



*Fédération
Aéronautique
Internationale*

Section 7J – Class O CIVL Jury Guidelines

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CIVL Jury Guidelines

Notice:

Guidelines are ... guidelines, not rules, but be aware that when the word 'shall' is used, it means that this is a requirement as per the FAI General Section of the Sporting Code or as per the CIVL Plenary decision.

CHAPTER 1 – INTRODUCTION

The *CIVL Jury Guidelines* is issued by CIVL to assist jurors on International Juries in performing their duties at FAI First Category Events.

The duties and responsibilities of International Juries are laid down in detail in:

- The *Sporting Code* (General Section chapter 5 and Specialised Sections).
- The *FAI Jury Guidelines*.
- Eventually, the respective event rules.

The *CIVL Jury Guidelines* includes most guidelines and requirements described in the *FAI Jury Guidelines*. The guidelines and requirements that are irrelevant to our disciplines have been omitted.

The *CIVL Jury Guidelines* gives further guidance on:

- The definition of Jury and jurors.
- The function of jurors before, during and at the conclusion of the event.
- The procedures when hearing a protest.
- Appeals to the FAI.

It also provides annexes and templates:

- Jury's report on the validity of the event.
- Jury President's report on the event.
- Jury President's report on protests.
- Pre-event check list.

CHAPTER 2 – JURY AND JURORS

A juror (member of a Jury) is an international official acting on behalf of the FAI. He shall neither be a competitor, nor hold any operational position in the organisation of the sporting event, nor be a Steward appointed or approved by CIVL.

The *FAI Code of Ethics* applies to jurors at any event. A juror with a potential or perceived conflict of interest (of commercial or personal nature) shall therefore declare such a conflict well before the event, but at the latest when the conflict becomes apparent. Procedures are laid down in the *FAI Code of Ethics* and *Sporting Code*.

The President of a Jury should not be of the same nationality as the organising NAC, and each juror shall represent a different NAC.

Jurors shall have a sufficient knowledge of the English language.

The President of the Jury is responsible for making sure that jurors have copies of all relevant documents to enable them to carry out their duties.

Jurors shall possess a thorough knowledge of these documents, in particular the relevant sections governing their position.

The organisers shall abide by FAI rules and regulations, including CIVL rules and local regulations. The President of the Jury has the right to require the organiser abide by these rules and regulations.

2.1. Nominated and representative Jury

A 'nominated' Jury is one in which the President and the members are appointed by CIVL. It is composed of 3 to 5 jurors.

A 'representative' Jury is one in which the Jury President is appointed by CIVL and in which the members are one from each competing NAC.

CIVL mainly uses 'nominated' Jury.

CHAPTER 3 – JURY DUTIES BEFORE THE EVENT

In association with the organiser, at least 30 days before the event, the Jury President shall make sure that:

- The competitors' NACs are of good standing.
- Individual competitors have a valid FAI Sporting Licence for the duration of the competition.

If a NAC is not of good standing or a competitor does not have a valid FAI Sporting Licence for the duration of the competition, the Jury President makes sure that the organisers take the necessary action to inform pilots, team leaders and NAC.

The Jury President may ask the CIVL President to get involved.

CHAPTER 4 – JURY DUTIES DURING THE EVENT

4.1. General Observation

Jurors are not formally part of the competition organisation, they are competition officials representing FAI and CIVL.

Courtesy dictates that jurors should:

- Meet the key officials of the event before the start of the competition to get acquainted and address any potential issue.
- Ask permission to enter the operation and scoring rooms during the event.
- Keep a low profile at all times and take care not to interfere with any of the staff or their work unless permitted.

Jurors are required to monitor the conduct of the event. They are present at the competition sites whenever possible. They take every opportunity to observe the general workings of the competition and have a feel for the general atmosphere. At least one juror shall be on-site during competition operations. He attends all briefings and takes notes on information regarding rules and specific data on the tasks.

In agreement with the Meet Director, jurors may get involved in the running of the event by assisting in administrative or practical matters during the event as long as that assistance does not involve matters that could potentially be the subject of a protest or have influence on the results of the competition.

