

<b>Subject:</b>	<b>PROPOSED IPC FAI CONTROLLER HANDBOOK, 2011 VERSION</b>	<b>Annex no. -</b>	<b>64</b>
<b>Author(s):</b>	<b>Gillian Winter, Chair, Sporting Code Working Group</b>	<b>Agenda ref. -</b>	<b>21.7</b>
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*Fédération  
Aéronautique  
Internationale*

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# IPC FAI Controller Handbook

2011 Edition

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*Special note: The use of the words he or his in this document does not imply gender but is used in place of he/she or his/her*

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## FAI CONTROLLER

### INTRODUCTION

This Handbook is issued by the IPC

- as an information source for prospective FAI Controllers,
- to assist FAI Controllers to perform their duties at First Category Events.

This Handbook will be used by the FAI Controller for all IPC First Category Events

The FAI Controller is appointed by the IPC, upon recommendation from the relevant IPC Committee, and may not be from the Organiser's country.

The duties and responsibilities of the FAI Controller, which commence upon appointment are:

- To read and then follow the IPC FAI Controller Handbook
- To ensure that the Organiser follows the terms of the Organiser Agreement, the Sporting Code, **the Approved Bid** and the Competition rules as they pertain to the organisation of the competition **and in particular that the approved Bulletins are issued with the correct timeframe.**
- **To ensure that the Organiser follows the terms and conditions of the accepted FCE Application/Bid as they pertain to commitments made to assist Delegations and any other administrative matters**
- When required by the IPC Bureau and/or the relevant discipline committee, to visit and inspect the competition site at a suitable time during the preparation thereof
- **To inform the IPC Bureau if and when organisational or administrative problems or irregularities arise.**
- To report to the Jury as to the state of organisation, before the Jury gives its approval to start the competition
- To be responsible for Safety during the competition
- To assist, if necessary, in the travel cost reimbursement of the personnel listed in SC5 4.1.4(1).
- To verify the Jury Member expense reimbursement claims and to assist, if necessary, the Jury Member in submitting them to the IPC Treasurer. The FAI Controller will review the expense forms to ensure that all the required information is provided, that the expenses claimed are appropriate and in accordance with IPC policy and will indicate completion of the verification procedure by signature on the expense form. The Jury Member will submit the claim form, with receipts, to the IPC Treasurer for approval and payment processing in accordance with the IPC Internal Regulations, Terms of Reference, Finance Working Group, Addendum 1.
- To liaise with the Organiser and Meet Director during the competition to ensure adherence to the program of competition, the Sporting Code and the Competition Rules. Any deviation must be reported to the Jury.
- 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.
- **To review all Official Information Bulletins (4.2.5) as required by 4.2.5., ensure**

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~~that they are correct and in accordance with the requirements of the FCE~~

~~Application Document (3.1) and, if so, advise the IPC Bureau that they are satisfactory.~~

- **To ensure that the Chief Judge(s) and relevant Committee Chair(s) review the Official Information Bulletins as required by 4.2.5**
- ~~Review all Official Information Bulletins (4.2.5), ensure that they are correct and in accordance with the requirements of the FCE Application Document (3.1) and, if so, advise the IPC Bureau that they are satisfactory.~~

The FAI Controller will not report to the IPC, unless issues have arisen that require consideration or a decision by the IPC at its next Plenary Meeting. If no report is required, the FAI Controller need only report verbally or in writing to the Chair of the relevant Committee. The FAI Controller must have a thorough knowledge of the Sporting Code, General Section, and Section 5, the Competition Rules and the Organiser Agreement.



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## **CHAPTER 2 - FAI CONTROLLER APPOINTMENT AND PROCEDURES**

### **1. APPOINTMENT**

Any IPC First Category Event shall have an FAI CONTROLLER appointed by the IPC.

In accordance with SC5 4.1.1.2 the relevant IPC Committee(s) will recommend a person for appointment as FAI Controller for approval by the IPC at the same time that the First Category Event receives approval

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## CHAPTER 3 FAI CONTROLLER DUTIES

### 1. BEFORE THE EVENT

The FAI Controller:

- will obtain a copy of the Sporting Code, General Section and Section 5, the Competition Rules for the Event, the Organiser Agreement and the accepted Bid Document and be thoroughly familiar with the contents of all of them.
- will contact the Organiser (President and Secretary of the Organising Committee-OC) and explain to them the role of the FAI Controller, which is described in SC5 4.1.1(9) and in the Introduction to this handbook.
- will advise the OC of the need to issue two Official Information Bulletins, the timing and content thereof and the need for the Bureau to approve the Bulletins before issue.
- determine the dates of issue of the Bulletins and request that the OC ensure that they are prepared for Bureau review at least ~~two weeks~~ **a month** before the issue date – **see SC5 4.2.5.**

The First Information Bulletin must be issued at least four months before the start of the FCE and must contain all the information listed in SC5 4.2(4)(a) – **see Annex C**. The FAI Controller, the Chief Judge and the Chair of the relevant IPC Committee must review the Bulletin and ensure that it is correct and complete (with no unapproved changes from the Accepted Bid) before being sent to the Bureau. The second Information Bulletin is ~~less complicated but still~~ requires the same process to be followed.

