in relation to the recording transmission or other broadcast of sound or visual images relating to the Sporting Event; and
- (2) 10% of the financial surplus receivable by the Organiser in relation to the exploitation of all other Rights including without limitation ticketing, sponsorship, advertising, merchandising, licensing, etc.

ANNEX 1 TO SCHEDULE 1 OF THE FAI/IPC ORGANISER AGREEMENT

In the event of any circumstance set forth below, the FAI/IPC may retain all or part of the Deposit, as follows:

- (1) In the case of non-payment of the Sanction Fee, in whole or in part, the FAI shall be entitled to retain such amounts of the Deposit as are sufficient to meet the deficit.
- (2) If the Jury decides to terminate the Sporting Event in accordance with the provisions of FAI Sporting Code General Section paragraph 5.4.2.4., thus invalidating the Event, 100% of the Deposit shall be retained.
- (3) If the President of the Jury decides to interrupt the Sporting Event in accordance with the provisions of FAI Sporting Code General Section paragraph 5.4.2.4., in order to allow the Jury to consider the Organiser's failure to abide by the FAI regulations, and the Event is not restarted, then 75% of the Deposit shall be retained.
- (4) If the President of the Jury decides to interrupt the Sporting Event in accordance with the provisions of FAI Sporting Code General Section paragraph 5.4.2.4, in order to allow the Jury to consider the Organiser's failure to abide by the FAI regulations, and if the Event is restarted, then 20% of the Deposit shall be retained for each full day or part thereof lost due to interruption, but the amount retained may not exceed 75% of the Deposit. For this purpose, a "part" of a day is a period of no less than 4 hours.
- (5) If the report from the Jury (ref. SC5 4.7.2.6) confirms that, although the provisions of FAI Sporting Code General Section paragraph 5.4.2.4 were not invoked, the Organiser was in breach of a Contractual Commitment, then 20% of the Deposit shall be retained for each separate such breach, but the amount retained may not exceed 75% of the Deposit.

The Organiser will be informed in writing by the IPC President of the retention of a specific amount in application of the above provisions within 30 days of the receipt of the report from the Jury. The Organiser may submit a written request, to be received by the FAI or the IPC President within thirty days of receipt of the written notification of the retention from the IPC President, to have the IPC Plenary, at its next meeting, review the application of the above provisions. The IPC Plenary may decide to confirm or reduce, as circumstances dictate, the amount retained. In no circumstances may the amount retained exceed the amounts outlined above.

ANNEX 2 FAI/IPC – FCE BID DOCUMENT FORMAT**FEDERATION AERONAUTIQUE INTERNATIONALE****INTERNATIONAL PARACHUTING COMMISSION****“BIDDER’S NAME”****OFFICIAL BID FORM****“nr^{st/nd} FAI “Continental/World” “Parachuting/Indoor Skydiving”
“Championships/World Cup” of “Event(s)” “Year”****1 Event Organisers**

Provide name, address, telephone numbers, e-mail and contact name for:

1.1 FAI Member/NACName:
Address:
Zip:
City:
Country:
Telephone:
E-mail:**1.2 National Parachute Federation (if different from (1))**Name:
Address:
Zip:
City:
Country:
Telephone:
E-mail:**1.3 IPC Delegate**Name:
p/a NAC address:**1.4 Organising Committee (if different from 1 or 2 above)**Name:
Address:
Zip:
City:
Country:
Telephone:
E-mail:**1.5 Application fee**

proof of payment (scan of bank wire transfer, at the end of the bid)

banking information for IPC refunds to the Organiser or the NAC needed for a return of the application fee if the bid is not accepted.

- a) Account Name
- b) Account Number
- c) IBAN

- d) BIC / SWIFT
 - e) Bank name and address (including any beneficiary/intermediary bank details if relevant)
- 1.6 Commercial rights

As per FAI rulings.

- 1.7 Distribution or revenue

According to FAI by-laws 5.2.1

Note 1: bids for Indoor Skydiving will only be accepted for inclusion on the agenda for a Plenary Meeting if the windtunnel is operating and open to public.

Note 2: all information in a bid needs to be filled in according to this Annex 2 before a bid can be accepted for inclusion on the agenda for a Plenary Meeting.

