

<i>Subject:</i>	IPC JURY HANDBOOK – PROPOSED AMENDMENTS	<i>Annex No. -</i>	51
<i>Author:</i>	G. Rayner, Chair & R. ‘Buzz’ Bennett, Secretary - SCWG	<i>Agenda ref. -</i>	21.6
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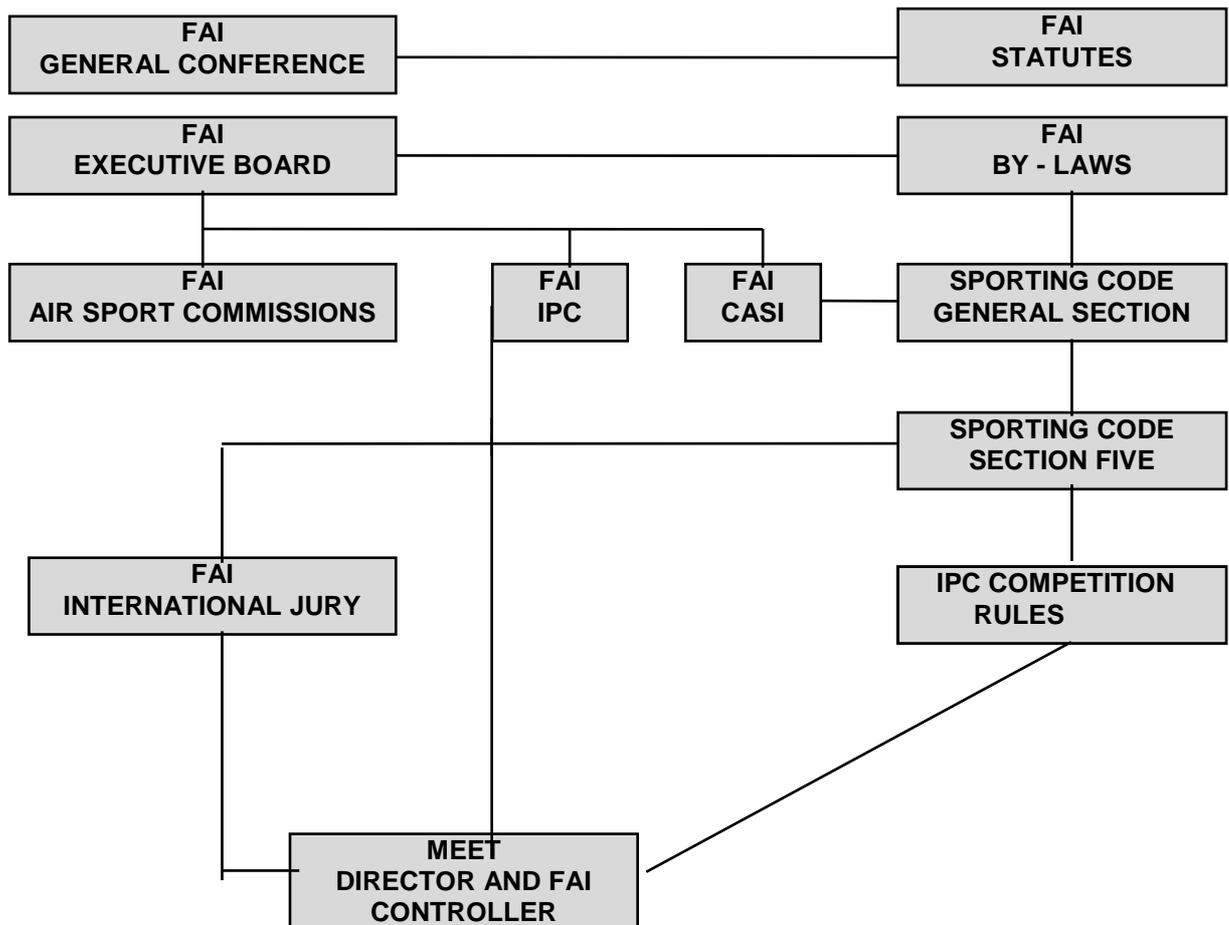
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CHAPTER 1 - JUROR'S GUIDE

1. ORGANISATION AND AUTHORITY



2. RESPONSIBILITY of IPC BUREAU SPORTING CODE WORKING GROUP

The responsibility of the IPC ~~Bureau Sporting Code Working Group~~ is to:

- Prepare, maintain and publish a list of IPC Approved Jurors, to be used for selection of Jurors to be appointed by the IPC to serve as a Jury at a First Category Event.
- Establish a procedure to obtain and maintain case histories of protests handled in IPC First Category Events.