At CIVL, the extent of the involvement of the jurors includes, but is not limited to:

- Writing team leaders' meeting reports in liaison with the Meet Director and the Steward. **It is recommended that one of the jurors takes note. The report is then approved by the Jury President, the Steward and the Meet Director and communicated to the team leaders as soon as possible.**
- Handing out live-trackers.
- Helping organise the take-off lines.
- Assisting with media work, including event reporting for the FAI website.
- ...

4.2. Enforcement of FAI Sporting Code. Cancellation of events

The President of the Jury has the right to require the organisers abide by the rules and regulations for the event. If the organisers fail to do so, the President has the right to prevent the event starting or to stop the event until a Jury meeting has considered the situation.

In the case where the event is being conducted in a potentially unsafe or inappropriate manner, the President of the Jury shall give the organisers a reasonable deadline to remedy the situation.

If the situation is not corrected, the President of the Jury shall inform the CIVL President and the FAI Secretary General that the Jury is considering a cancellation of the event. The FAI Secretary General may forward the issue to the FAI Executive Board.

The decision to cancel the event is made by the FAI President in consultation with CIVL.

4.3 Arbitration in case of a protest

At any time during the event, a complaint may be made by a competitor or a team leader to the Event Director or his designated official.

If dissatisfied with the decision on his complaint, the team leader or the competitor if there is no team leader has the right of protest. Such a protest shall be made in writing, in English, and be handed to the Event Director together with the protest fee within the time limit, both established by CIVL.

The Event Director shall present the protest to the Jury President without delay.

The Jury arbitrates the protest in the conditions described in Chapter 5 of these guidelines.

4.4. Counselling

The Jury's duty may not be only arbitration in the case of a protest, but also counselling and rule interpretation at any time during the competition:

- The Jury should be prepared to give advice and answer queries raised by the Event Director regarding the rules and the general running of the event. However, care

should be taken to represent the position of the Jury as a whole and not just of the position of individual jurors.

- The Jury should be prepared to answer queries raised by team leaders and competitors by pointing out the rules and regulations, but refrain from giving advice or interpretation. Team leaders and competitors with such queries may be directed to the concerned competition officials (Steward, Event Director...).

4.4. Verification of Scores

Throughout the event, the Jury makes sure that the event is being scored fairly and accurately. As its last action, the Jury shall verify and approve the competition results. Competition scoring can be complex and the numbers of competitors and tasks flown high. Both may turn the verification of results into quite a daunting task. However, the excellence of computer programs used, the high standard of officials and the fact that competitors and team leaders themselves keep a very careful eye on the results should ensure that most of the scoring process will be correct.

Therefore, the jurors can confine themselves to a general overview of the scoring system, together with a more detailed look at the 'exceptions to the rule' (such as penalties).

In Accuracy, it is important that the Jury identifies any tied scores where a fly-off or other action may be required before the end of competition flying is declared.

CHAPTER 5 – JURY DUTIES AT THE CONCLUSION OF THE EVENT

5.1 Protests

At the end of an event, the Jury shall stand by until the time period for protests after publication of the final task and overall results has elapsed.

In the case of a protest, the Jury shall continue its functions until all reports of protest hearing proceedings have been transmitted to the Event Director and decisions have been made public.

5.2 Approval of Results

The final actions of the Jury at the event shall be to verify and approve the competition results of the event.

The final competition results, approved by the Jury, shall be made public before the prize-giving is held.

5.3 Declaration

Provided the event has been conducted in accordance with the Sporting Code, the rules for the event and the decisions of the Jury, the Jury shall declare the event valid and report this declaration to the Event Director in writing (see Appendix A).

The Jury declaration as per Annexe A shall be read at the beginning of the award ceremony.

5.4 Reporting

To the FAI Head Office:

Within 24 hours of the conclusion of the event, the Jury President shall make sure that the organisers send:

- The officially accepted competitors entry list.

- The complete results of the competition validated by the Jury President's signature.