2 Event Details

2.1 Full Name of the Event

“xst / xxnd“ FAI “World/Continental” “Parachuting/Indoor Skydiving” “Championships/World Cup” of “event(s)” “year”

- 2.2 Letters of approval from the FAI Member/NAC, National Parachute Federation, Ministry of Tourism / Interior, Military Authorities, etc. If approval is not forthcoming, then a letter of no objection should be obtained.

- 2.3 Disciplines to be contested. If Canopy Piloting is included, a full description, with diagrams, pictures etc., of the courses proposed to be used. (at the end of the bid)

- 2.4 Event Dates – the time period must comply with that set out in the Competition Rules and the Sporting Code Section 5.

Complete program / Competition dates and schedule:

Official arrival day	date	time
Official practice day(s)	date	time
Opening ceremony	date	time
Competition starts	date	time
Competition ends (last take off)	date	time
Competitors meeting (provisional)	date	time
Award ceremony	date	time
Banquet & closing party	date	time
Departure day	date	

- 2.5 Location of Event (City, Airport, etc.)

A map with the venue, in relation to major cities.

- 2.6 Details of access to location by air (recommended main airport, other airports, with relevant road and rail connections (including timetables, car rental possibilities, and (if included in the bid) pickup arrangements with costs.

- 2.7 Weather conditions – include statistics, based on the previous five years, for period/location covering wind speeds and direction, temperatures, sunshine hours, cloud cover, rainfall, sunrise and sunset times, etc.

- 2.8 Airspace restrictions, if any – be very specific on details of NOTAMS, altitude, etc. and include a document or letter from the relevant authorities confirming that no airspace restrictions will apply during the training camp and competition.

- 2.9 Landowner restrictions. If there are any, a guarantee of access, confirmed by letter, is required. If the competition site is on an active military base or other restricted area, confirmation is required in writing from the relevant authorities that unrestricted access will be given to the site for competitors, accompanying persons and spectators.

- 2.10 Details of event insurance

The Organiser shall arrange insurance coverage in an adequate amount in connection with the event including public liability insurance meeting the applicable legal specifications. This coverage must be presented to the FAI at the earliest opportunity, but at the latest before the start of the event.

The FAI, its respective directors, employees and assigned event Personnel shall be designated as additional insured parties

- 2.11 Details of insurance required by participants:
 personal medical & repatriation insurance requirements (including minimum amount of coverage)
 Third party liability insurance requirements (including minimum amount of coverage)
- 2.12 Proposed Entry Fees (with required currency), late Entry Fees (if any), for Competitors (including Alternates if different), Officials, Accompanying Persons and Judges attending the Training Course referred to in SC5, 4.3.3. Full details must be given of what is to be covered by the Entry Fee paid. (IPC sanction fee, hotel, breakfast, lunch, dinner, transport from airport to venue, local transport, banquet, competition jumps, official training jumps, re-jumps, jump-off)

Entry fees need only to appear in the final application (FCEAD para 2.1.1)

Entry fees can include or exclude accommodation and/or dinner

example table:

Competitor / official / accompanying person / judge in training	Entry fee (€ or other) – fee <u>must</u> include the FAI sanction fee	Jump(s), competition and official training

The Organiser shall bear all costs necessary for the proper organisation and staging of the event and shall be solely liable therefor.

The Organiser represents and warrants that it has and will maintain the financial capability to properly organise and stage the event as per its bid.

- 2.13 Facilities
 Ground and aerial photographs of Airfield / Dropzone / Windtunnel
 Brief description of competition layout (landing zone measurements and altitude)
 registration area / manifest / judging area / dubbing area / media area / photocopier capacity / computer and printer availability / internet connection / competitor indoor-outdoor area(s), dropzone TV, official bulletin board, rigging services, on site food services, drinking water, toilets, showers, packing area, creeper area, mock-up.
- 2.14 Aircraft – number to be used, details of type, exit speed, flight time for competition round.
 Photographs showing exit door and handles are recommend.
- For Indoor Skydiving, full details of the Wind Tunnel to be used. (chamber diameter, windspeed settings, airflow, height, door measurements, cameras, music system, etc.)
 Photographs showing chamber and door recommend.
- All equipment needed must be ready and operational for all competition jumps/performances and all official training jumps/performances.*
- 2.15 Pre event training jumps/performances – dates, aircraft, costs, etc.
- 2.16 Accommodation
 Name, location, contact details, website
 Prices (if not included in the entry fee).
 Photographs of accommodation, both outside and of rooms.
- 2.17 Local transportation provided – shuttle to hotels, travel times, schedule, cost (if not included in the entry fee)
- 2.18 Outline of media plan, media contacts, publicity arrangements and appointment of a Media Officer, work plan with IPC Media Liaison Officer.
- 2.19 Accommodation details for FAI/IPC officials.
 Location and travel time, contact details, website.
 Photographs of accommodation, both outside and of rooms.