- will ensure that the Bulletins are posted on the FAI/IPC website.
- will advise the OC of the Sanction Fee payment procedure and how the provisional amount is to be determined and the timing of payment. It is suggested that the provisional amount be determined using the Entry Forms (Provisional or Final) received. Remember that IPC holds Euro 800, submitted with the FCE Application as a prepayment of the Sanction Fee. - **see Annex D**
- will advise the OC of the amount of the Pre Event Deposit (see FCEAD and Organiser Agreement) and the timing of the payment (no later than 30 days before the start date of the Event) and will ensure that it is paid on time.
- will arrange a site inspection at a suitable time (either in person or by a representative). This site inspection is to ensure that the location is suitable for the events to be conducted and is in accordance with the requirements of the Sporting Code and the Competition Rules and is in accordance with the details of the accepted bid. Any deficiencies must be listed in detail and the OC must agree to a plan/timetable for these deficiencies to be rectified.
- will advise of the need for anemometer calibration and evidence thereof (if needed)
- should make his own travel and accommodation arrangements in conjunction with the OC.
- will contact the Chief Judge and assist, as needed, with the required judging equipment and organization of the Judges' seminar and training program (if one is being held).
- will ask the OC about first aid, stretcher, ambulance and hospital arrangements in the event of an incident/accident.
- will contact the OC to ensure that the facilities and services to be provided are adequate and appropriate. Examples of what is meant by this is the registration office, hotel accommodation, local transportation, interpreters, parachute packing areas, PA system etc. As each competition is different, the FAI Controller will need to act as circumstances dictate and may well prepare a detailed checklist, which will likely be different to the one included in this Handbook.
- should keep the Jury advised of any pertinent matters.

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## 2. ON ARRIVAL AT THE EVENT

The FAI Controller:

- will discuss all aspects of the organization with the OC, inspect the site to ensure that all is in readiness ( Judges' room, Jury room, toilets and team tents, power supply as needed etc ) and meet with the Meet Director and Chief Judge to discuss any issues that might arise
- will ensure that an information board and official scoreboard (to be designated by the Chief Judge and approved by the Jury) are in place and convenient for competitor access.
- will ensure that registration facilities and procedures are in place
- will ensure that all hotel and local transportation arrangements are satisfactory
- will ensure that the P/A system is satisfactory
- will ensure that there are adequate facilities for the Judges' meeting and the Team Leader meeting
- will ensure that two way radio communications for all competition officials are available
- will check that Interpreters are being provided ( SC5 4.3.7 )
- will ensure that the current World Records are displayed ( SC5, 4.3.9 )
- must check Sporting License information for all competitors to ensure compliance with SC5 1.2 (1)
- must ensure that the provisional Sanction Fee has been paid
- must ensure that all necessary equipment is available and is as specified in the OA and the Bid Document
- must be ready to report to the Jury as to readiness (SC5, 4.5.1)

## 3. AT THE START OF THE EVENT

The FAI Controller:

- must report to the Jury as to the state of readiness
- must attend the Team Leader meeting, and if appropriate say a few words about safety and safe jumping

## 4. DURING THE EVENT

The FAI Controller:

- must monitor all aspects of safety
- must monitor adherence to the Sporting Code, Competition Rules, Organiser Agreement and the Bid Document. Any deviation must be reported to the Jury
- should work with the Meet Director and Chief Judge as required by circumstances
- determine amount of Final Sanction Fee and ensure that , if greater than the Provisional amount already paid, the balance is promptly paid, so that the Jury may declare the event to be valid.

## 5. AT THE CONCLUSION OF THE EVENT

The FAI Controller:

- will report to the Jury as to satisfactory/unsatisfactory completion of all contractual commitments by the Organiser
- will verify Jury expense claims and ensure that they are submitted to the IPC Treasurer for payment
- will assist, if necessary, in the travel cost reimbursement for Event Officials and Judges

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- 
- will collect the Recording Media (see SC5, 4.9.3) for delivery to the Chair of the IPC Judges' Committee.