To the FAI Head Office:

Within 8 days of the conclusion of the event, the Jury President shall send:

- The Jury President's report on the number of protests made, withdrawn, upheld or failed. (If any. See Annexe C.)
- A 'Protest file' including copies of relevant considerations and documentation used by the Jury when hearing the protest and determining its outcome. This is often the only source of information available to FAI in case of appeals and it allows the ASC to archive protests and see how they were treated.
- The protest fees or the proof of money transfers.
- The Jury's report on the validity of the event. (See Annexe A.)
- A brief report on the event (see Annexe B), including competition facts and a summary of the results.

To the CIVL President:

Within 15 days of the conclusion of the event, the Jury President shall send

- The Jury's report on the validity of the event. (See Annexe A.)
- A brief report on the event (see Annexe B), including competition facts and a summary of the results. This report shall be completed by an approximately 200 words analysis of the competition. This analysis will be published in the following Plenary agenda in the *Review of Championships* annexe.
- The Jury President's report on the number of protests made, withdrawn, upheld or failed. (If any. See Annexe C.)
- A 'Protest file' including copies of relevant considerations and documentation used by the Jury when hearing the protest and determining its outcome. This is often the only source of information available to FAI in case of appeals and it allows the ASC to archive protests and see how they were treated.

CHAPTER 6 – PROCEDURES WHEN HEARING A PROTEST

6.1 Jury meeting and protest hearing

A Jury meeting is a meeting of the Jury with or without a protest hearing

A protest hearing is a Jury meeting at which the Event Director and the claimant have a right to give both written and oral evidence before a Jury.

Although the Event Director and the claimant have a right to be present at a protest hearing, they are not obliged to attend. However, their absence from the hearing should not hold up proceedings and the protest may be dealt with by the Jury based on evidence presented during the meeting.

6.2 Attendance

Attendance at protest hearing is compulsory for all jurors. For special reasons, such as an emergency or personal illness, a juror is replaced by an eligible replacement. In cases where the juror is incapacitated and unable to nominate a replacement, or where the Jury President refuses the juror's nomination, the CIVL President or a CIVL Vice-President shall make the nomination in liaison with the Jury President.

6.3 Quorum

The quorum for a nominated Jury in a protest hearing is three, including the President. This number is the same for all nominated juries whether of three or five members.

The quorum for a representative Jury in a protest hearing is 2/3 of the total membership including the President of the Jury.

6.4. Important points to remember when handling and hearing a protest

The Event Director has full discretion to make operational decisions in accordance with the FAI regulations and the rules for the event. These decisions concern all competitors and should not be grounds for protest unless they place a competitor at a disadvantage compared to others.

If there are no rules or predefined penalties applicable to the facts, the Jury should look at the decision of the Event Director, ensure that competitors are treated equally and fairly and decide:

- If this was an appropriate and fair decision under the circumstances.
- If the penalties were applied in accordance with the Sporting Code.
- If the penalties were applied in proportion to the violations.

It is not the function of the Jury to alter a rule in any way or to change fixed penalties. However, they may alter a variable penalty if they consider the Event Director's award to be inappropriate.

During a protest hearing, the Jury shall hear both sides on the matter of any protest and apply the FAI regulations and the rules for the event. The facts of any protest should be established by hearing evidence from the competitor concerned, the Event Director, and any other relevant witnesses. Jurors should make every effort not to prejudge an occurrence.

6.5. Outline of the procedures for handling a protest

A protest shall be presented by the Event Director to the Jury President without delay. The Jury President notes the time of receiving on the protest document.

The Jury President should verify:

- That the dispositions concerning protests and the treatment of protests, as stipulated in the FAI regulations and the rules for the event, have been respected.
- That the published time limits concerning protests have been met.
- That the protest fee has been deposited with the Event Director.

A protest made in good faith by a competitor but failing any requirement not under his control should be accepted by the Jury President.

When satisfied, the Jury President should call a protest hearing within 24 hours of receiving the protest.

All protests should be treated equally and separately unless, and only for protests by different competitors or teams concerning the same occurrence, all parties directly involved agree to treat the respective protests as one.

