



## CIVL 2020 PLENARY – ANNEXE 23A BUREAU PROPOSAL – ALLOCATION GUIDELINES

### **Proposal :**

Add the following chapter to Section 7I Guidelines and Templates

### **Allocation Guidelines**

Allocation is used when more pilots than the maximum allowed are expected. It is currently the case for most of our XC and Accuray First Category events. The local regulations state if allocation will be used and in which time frame. When allocation takes part, the following guidelines are used.

### **Preregistration**

The organisers create a .xls file with columns

- Nation
- Family name
- Given name
- Sex
- NAC approval
- Eligibility
- Exemption

Preregistered pilots are listed per nation.

Nations are ranked as per the WPRS 90 days before the event.

If not ranked first, the host nation is ranked second by default.

In some cases, the NAC or Federation or Team leaders will preregister their pilots.

In other cases, the pilots will preregister themselves.

In all cases, the first duty of the organiser when pilots are preregistering is to check that

- They have the support of their NAC
- They fulfil the 'eligibility to compete' criteria

This should be done as soon as the pilot is preregistering. If the checking is negative, the pilots and his NAC must be advised immediately.

If the NAC support the pilot, the pilot is checked 'Yes'. If the NAC refuses to support the pilot, the pilot is checked 'No'. If the NAC does not answer, the pilot is checked 'Pending'.

In XC, if the pilot does fulfil the eligibility criteria, the pilot is checked 'Yes'.

If the pilot does not fulfill the eligibility criteria, the pilot is checked "No".

The pilot must be informed that he/she may request an exemption. A CIVL approved exemption form must be available on the organiser's website. The following words will be added to the information:

'Process for exemption is defined in Section 7A. Requesting an exemption is not just another way to be qualified. Exemption to pilot qualification requirements will be given only under exceptional circumstances.

The exemption form must be sent to:

- president-civl@fai.org
- administrator-civl@fai.org
- exemption-civl@fai.org

Pilots might request exemptions just before the first allocation round. It may take a few days to the screening committee to rule on exemptions.

Pilots requesting exemptions are checked 'Pending', 'Granted', 'Refused'.

## **First allocation**

It is important to understand that spots are allocated to nations, not to specific pilots. A nation is free to choose its pilots until the start of the first task/round.

The first allocation round is done 90 days or so before the event.

The pilots not yet approved by the NACs are taken into account. The NACs are often slow to answer.

The non-eligible pilots are not taken into account, unless they have requested an exemption and that the exemption is granted or pending.

A new.xls table is open. It lists:

- The nation in the ranking order and for each nation...
- The number of men (or any gender if no special spots are secured for women).
- The number of women (when special spots are secured for women).
- The defending champions if any.
- The top 5 PG XC women if any.

The allocation table is shared with the Jury President, the Steward and the CIVL Administrator.

- First are allocated the secured spots for women.
- Then the defending champions' and top 5 XC women's spots if any.
- Then the men's (or any gender) spots, from the first-ranked nation to last, then back to the top and down and on and on until the maximum number of pilots allowed is reached.

The last nation to receive a spot is duly noted.

Before they are published, the allocation results are crosschecked so there is no mistake. These results must be published on the organisers' website ASAP.

The organisers need to remind the NACs, team leaders and pilots that payments have to be received by the organisers if they want to secure their allocated spots. The local regulations must state clearly that payment justifications must indicate the event name and number. This requirement is included in the reminder.

CIVL may help circulate the information through its website, Facebook pages and mailing lists.

## **Payments**

The deadline for payment of the entry fees has to be stated in the local regulations. We suggest allowing one week for payments.

The two top nations pay directly to FAI, all others to the organisers.

Some payments will be made by NACs or Federations, some directly by the pilots.

Some nations and/or pilots may pay to FAI by mistake.

In not so exceptional circumstances (like Continental championships) the top-two-nation payment rule may need adjustment. The top nations may end up with dozens of pilots selected, which would be too much money unavailable for the organisers. With the CIVL Bureau approval, another solution can be defined, as long as the spirit of the rule is respected: the expected sanction fee and extra cost for Officials are covered by the payment to FAI.

After the week is past, another week is allowed for the organisers to chase missing payments.

It is important to understand why a nation doesn't pay, or pay partially, so the second allocation can be done on realistic bases. For instance

- Nation X has 5 spots but pays only for 4. Do they want the 5th spot or not?
- Nation Y doesn't pay at all. Are they encountering problems or did they decide not to participate?

This must be sorted out by the organisers before the second allocation starts.

## **Second and further allocations**

CIVL suggest that the second allocation takes place two weeks after the first.

The.xls file is updated.

Spots that remain unpaid without justification from the pilot or the NAC are free to be reallocated.

Pilots whose NAC approval and/or Eligibility are checked 'No' or 'Pending' are not taken into account, unless under exceptional circumstances. It is considered that the NACs and pilots had time to answer.

A nation may have missed the first allocation deadline and now want their pilots to participate. It is integrated in its proper ranking position. Such nation will be served first in the second allocation process and will get as many spots as other nations of similar ranking.

Then the second allocation proceeds from top to bottom, starting where the first allocation stopped and ending when the maximum number of pilots allowed is reached. The last nation to receive a spot is duly noted.

The results are published in the same way as for the previous allocation.

The payments are made and chased as before.

A third and 'final' allocation can take part no later than 60 days before the start of the event, its results published, its payments processed.

The 'final' allocation is probably not final.

The competition is full, but problems may arise, spots may open up.

They are allocated immediately to the nation following the one that received the last spot.

If the spot is refused, it is offered to the next nation.

Spots can be allocated in this way until the very last moment: registration time.

The competition is not full. Maybe too many spots were unpaid.

The organiser may choose the following:

- Organise other allocations until the competition is full.
- Allocate the remaining spots on a first paid first served base (but this can advantage unduely the host nation).