Jurors approved by the IPC must also have the approval of their NAC or their IPC Delegate.

Jurors having queries, problems or disputes regarding this Handbook or any other matter concerning their duties and responsibilities should contact a member of the ~~IPC Bureau Sporting Code Working Group~~.

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3. RESPONSIBILITY of IPC RULES AND REGULATIONS COMMITTEE

The responsibility of the IPC Rules and Regulations Committee is to prepare, maintain and publish this IPC JURY MEMBERS’ HANDBOOK.

4. APPOINTMENT

Any IPC First Category Event shall have a NOMINATED JURY (GS 4.3.2.3) consisting of three persons, a Jury President and two Jury Members, all appointed by the IPC from the approved list of Jurors.

No later than the Plenary meeting immediately prior to the event, the IPC ~~Bureau Sporting Code Working Group~~ shall present for approval by the Plenary, the proposed Jury Members selected, according to their qualifications, their experience, their availability and the number of Juries they served on during the previous two years, and also select eligible Jurors as proposed alternate Jury Members to serve in case of necessary replacement,

The following appointment conditions apply to all approved Jurors:

- No Juror shall be appointed by the IPC to serve at more than two events during one calendar year.
- All Jury Members must have the ability to communicate in English, so as to properly understand and fully participate in Jury meetings and discussions.
- Unless exceptional circumstances prevail, each Jury Member must have been present as a registered Delegate, Alternate Delegate or NAC appointed Observer at the previous IPC Plenary meeting and must represent and/or be resident in a different country than the other two Jury members. The exceptional circumstances will be approved by the IPC Plenary upon recommendation from the ~~IPC Bureau Sporting Code Working Group~~.

CHAPTER 2 - JURY DUTIES

1. ACTIONS PRIOR TO THE EVENT

Each Jury Member is responsible to make ~~their~~ **his** own travel arrangements in compliance with ~~the IPC travel policy~~ **Expense Reimbursement Policy** and care should be taken to obtain the most cost-effective means of transport. The Jury President should serve as interface between the Organizer and the other Jury Members regarding travel arrangements and accommodation and ensure that all have the required and relevant information.

The Jury President must establish the arrival and departure date for all Jury Members and must notify the other Jury Members and the IPC Finance Secretary of these dates, which will be used to determine expense reimbursement amounts.

The Jury President should also contact the Event Organizer for assistance in arranging a suitable meeting room on site, with access to computers, internet and printing.

Jury Members directly represent the IPC and FAI and are not members of the competition operations or organisation staff and they do not represent their ~~country~~ **countries**. They should wear some form of identification during the competition (badge or other). An FAI Official shirt can be provided by the IPC to be worn at official ceremonies.

The Jury President must liaise with the FAI and the Organiser to ensure that all cups, medal and diplomas are available at the start of the competition or, at the latest, in time for the prize-giving.

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2. THE FUNCTIONS OF THE JURY DURING THE EVENT

All Jury actions must be minuted carefully, preferably electronically, using the format in Appendix A. All Jury Meeting minutes should be posted on the official competition site information board as soon as possible after the meeting. The meeting procedure is outlined in GS 4.3.2.6.

Jurors have a right to be present at any time at any location on the competition site provided they do not interfere with or disturb competitors or the organisation. Courtesy therefore dictates asking permission from the Meet Director and/or the Chief Judge for Jury Members to enter the operations room and the judging room during the event. Courtesy also dictates that a low profile is maintained at all times and care taken not to interfere with any of the staff or their work. ~~The~~ **Jury Members** must take every opportunity to observe the general workings of the competition and have a feel for the general atmosphere. They must also attend all briefings and take notes on operational decisions or rule interpretations by officials.

