



*Fédération
Aéronautique
Internationale*

IPC FIRST CATEGORY EVENT APPLICATION DOCUMENT

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1. Introduction

All applications to host an IPC First Category Event (FCE) must follow the procedures and timing outlined in Part 2 of this document and in the case of a successful bid, must comply with the other obligations listed in Part 3.

A First Category Event is defined in the FAI Sporting Code, General Section 3.5.1 as:

- World Air Games (WAG), as approved by the General Conference:
- World Parachuting Championships (WPC) and Continental Regional Championships (CRC), as approved by the FAI Air Sport Commissions concerned and confirmed by the Executive Board as part of their approval of the FAI Sporting Calendar (Statute 4.2.2.11 refers)
- International Sporting Events approved by the FAI Air Sport Commissions concerned

The IPC Bureau and the relevant Competition Committee Chairs are available to give help and advice at any stage of the process (contact via the IPC President).

2. Competition Application Procedure.

The terms of this document are compulsory for all potential Organisers submitting a bid to host an IPC First Category Event.

2.1. APPLICATION

2.1.1. Application Schedule

The application must be submitted by an NAC or an IPC recognized National Parachuting Authority or a potential Organiser to the IPC President.

- i) no later than 18 months before January 1st of the year in which the FCE is to be held.
- ii) where no other application has been received and/or approved, no later than 60 days before the IPC Plenary Meeting in the calendar year scheduled for the event.

An application must contain all the information indicated in 2.4 below and the Application Fee as described in 2.2.1 below must be paid to the FAI to the credit of IPC at the time the Application is submitted.

The decision to consider an application submitted after the time specified above is subject to the provisions of IPC Internal Regulations, 3.8.3, requiring a Bureau decision on conflict with other applications, followed by the necessary two-thirds vote for the application to be placed on the Agenda of the Plenary Meeting.

2.1.2. Review and Evaluation of the Application

- a) The IPC Bureau will review all applications submitted in accordance with this document. The Bureau has no power to change the application in any way, but may liaise with the applicant to clarify facts and information and to rectify omissions. The IPC Bureau will evaluate all applications submitted and may take advice from the relevant Competition Committee Chairs during the evaluation. The IPC Bureau will reach a consensus on a recommendation to the IPC Plenary Meeting, so that a decision may be made by the IPC Plenary as to whether to grant or refuse Sanction.
- b) All application information must be kept confidential and the persons involved in the review process may not discuss the contents of the application with any person other than the applicant or amongst themselves.

2.2. FINANCIAL OBLIGATIONS

A bidder has several financial obligations related to the organization of an IPC competition.

2.2.1. Application Fee

An Application Fee as per the table below must be paid with every Application submitted to the IPC.

The application fee will be:-

- a) returned if Sanction is refused by the IPC
- b) retained by the IPC
 - i) if the Application is withdrawn prior to any decision with respect to Sanction unless the IPC Bureau considers that the withdrawal is beyond the control of the applicant in which case it will be returned.
 - ii) if Sanction is granted, but the FCE cannot take place for any reason.
- c) treated as a part prepayment of the Sanction Fee (2.2.2) to be paid in respect of the FCE.

2.2.2. Sanction Fee

A Sanction Fee, as per the table below, is levied by the IPC in respect of only those Delegation Members who are competitors, team videographers, Heads of Delegation, Team Managers and Team Coaches listed on an Official Entry Form. The FAI Controller will establish an estimated total that must be paid by the Organiser to the FAI at least 7 days before the published official 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.

2.2.3. Deposit or Guarantee

The Organiser will either pay a Deposit as per the table below or provide a Guarantee (e.g. letter of credit, certificate of deposit) to the FAI/IPC no later than 30 days before the starting date of the Sporting Event, in a manner acceptable to the IPC.

The form of a Guarantee must be determined by the Organiser and must be accepted by the IPC Bureau before the Sporting Event may be approved by the IPC Plenary.