- 2.20 Details of all Judging and Scoring Equipment to be provided.
Approved electronic scoring system(s), listed per event.
- 2.21 Details of Public Address system to be used by Manifest and for the general public.
- 2.22 Safety
Safety plan. (at the site, emergency contacts)
The medical/emergency cover provided by the organizer
- General medical services
 - Available emergency medical personnel at the event including general description of medical equipment.
 - Available emergency response services (ambulances, helicopters etc.) including average response times.
 - Available medical facilities (hospital etc.) including average time for evacuation from event venue.
- 2.24 Proposals for Event Officials (Meet Director, Assistant to the Chief Judge plus, when applicable, the CP Technical Course Director, the SP Scoring Technical Director and Media Officer).
- 2.25 Details of on-site communications (radios, telephone, etc.).
- 2.26 Full details of any National, State, Provincial, Local or Aeroclub / Organiser Legislation and/or Rules that apply to the Event, the Competitors and their equipment, including use of AADs, helmets, etc.
- 2.27 Full details of applicable Visa requirements (including online government information) and assistance to be provided to Delegations to obtain such Visas and any cost for such a service.
- 2.28 Whether all necessary medals will be obtained from the FAI or supplied by the Organiser conforming to the FAI specifications, in accordance with IPC Medal requirements.
- 2.29 Details of any Anti-Doping requirements and systems and/or process to be in place or to be expected.
- 2.30 Date of post event report.
- 2.31 In addition the following information may be provided, but is not essential for the granting of Sanction (see 2.5 below). The applicant may submit this information and any proposals for other Event Officials at a later time, if more convenient.
- a) Details of Opening and Closing ceremonies (if available).
 - b) Planned social events (if available).
 - c) Ability to accommodate persons in addition to official delegation and entry fee for them (if available).

ANNEX 3 FAI/IPC – OFFICIAL BULLETIN FORMAT

Note: all information must be as per accepted bid and organizer agreement. Specific note must be made in this bulletin of any IPC approved changes to the original bid

**FEDERATION AERONAUTIQUE INTERNATIONALE
INTERNATIONAL PARACHUTING COMMISSION****OFFICIAL INFORMATION BULLETIN #1**
“nr^{st/nd}” FAI “Continental/World” “Parachuting/Indoor Skydiving”
“Championships/World Cup” of “Event(s)” “Year”

LOGO ORGANISER / EVENT

LOGO NAC / National Parachute
Federation

LOGO SKYDIVE TV (optional)

1 Event organisers

Provide name, address, telephone numbers, e-mail and contact name for:

1.6 FAI Member/NAC

Name:
Address:
Zip:
City:
Country:
Telephone:
E-mail:

1.7 National Parachute Federation (if different from (1))

Name / Address / Zip / City / Country / Telephone / E-mail

1.8 IPC Delegate

Name:
p/a NAC address:

1.9 Organising Committee (if different from 1 or 2 above)

Name / Address / Zip / City / Country / Telephone / E-mail

2 Aims of the FCE

- See relevant competition rules

3 Date and place of the FCE

3.1 Event Dates – the time period must comply with that set out in the Competition Rules and the Sporting Code Section 5.

Complete program / Official training / Competition dates and schedule:

Official arrival day	date	time
Official practice day(s)	date	time
Opening ceremony	date	time
Competition starts	date	time
Competition ends (last take off)	date	time
Competitors meeting (provisional)	date	time
Award ceremony	date	time
Banquet & closing party	date	time
Departure day	date	

3.2 Location of Event (City, Airport, etc.)

A map with the venue, in relation to major cities.