The event may not begin until the Jury and the Chief Judge have given their approval (SC5: 4.5.1). The Jury may not give its approval until

- 1) It receives confirmation that the required Deposit has been paid or the required Guarantee has been provided (FCEAD 2.2.3)
- 2) the provisional estimate (SC5:4.1.1(2)) of the Sanction Fee (SC5: 4.1.3) has been paid to the FAI and
- 3) the FAI Controller has reported that the state of organisation readiness is satisfactory.

A meeting should be held between the FAI Controller, the Chief Judge, the Meet Director and the Jury to confirm that the event can begin and the minutes of the meeting should be posted.

The President of the Jury has the responsibility to ensure that the organisers abide by the FAI Sporting Code and the published rules, regulations and bulletins for the event. If the organisers fail to do this, the President of the Jury has the right to stop the event until a Jury Meeting has considered the situation. If the situation cannot be remedied, the Jury has the right to terminate the event.

Matters of advice, arbitration or rule interpretation shall also be the responsibility of the Jury. The President of the Jury (not the individual members of the Jury) must therefore be prepared to give advice and answer queries raised by the Meet Director regarding the rules and the general running of the event. However, when replying to such queries and giving advice, care should be taken not to just give an individual position but to represent the position of the Jury as a whole. Actions of this nature must be minuted.

Procedures for competitors' queries are fully covered in the event rules and a competitor with such a query should therefore normally be directed to any competition official.

Procedures for handling competitor protests are fully covered in SC5:5.3. Once a protest has been handed to the Jury by the Meet Director, the Jury President must call a meeting at the earliest possible opportunity. It must be remembered that a Protest must state the particular rule or rules about which the protest is made and no protest may be made nor shall one be accepted by the Jury that deals with the evaluation of a jump or the score given by the Judges. Information on how to conduct a meeting dealing with a protest is given in Chapter 4 of this document.

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Verification of results and scores

The General Section of the Sporting Code requires that the Jury "verify and approve the competition results". Verify is defined as "to determine or test the truth or accuracy of".

Throughout the event, a Jury Member, or Jury Members, delegated by the Jury President, must verify that the event is being scored fairly and in accordance with the Competition Rules. Jury Members with limited scoring experience should take every opportunity to work with other Jury Members, who have experience, to verify the scoring. In many cases the President will have all of the Jury work as a team to verify the results. Although contestants are usually reliable watchdogs of the results, Jury Members should still make sure they have a thorough understanding of the scoring process.

3. THE FUNCTIONS OF THE JURY AT THE CONCLUSION OF THE EVENT

At the end of an event the Jury will stand by until the time period for protests after publication of all final event results has elapsed SC5 5.3.1.(1) & (3). The Jury will continue its functions until all reports of Jury meeting decisions have been made public by the Meet Director and the prize-giving is organised in respect of **line with** the FAI Protocol for Award Ceremonies.

The final action of the Jury is to verify and approve the final competition results of the event. Provided the event has been conducted in accordance with the Sporting Code and rules for the event, and the decisions of the Jury, the Jury will declare the event valid and report this declaration to the Meet Director in writing (see Appendix B for the Jury Report Form). The final competition results, approved by the Jury, must be published by the Meet Director prior to the prize-giving.

The Jury may not approve the competition results and declare the event to be valid until it receives confirmation from the FAI Controller that the final amount of the Sanction Fee has been determined and has been paid to the FAI or the FAI Controller. If the Sanction Fee has not been paid in full, the Jury may not declare the FCE to be valid and will include, in its report to the IPC Bureau (SC5:4.7.2.6), the fact that the FCE has not been declared valid by reason of non payment of the full amount of the Sanction Fee. ~~in its report to the IPC Bureau (SC5:4.7.2.6).~~

In accordance with GS 3.16.2.1. the officially accepted entry list and results of a First Category Event shall be sent electronically to the FAI Secretariat if possible before the prize-giving and in any case within (24) hours of the end of the event and as per GS 4.3.2.1. **This** responsibility lies with the Jury President.

In accordance with the SC5: 4.7.2.6, the Jury will, within 8 days of the conclusion of the event, prepare and submit a report to the IPC Bureau as to whether or not all the Organiser's contractual commitments have been satisfactorily completed and this report will be used by the Bureau to decide whether to refund the Deposit or to apply the provisions of Schedule 1, paragraphs 1.3 and 1.4 and Appendix 1 of the Organiser Agreement. A copy of Appendix B shall be attached to the report.

