

<i>Subject:</i>	FAI IPC CONTROLLER HANDBOOK – PROPOSED AMENDMENTS	<i>Annex No. -</i>	47
<i>Author:</i>	G. Rayner, Chair & R. 'Buzz' Bennett, Secretary - SCWG	<i>Agenda ref. -</i>	21.3.1
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2012 Edition**Effective March 1st, 2012**

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 **IPC Bureau** relevant ~~IPC Committee~~, and may not be from the Organiser's country.

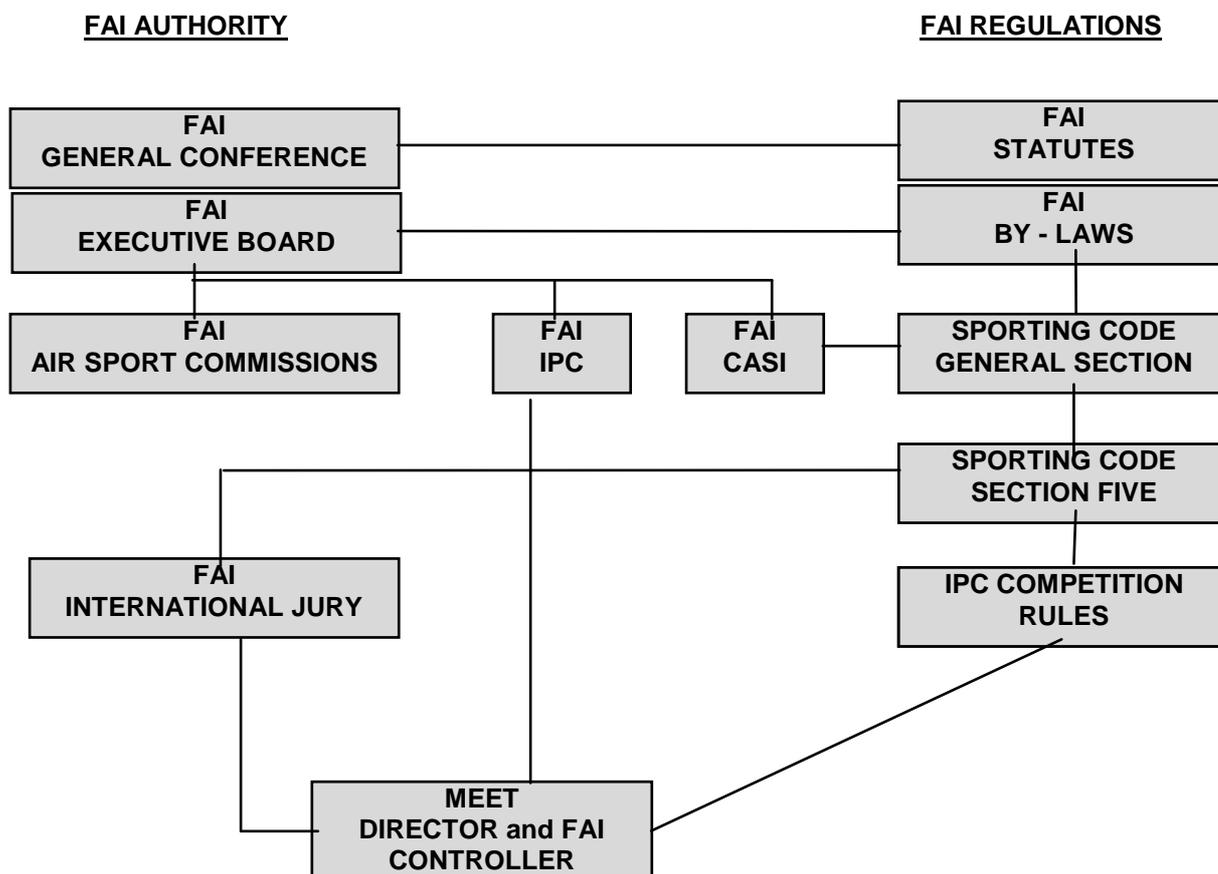
The duties and responsibilities of the FAI Controller, which commence upon appointment are:

- 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~~ **within** 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.
- To visit and inspect the competition site at a suitable time during the preparation thereof unless deemed unnecessary by the IPC Bureau and/or the relevant IPC Competition Committee.
- 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~~ **Finance Secretary** 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 as required by 4.2.5.
- To ensure that the Chief Judge(s) and relevant Committee Chair(s) review the Official Information Bulletins as required by 4.2.5

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CHAPTER 1 - FAI CONTROLLER HANDBOOK

1. ORGANISATION, AUTHORITY AND REGULATIONS



1. RESPONSIBILITY of IPC RULES AND REGULATIONS COMMITTEE SPORTING CODE WORKING GROUP

The responsibility of the **IPC Rules and Regulations Committee Sporting Code Working Group** is to prepare, maintain and publish the IPC FAI CONTROLLER HANDBOOK.

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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 **IPC Bureau** ~~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.

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~~ **Finance Secretary** for payment.
- will assist, if necessary, in the travel cost reimbursement for Event Officials and Judges.
- will collect the Recording Media (see SC5, 4.9.3) for delivery to the Chair of the IPC Judges' Committee.

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ANNEX 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 **of the Organising Committee**
- 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 PA 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 **Finance Secretary**
- 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/s
- Write report to IPC, if necessary.

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ANNEX C

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 Entry Fee
- 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