A team protest is defined as a protest involving all the competitors of an officially entered team. It should be identified as such and must have been presented to the Event Director by the Team Leader.

A team protest should be treated in the same way as a competitor's protest, except that all the concerned team competitors need not be heard if they decide to be represented by the team leader.

Before any Jury meeting is called to hear a protest, the Jury President should make sure that all the relevant information and facts concerning the protest are available.

The Event Director may delegate to the Stewards the task to assemble information and facts concerning matters to be considered by the Jury.

When calling a protest hearing, the Jury President should allow for operational and competition priorities. As a rule, witnesses and other concerned parties should only be called during periods when they are not involved in competition activities.

6.6. Outline of the procedures for hearing a protest

All proceedings are in English.

The Jury President ensures that the proceedings of the hearing are truly recorded.

The protest file, including all the relevant documents, information and facts, has been studied and understood by the Jury before inviting interested parties to make their presentation or to give evidence.

The Jury shall hear both sides on the matter of any protest.

The Event Director and the protester have a right to give both written and oral evidence before the Jury.

The Jury President makes sure:

- That all interested parties were given notice of the protest hearing in good time and duly called to appear.
- That they have been requested to make presentation and give evidence.

Their absence from the protest hearing should then not hold up the proceedings.

All interested parties are to be given the right to be assisted by an interpreter or assistant of their choice if needed. All others attend only at the Jury President's discretion.

All interested parties can be heard by the Jury after being requested.

Stewards may attend the hearing as observers or witnesses.

The Jury President has authority to conduct the hearing as he sees appropriate. All speakers should address everything they say to the Jury President, and only one speaker should be recognised by the Jury President at a time. Normally, the hearing will proceed as follows:

- One juror should act as recording secretary. He will take note on those invited, those requested to give evidence, present and absent, and on the hearing.

- Jury President will summarise the protest presented, to state that the protest was made in accordance with the FAI regulations and the rules for the event, that the protest fee was received by the Jury and that it can therefore be admitted.
- Jury President will ask if the protester wishes to withdraw his protest. If the protester decides to withdraw, the protest fee shall then be returned and no hearing will take place.
- Jury President will invite the protester to present his protest.
- Jury President will invite the Event Director to present his statement.
- Jurors will hear evidence from any other persons relevant to the protest. The Jury President may allow witnesses to be questioned briefly by the protester and the Event Director. Note: a juror may ask questions at any time.
- Protester and Event Director will be invited to summarise their respective positions and to make their final statement.
- Jurors will then retire for the deliberations and to reach their decisions.

6.7. Decision on a protest

Decisions shall be reached by a simple majority.

A secret ballot shall be held if requested by a juror.

The protest fee is returnable if the protest is upheld or was withdrawn.

6.8. Protest report

Jury decisions come into effect with the publication of the Jury protest report.

The Jury President is responsible for recording the hearing proceedings and he shall report these proceedings in writing to the Event Director without delay. This report shall contain the decisions and a summary of any relevant considerations.

The report should be detailed enough to give persons reading it a full understanding of the reasoning involved. It includes whether the Jury decisions were unanimous or majority votes. All Jury members sign it.

The Jury President understands that the protest report will also be sent by the Event Director to the organising NAC and by himself to the FAI, and that in case of an appeal against the Jury decision this report is a very vital document.

The Jury President makes sure that the report is made public by the Event Director and that, where the protest fee is to be returned to the protester, the fee is promptly returned. In case where the protest fee is not returned to the protester, the Jury President shall keep the fee until the end of the event, after which it is sent to the FAI Head Office within 8 days of the conclusion of the event.

CHAPTER 7 – APPEALS TO THE FAI

Except for matters under GS 4.11.2., the right of appeal to FAI rests with the NAC concerned, and the FAI Air Sport General Commission (CASI) is the institution responsible for the treatment of appeals.