The amount of the Guarantee must be equal in value to the required Deposit on the date that the Sporting Event is approved by the IPC Plenary.

In the case of World Cups or other FCEs, a lesser amount may be agreed by the IPC Plenary Meeting, upon recommendation from the IPC Bureau, or the IPC Competition Committee(s) concerned.

This Deposit will be refunded in full to the Organiser or the Guarantee will be cancelled as soon as possible after the IPC Bureau has received the report from the Jury (SC5 4.7.2.6) but in no case later than 30 days after the end of the competition except in situations as laid out in Appendix 1 of Schedule 1 and § 6 of the Organiser Agreement.

2.2.4 Table of Fees

	WPC's & Continental Regional Championships	World Cups or other FCEs
Application Fee (1) to accompany application or letter of intent	€800 for each Discipline (see Section 5, 1.1.1.4)	€800 Only
Deposit (2)	Formation Skydiving or Freefall Style and Accuracy - €13,000 Accuracy or Freefall Style - €7,000 Artistic Events, Canopy Formation or Canopy Piloting - €4,000 Paraski - €2,500	75% of amounts for WPC's and Continental Regional Championships.
Sanction Fee	€90 per person	€90 per person

Note:

(1) A FCE in Freefall Style and Accuracy Landing is regarded as one discipline for the purpose of fee payment.

(2) Where an FCE has been designated with dual status (i.e. a Continental Championship and a World Cup), the Deposit specified in Schedule 1 of the Organiser Agreement shall be paid only in respect of the higher ranked Sporting Event.

2.2.5. Other Organisational Costs

The organiser will bear all other organisational costs resulting from obligations as defined in the Organiser Agreement or in the Sporting Code.

2.2.6. Payment of Sanction Fee and Deposit.

1) The Event Jury may not give its approval for the competition to start until:

- a) it receives confirmation that the required Deposit has been paid or the required Guarantee has been provided (see 2.2.3 above).
- b) the provisional estimate of the Sanction Fee (see 2.2.2 above) has been paid to the FAI.

2) If either the payment of the Deposit or the provisional estimate of the Sanction Fee does not comply with the time deadlines stated in 2.2.2 and 2.2.3 above, the IPC Bureau will review the reasons therefor and, if the Organiser is found to be responsible with no extenuating circumstances, an amount equal to 10% of the Deposit will be retained by the IPC in addition to any amount retained by reason of Appendix 1 to Schedule 1 of the Organiser Agreement.

2.3. ORGANISER AGREEMENT

2.3.1. The potential Organiser must contact the FAI at the time of submission of the application so that an Organiser Agreement can be prepared with the correct details. The Organiser Agreement will be signed by the Organiser, the IPC and the FAI after Sanction is granted. The Organiser Agreement will set out the rights and obligations of the Organiser and shall contain, but is not limited to, the following items:

The program of the competition

A commitment not to increase the stated entry fees

A commitment to follow the Sporting Code and the Competition Rules.

An agreement to provide and pay for the judging equipment and scoring system(s) necessary to properly evaluate and score all jumps made during the competition

An agreement to pay the Sanction Fee to the FAI/IPC.

An agreement to pay the Deposit specified in Schedule 1 of the Organiser Agreement.

An agreement to appoint the members of the panel of judges as the only Official Observers for the purposes of controlling and certifying competition records.

An agreement to issue the Official Information Bulletins (SC5 4.2.5)

An agreement to obtain and pay for all necessary medals, cups, awards and diplomas in accordance with the IPC Medal Policy.

An agreement to cover the travel, food and lodging costs for the following officials: Chief Judge, Chief Judge of Training, Assistant to the Chief Judge, the FAI Controller, the IPC Controller (J&S) and the Canopy Piloting Course Technical Director plus any other expenses connected with the duties of the last three.

An agreement to cover the food and lodging costs of the panel of International Judges not covered by above.