3.4 Details of access to location by air (recommended main airport, other airports, with relevant road and rail connections (including timetables, car rental possibilities, and (if included in the bid) pickup arrangements with costs.

4 Transportation

Arrival / departure: (recommended) airport / train station

Transport to competition venue: time and cost (if not included in the entry fee)

Local transportation provided – shuttle to hotels, travel times, schedule, cost (if not included in the entry fee)

5 Entry: Fees & Registration

Entry Fees (specifying for each delegation member and what is in/excluded)

Entry dates (for preliminary and final registration, see SC5)

Number of teams allowed (if not specified in Competition Rules)

Registration procedure (online, excel, email)

Payment procedure

Full bank information (beneficiary, account name and number, IBAN, BIC/Swift, etc.)

6 Dropzone / Windtunnel facilities

Competition layout (landing zone measurements and altitude, hazards (if any)) registration area / packing area / creeper area / mock-up / manifest / dubbing area / competitor indoor-outdoor area(s), rigging services), official bulletin board, judging area, media area, internet connection, photocopier capacity, computer and printer availability, Dropzone TV, on-site food services, drinking water, toilets, showers.

Ground and aerial photographs of Airfield / Dropzone

7 Aircraft / Windtunnel details

Aircraft type(s) and number

Exit speed

Photographs showing door and handles recommended

Wind Tunnel details: chamber diameter, windspeed settings, height, door measurements, cameras, music system, etc.

Photographs showing chamber and door recommend.

8 Pre event

Aircraft: dates, altitude and cost / Tunneltime: cost

9 Accommodation details

Specified for competitors, staff, accompanying persons

Address, Contact information, website (photographs recommended)

Travel distance and time between event site and accommodation

Cost (pre official arrival day)

10 Equipment

Helmets, AAD, (CP: quick release)

11 Organisation officials

Meet Director

FAI Controller

Chief Judge

Assistant to Chief Judge

Event Judge(s)

Electronic Scoring Operator

Chief of Judges Training (if applicable)

CP Technical Course Director (if applicable)

SP Scoring Technical Director (if applicable)

Jury members

12 Judging & Scoring

Electronic scoring equipment

Results publication details (as per IPC requirements)

Judges training course: dates, time, equipment, area (if applicable)

13 Medical / emergency details

General medical services

Available emergency medical personnel at the event including general description of medical equipment.

Available emergency response services (ambulances, helicopters etc.) including average response times.

Available medical facilities (hospital etc.) including average time for evacuation from event venue.

14 Insurance details

personal medical & repatriation insurance requirements (including minimum amount of coverage)

Third party liability insurance requirements (including minimum amount of coverage)

15 Visa information

Required travel documents

Details about visa requirements

Assistance by organizer (if any) for obtaining visa

Government website regarding visa

16 Rules and Regulations

Competition Rules

Sporting Code Section 5

Dropzone rules

Doping requirements and control

17 Weather

Statistical meteorological data, based on information of the past 5 years.

18 Other matters

National flag and anthem (as per SC5)

Prize money (optional)

Date of issue of Official Bulletin #2

Note: all information must be as per accepted bid and Organiser Agreement

**FEDERATION AERONAUTIQUE INTERNATIONALE
INTERNATIONAL PARACHUTING COMMISSION**



OFFICIAL INFORMATION BULLETIN #2
nr^{st/nd} FAI Continental/World Parachuting Championships
of "Event(s)" "Year"

LOGO ORGANISER / EVENT

LOGO NAC / National Parachute
Federation

LOGO SKYDIVE TV (optional)

1 Event organizers

Provide name, address, telephone numbers, e-mail and contact name for:

1.1 FAI Member/NAC

Name:
Address:
Zip:
City:
Country:
Telephone:
E-mail:

1.2 National Parachute Federation (if different from (1))

Name / Address / Zip / City / Country / Telephone / E-mail

1.3 IPC Delegate

Name:
p/a NAC address:

1.4 Organising Committee (if different from 1 or 2 above)

Name / Address / Zip / City / Country / Telephone / E-mail

2 List of entries received to (specify) date

NACS and Teams / individuals

3 Any changes to any information given in Official Information Bulletin #1**4 Any new information****5 Any other information that is considered useful and helpful**