Within 8 days of the conclusion of the event the Jury President must inform the FAI Secretary General of the number of protests made, together with the numbers of protests withdrawn, upheld or failed, and the respective Jury decisions (see Appendix C). The minutes of Jury meetings which record Jury actions, decisions made and the reasons, plus any copies of evidence shall be included in this Jury Report to the FAI Secretary General. (GS 3.16.2.3 and 4.3.2.6.2)

(The record of Jury actions consists of:

A copy of all documentation used by the Jury when hearing a protest including, if applicable, the written complaint and complaint answer, written protest and protest decision, summary of statements of officials and witnesses, etc. If the protest involved scoring, a copy of the Score Sheet, Judge Report(s) and all the relevant published event results; in other words, all documents that determined the outcome, by the Jury, of the protest.

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These reports, which are the only source of information available to FAI in case of appeals, shall also be sent by the Jury President to the IPC **Bureau President** ~~Sporting Code Working Group Chairman~~ to allow the IPC **Bureau** ~~Sporting Code Working Group~~ to establish case histories of protests handled, and to compile a reference book of rulings from previous events.

Although Jury Presidents are allowed to retain the protest fees for up to 28 days after the event, it is recommended to include the protest fees (or the proof of money transfer) in this report. (GS 5.4.4)

4. EVENT DEBRIEFING

After the event, it is customary to hold a competitors’ meeting, that is usually chaired by a person from the discipline committee and concerns competition rules. It may also be considered necessary to hold a debriefing session regarding the running of the competition with officials and competitors. In this case it is suggested that the debriefing is organised and chaired by the Jury President.

5. APPEALS TO THE FAI

The right of appeal to FAI rests exclusively with the NAC concerned, and the FAI Air Sport General Commission (CASI) is the institution responsible for the treatment of appeals.

Any protester who is dissatisfied with the decision of the Jury should discuss their dissatisfaction with their NAC. An appeal to FAI must be received at the FAI Headquarters within 90 days from the announcement of the decision leading to the appeal.

Should the appeal be accepted by the FAI, a Jury President will be given notice of the appeal by the FAI in good time and he should then be prepared to be called, as **an** interested party, by the FAI Appeals Tribunal.

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APPENDIX C

IMPORTANT NOTE: *This Report, together with details of all protests, has to be sent by the Jury President to the FAI Secretary General within 8 days of the conclusion of the event and to the chairman of the IPC ~~Sporting Code Working Group~~ **Bureau**.*

FEDERATION AERONAUTIQUE INTERNATIONALE
 Secretary General
 Maison du Sport Internationale
 Av, de Rhodanie 54
 CH – 1007 Lausanne
 Switzerland

_____ (place and date)

REPORT OF THE JURY PRESIDENT TO THE FAI

EVENT DETAILS

TITLE/NAME: _____

DATE: _____ LOCATION: _____

ORGANISING NAC: _____

NUMBER OF JUMPS: _____ NUMBER OF EVENTS: _____ NUMBER OF COMPETITORS:

DISQUALIFICATIONS: YES / NO

EVENT PERSONNEL

MEET DIRECTOR: _____

DEPUTY MEET DIRECTOR: _____

CHIEF JUDGE: _____

SAFETY OFFICER: _____

FAI CONTROLLER _____

IPC CONTROLLER(J&S) _____

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FAI JURY

PRESIDENT: _____

MEMBER 1: _____

MEMBER 2: _____

COMPLAINTS AND PROTESTSNUMBER OF COMPLAINTS: _____ TOTAL NUMBER OF PROTESTS ADMITTED:
_____NUMBER WITHDRAWN: _____ NUMBER UPHELD: _____ NUMBER
FAILED: _____AMOUNT OF PROTEST FEES RETAINED AND INCLUDED:

Also included you will find the Jury decisions (reports as transmitted to the Meet Director) pertaining to the above protests, and all other documents regarding above protests. I understand that the complete Jury Report file will be sent by the FAI to the Chair of the IPC ~~Sporting Code Working Group~~ **Bureau**.

DATE & PLACE: _____ signed: _____
Jury President**Comments:**