Competitors who are dissatisfied with the decision of the Jury should discuss their dissatisfaction with their NAC. An appeal to FAI must be received at the FAI Head Office within 90 days from the announcement of the decision leading to the appeal. Should the appeal be admitted, the Jury President will be given notice of the appeal in good time, and he should then be prepared to be called as interested party by the FAI Appeals Tribunal.

ANNEX A – TEMPLATE FOR JURY’S REPORT ON THE VALIDITY OF THE EVENT

We, the undersigned members of the Jury for the *(name of the event)* declare that:

- In our opinion the event has been conducted in accordance with the Sporting Code and the rules for the event.
- All protests have been dealt with and all Jury reports have been displayed (or *‘No protest was submitted to the Jury’*).
- The final results have been verified and are valid.

Date and place

Signed by all jurors

ANNEX B – TEMPLATE FOR JURY PRESIDENT'S REPORT ON THE EVENT

Name of the competition – Place and date

Organisers

Name (of association)

on behalf of the *(name of NAC)*

Event Personnel *(only the key ones)*

Event Director:

Meet Director:

Safety Director:

Scorer:

Judges:

FAI Officials

Jury President:

Jury members:

Steward:

Chief Judge:

...

(Names and nationalities)

Competition facts

Number of competitors:

Number of nations:

Number of competition days:

Number of tasks *(rounds/runs)*:

Results

Individual

1-

2-

3-

Women

1-

2-

3-

Team

1 –

2-

3-

The competition results are available at ... *(competition website address)*

Analysis of the event (130 words or so)

...

ANNEX C – TEMPLATE FOR JURY’S REPORT IN CASE OF PROTEST
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I, the undersigned Jury President, declare that:

- ... protests were received of which ... were upheld and ... were denied.

Of the deposited protest fees received,

- ... were retained and are enclosed herewith,
- ... have been transferred to the FAI.

The Jury proceedings pertaining to the above protests are included.

Date and place

Signed by the Jury President

ANNEX D – PRE-EVENT CHECK LIST

All jurors present, set and available

President: ...

Jury members: ...

(Names and nationalities)

DOCUMENTATION AVAILABLE TO JURORS

- FAI Statutes & By-Laws
- Sporting Code General Section
- Sporting Code 7
- CIVL Jury Guidelines
- Local Regulations
- Pilots and team leaders list
- Organisation list
- Competition maps
- ...

Jurors' authority documents

- Event ID badges or pass...

COMPETITION RULES

- The rules for the event have been approved by the CIVL Bureau and they are in accordance with the FAI regulations.
- Pilots' FAI sporting licences checked.
- All NACs are of good standing.

PRESENTATION OF COMPETITION AND FAI OFFICIALS.

- A pre-event meeting is organised between the jurors and the key officials from the organisation.
- All required personnel are available.

JURY

- Dedicated meeting room or space.
- Access to operation and scoring rooms.
- Access to equipment (printer, copier...).
- Car (pass, driver, parking, refuelling...).
- Communication (radio, telephone, Wi-Fi and data access...)
- Travel issues (reimbursements, shuttle to the airport...).

COMMUNICATION

- Phone numbers and email of key officials, including Steward and jurors.
- Phone numbers and email of team leaders.
- Agreement on the official time.

REGISTRATION

- Specific space for the Jury.

- How the Jury may help.
- Issues regarding entries, eligibility, registration.

BRIEFINGS

- Mandatory Safety pilots' briefing.
- Team leaders' briefing.
- Other briefings (task setting...).
- How the tasks are announced and when.

OFFICIAL NOTICE BOARD

- Where is it set up? Is it large enough?
- Procedure for publishing official information.
- Procedure for publishing provisional and official results.

OTHER NOTICE BOARD

- Where is it set up? Is it large enough?
- Procedure for publishing other information.

COMPLAINTS AND PROTESTS

- How the Jury is informed.
- How and where they are published.
- Remind everyone of deadlines on usual days, rest days, final day.

CEREMONIES

- Opening, award and closing ceremonies details.
- How the Jury is involved.
- FAI anthem and flag available.
- Medals and certificates in good order.
- Other trophies available?