## **6. AFTER THE EVENT**

The FAI Controller:

- should report verbally or in writing to the Chair of the relevant IPC Competition Committee
- should, if considered necessary, prepare a written report on issues to be considered by the IPC at its next Plenary Meeting

## **APPENDIX A**

### **PUBLICATION HISTORY**

**March 2007: First edition**

**March 2008: Second edition**

**March 2010: Third edition**

**March 2011: Fourth edition**

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## APPENDIX B

### FAI CONTROLLER CHECKLIST

#### Before:

- Obtain copy of OA and accepted Bid Document.
- Ensure possession of most current edition of the Sporting Code (General and Section 5) and Competition Rules
- Contact Organiser (OC); find out name and contact info for President and Secretary
- Explain role of FAI Controller to OC
- Advise OC of Two Official Information Bulletins, timing and procedure for issue
- Ensure the Bulletins are posted on the FAI/IPC website
- Advise OC of amount of pre Event Deposit and timing of payment
- Advise OC of Sanction Fee payment procedure and timing
- Arrange site inspection (date etc in person or by a representative)
- Contact OC re first aid, ambulance etc
- Contact OC and discuss facilities etc
- Advise about anemometer calibration and evidence (if needed)
- Arrange travel and advise OC
- Contact Chief Judge and assist as needed
- Keep the IPC Bureau and the Jury President advised of any pertinent matters

#### On arrival at the Event:

- Discuss organization, inspect site for any changes, deficiencies etc
- Ensure that the site has adequate toilets, team shelter etc
- Ensure that the notice boards and P/A system are adequate
- Ensure hotel and local transportation arrangements are satisfactory
- Ensure registration facilities are adequate
- Ensure adequate space is available for the Judges' and Team Leader meetings
- Ensure two way radio communication for officials is available
- Ensure, if needed, that Interpreters are provided
- Check that current World records are displayed
- Ensure that all is in accordance with the accepted bid, the OA, Sporting Code and CRs
- Have pre event meeting with Meet Director and Chief Judge
- Check Sporting License information for all Competitors
- Ensure provisional Sanction Fee has been paid
- Ensure all necessary equipment is available and as per OA and accepted bid.
- Be ready to report to Jury as to state of readiness

#### Before start of Competition:

- Report to the Jury as to state of readiness
- Attend Team leader meeting

#### During:

- Monitor safety
- Monitor adherence to SC, CRs and OA. Report any deviation to Jury
- Determine amount of Final Sanction fee and ensure prompt payment

#### At end:

- Report to Jury
- Approve Jury expense claims and send to IPC Treasurer
- Assist, if necessary, in the travel cost reimbursement for Event Officials and judges
- Collect Recording Media and deliver to Chair of Judges' Committee

#### After:

- Report to Committee Chair
- Write report to IPC, if necessary.

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## **ANNEX C**

### **NEW**

### **BULLETIN MUST CONTAIN FOLLOWING DETAILS (SC5 4.2(4)(a)) IN LINE WITH INFORMATION PROVIDED IN INITIAL BID**

1. Event Organisers
  - NAC
  - National Parachute Federation ( if different from (1) )
  - IPC Delegate
  - Organising Committee (if different from 1 or 2 above)
  - the above with contact details
  
2. Event Details
  - Full Name of the Event
  - Aims of the Event
  - Date and Place of the Event
  - Provisional and Official Entry dates
  - Entry Forms and procedures for entry submission
  - Entry fees and what is covered by the EntryFee
  - Where and how to pay Entry Fee
  - Programme timetable of competition and related events (i.e. judge training)
  - Date and time of first and last competition jumps
  - Aircraft details and exit speed
  - Organisation Officials approved by IPC (Chief Judge, Chief of Judge Training, Meet Director, FAI Controller, Jury, IPC Controller (J&S) etc..)
  - Unless specified in the Competition Rules, number of teams or competitors allowed in each event.
  - Details of how to reach the event site
  - Details of local transportation, hotels etc (if not included in the entry fee)
  - Details of expected weather
  - Details of any approved changes to initial Bid.
  - Any other information that is considered useful and helpful
  - Date of issue of the second Official Information Bulletin

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## ANNEX D FINANCIAL OBLIGATIONS AND COMPETITION STATISTICS

**NEW**

FAI CONTROLLER

NAME OF COMPETITION

DATE OF COMPETITION

**Application Fee :** \_\_\_\_\_ €  
(paid at time of bid)

**Deposit:** \_\_\_\_\_ €  
(to be paid 30 days before start of competition)

### Sanction Fee

#### Provisional Entries

Competitors	
Eligible Officials (HoD, Team Manager,..)	
TOTAL A	

Estimated Sanction Fee 90€ x Total A – Application Fee = \_\_\_\_\_ €  
(to be paid 7 days before the start of the competition)

#### Final Entries

Competitors	
Eligible Officials (HoD, Team Manager,..)	
TOTAL B	

Final Sanction Fee 90€ x Total B – Estimated Sanction Fee = \_\_\_\_\_ €  
(to be paid before Jury declares the Event to be valid.

If overpayment by Organiser, amount to be reimbursed to them ASAP.

#### Other important figures

Number of Jumps (training & competition)	
Number of cutaways	
Number of Incidents/Accidents	

Comments:

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

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