A copy of the required Organiser Agreement may be obtained from FAI. Care must be taken to ensure that the IPC specific Organiser Agreement is obtained. A copy of Schedule 1 and the Appendix thereto are included in Section 4 of this document.

2.4. REQUIRED INFORMATION

The application MUST include the following information:

1. Event Organisers

Provide name, address, telephone and fax numbers, e-mail address and contact name for:

- 1.1. NAC
- 1.2. National Parachute Federation (if different from (1))
- 1.3. IPC Delegate
- 1.4. Organising Committee (if different from 1 or 2 above)

2. Event Details

- 2.1 Full Name of the Event
- 2.2 Letters of approval from NAC, National Parachute Federation, Ministry of Tourism, Military Authorities etc. If approval is not forthcoming then a letter of no objection should be obtained.
- 2.3 Disciplines to be contested. If Canopy Piloting is included, a full description, with diagrams, pictures etc, of the courses proposed to be used.
- 2.4 Event Dates - The time period must comply with that set out in the Competition Rules.
- 2.5 Location of Event (City, Airport, etc.), together with a brief description of the site.
- 2.6 Details of access to location by road, rail and air, including timetables, etc. and local pickup arrangements.
- 2.7 Weather conditions - include statistics, based on the previous ten years, for period/location covering wind speeds and direction, temperatures, humidity, sunshine hours, cloud cover, rainfall, sunrise and sunset times, etc.
- 2.8 Airspace restrictions, if any - be very specific on details of NOTAMS, altitude, etc. and include a document or letter from the relevant authorities confirming that no airspace restrictions will apply during the training camp and competition.
- 2.9 Landowner restrictions. If there are any, a guarantee of access, confirmed by letter, is required. If the competition site is on an active military base or other restricted area, confirmation is required in writing from the relevant authorities that unrestricted access will be given to the site for competitors, accompanying persons and spectators.
- 2.10 Details of the comprehensive insurance, which must be acceptable to FAI, in respect of the Sporting Event, and which must name FAI as an additional insured party on such insurance. The Organiser shall, if so requested, provide to FAI details of such insurance including certified copies of policies and evidence of payment, as soon as reasonably practicable but in any event not less than one (1) month before the start of the Sporting Event, time being of the essence in this respect.
- 2.11 Details of insurance required by participants (medical and repatriation) including details of the minimum amount of coverage required by law or otherwise.

- 2.12 Proposed Budget, Sources of Income and the amount of the Entry Fee for Competitors, Heads of Delegation, Team Leaders, Other Delegation Members, Accompanying Persons and Judges attending the Training Course referred to in SC5, 4.3.3. Full details must be given of what is to be covered by the Entry Fee paid.
- 2.13 Facilities – map and/or photograph of the Airfield/Drop Zone and a brief description of the registration area, judging area, video tape dubbing area, media area, photocopier capacity, computer availability, competitor indoor/shade area, drop zone TV, bulletin boards, score boards, rigging services, on site food services, drinking water outlets, toilets and showers, shaded packing area, creeper and other training areas, and any other relevant information.
- 2.14 Aircraft - details of type, exit speed, jumps per hour possible per event, back up aircraft. No photographs are required.
- 2.15 Pre event training camp - dates, aircraft, costs, etc.
- 2.16 Accommodation – details, prices and location of hotels/motels/camping.
- 2.17 Local transportation provided – shuttle to hotels, etc.
- 2.18 Outline of media plan, media contacts, publicity arrangements and appointment of a Media Officer with a firm commitment to co-operate with IPC Media Liaison Officer.
- 2.19 Accommodation details for FAI/IPC officials.
- 2.20 Details of all Judging Equipment to be provided.
- 2.21 Details of Public Address system to be used by Manifest and for general public.
- 2.22 Details of arrangements for immediate medical care, on-site medical personnel, availability of ambulances, distance to hospitals, etc.
- 2.23 Proposals for Event Officials (Meet Director, Assistant Chief Judge plus, when applicable, the CP Technical Course Director and Media Officer).
- 2.24 Details of on-site communications (radios, telephone, etc.).
- 2.25 Full details of any Federal, State, Provincial, Local or Aero-club/Organiser Legislation and/or Rules that apply to the Event, the Competitors and their equipment, including use of AADs, helmets, etc.
- 2.26 Full details of applicable Visa requirements and assistance to be provided to Delegations to obtain such Visas and any cost for such a service.
- 2.27 In addition the following information may be provided, but is not essential for the granting of Sanction (see 2.5 below). The applicant may submit this information and any proposals for other Event Officials at a later time, if more convenient.
- a) Details of Opening and Closing ceremonies (if available).
 - b) Planned social events (if available).
 - c) Ability to accommodate persons in addition to official delegation and entry fee for them (if available).

2.5. APPROVAL PROCEDURE

2.5.1. The applicant will not be able to make any presentation to the IPC Plenary but may answer questions and/or distribute written promotional material.

2.5.2. Approval may be granted without the proposal for Event Officials but IPC approval for Event Officials will be required no later than the IPC Plenary Meeting in the year of the Event.

2.5.3. The application and the FAI Controller appointment must be approved by the IPC Plenary Meeting with a simple majority vote.

2.5.4. After approval, the program for the competition, which is appended to the Organiser Agreement, and all detailed items in the approved and sanctioned bid document may not be changed without further approval from the IPC Bureau or the competition Jury.

3. OTHER ORGANISER OBLIGATIONS

3.1. Bulletins

3.1.1 The NAC organising a First Category Event will issue two Official Information Bulletins in electronic format to be posted on the FAI/IPC Website. An Official Information Bulletin must be approved by the IPC Bureau before issue (see SC5 4.2.5). The first Bulletin must be issued at least 4 months before the start of the FCE in question. The second Bulletin will be issued at a date chosen by the Organiser which must be at least 30 days before the start of the FCE in question. These Official Information Bulletins must also be posted on the FAI/IPC web site at the same time.

3.1.2. The first Official Information Bulletin must be written in English and must contain the following information and documents:

- 1) Aims of the FCE
- 2) Date and place of the FCE
- 3) Provisional and official entry dates
- 4) Entry Forms
- 5) Procedure for submitting entries
- 6) Entry fees and what is covered by the entry fee
- 7) Where and how to pay the entry fees
- 8) Aircraft details and exit speed
- 9) Program/timetable/schedule of competition and events
- 10) Date and time of first and last competition jumps.
- 11) Organisation Officials approved by IPC (Chief Judge, Chief of Judge Training, Meet Director, FAI Controller, IPC Controller (J&S) etc.)
- 12) Duration and date of Judges' conference
- 13) Date and Timetable for Judges' Training Course (4.3.3.1) – if applicable
- 14) Unless specified in the Competition Rules, number of teams or competitors allowed in each event
- 15) Details of local transportation, hotels, etc. (if not included in the entry fee)
- 16) Details of expected weather
- 17) Details of any approved changes to the terms of the originally accepted Bid
- 18) Any other information that is considered useful and helpful
- 19) Date of issue of the second Official Information Bulletin

3.1.3. The second Official Information Bulletin must be written in English and must contain the following information:

- 1) List of entries received to that date
- 2) Any changes to any information given in the first Official Information Bulletin
- 3) Any other information that is considered useful and helpful

3.2 Additional Organiser obligations can be found in the Sporting Code, Section 5, Chapter 4, key paragraphs being:

4.3.1. (1), (2), (3) and (4) re Judging Equipment

4.3.1. (5) Judging Identification

4.3.3. Judges' Training Course

4.3.4. Aircraft and Pilots

4.3.5. Meteorological Service

4.3.6. Lodging, Food and Transport

4.3.7. Interpreters

4.3.8. Viewing Equipment

4.5.3. Organiser's Responsibilities.

4. Schedule 1 and Appendix 1 of FAI/IPC Organiser Agreement

ORGANISER AGREEMENT SCHEDULE 1

FINANCE

1. PRE-SPORTING EVENT DEPOSIT

The Organiser warrants and undertakes as follows:

- 1.1 to either pay a Deposit (see a) and b)) below or provide a Guarantee (e.g. letter of credit, certificate of deposit) to the FAI/IPC no later than 30 days before the starting date of the Sporting Event, in a manner acceptable to the Commission. The form of a Guarantee must be determined by the Organiser and must be accepted by the IPC Bureau before the Sporting Event may be approved by the IPC Plenary. The amount of the Guarantee must be equal in value to the required Deposit on the date that the Sporting Event is approved by the IPC Plenary.
 - a) for WPCs and Continental Regional Championships;
 - in Formation Skydiving or Freefall Style and Accuracy - €13,000
 - in Accuracy - €7,000
 - in Freefall Style - €7,000
 - in Artistic, CF and CP - €4,000
 - in Para-Ski - €2,500
 - b) for other FCE's - 75% of the above amounts.

In the case of other FCE's only, if the circumstances warrant it, a lesser amount may be agreed by the Commission, upon recommendation from either the IPC Bureau, or the Competition Committee(s) for the discipline(s) concerned.

In accordance with 2.2.3 of the IPC FCE Application Document, this Deposit will be refunded in full to the Organiser or the Guarantee will be cancelled within the time frame specified, unless the provisions of 1.3 and 1.4 below and Appendix 1 apply.

- 1.2 to pay to the FAI/IPC a Sanction Fee, in accordance with SC5, 4.1.3., in respect of all competitors, team videographers, Heads of Delegation, Team Managers and Team Coaches listed on an official entry form. The payment procedure is outlined in the FCE Application Document and requires that 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 and before the Jury gives its approval for the FCE to begin (Sporting Code, Section 5, 4.5.1). The FAI Controller shall then establish the actual number of participants to allow for a final settlement before the Jury may approve the competition results and declare the event to be valid.
- 1.3 All or part of the Deposit may be retained by the FAI in accordance with Appendix 1 to this Schedule.
- 1.4 All or part of the Deposit may be retained by FAI in the event of the Sporting Event being declared invalid or in the event of any unremedied breach of agreement under clause 6 of this Agreement as a non-refundable advance against the income expected under clause 3 of this Schedule 1. The amount to be retained by FAI shall be determined in accordance with Appendix 1 to this Schedule.

2. ORGANISATIONAL COSTS

The Organiser warrants and undertakes to be responsible for and to bear all costs (including any taxes thereon) of organising the Sporting Event, including but not limited to:

- (i) provision and operation of appropriate venue and equipment (as described in Schedule 3);
- (ii) media facilities;
- (iii) local travel costs for all participants between accommodation and contest site, if included in the organisation proposal;
- (iv) security and emergency medical costs and such on-site insurance cover as the FAI shall reasonably require;
- (v) protocol;
- (vi) opening, awards and closing ceremonies;
- (vii) compliance with the organisational requirements of FAI Sporting Code, Section 5.

3. DISTRIBUTION OF FINANCIAL SURPLUS

3.1 "Financial Surplus" shall mean any and all revenues receivable from the exploitation of the Rights set out in Schedule 4 or otherwise generated by the Sporting Event (including for the avoidance of doubt but without limitation revenues arising from broadcasting, ticketing, sponsorship, advertising, merchandising, licensing, etc.), less the costs reasonably incurred by the Organiser for the purpose of exploiting the Rights or any commissions, royalties or other costs reasonably payable by the Organiser to third parties in connection with the Rights.

3.2 The Organiser shall pay to the FAI within 30 days of such Rights fees becoming receivable by the Organiser:

- (i) 10% of the financial surplus receivable by the Organiser in relation to the recording transmission or other broadcast of sound or visual images relating to the Sporting Event; and
- (ii) 10% of the financial surplus receivable by the Organiser in relation to the exploitation of all other Rights including without limitation ticketing, sponsorship, advertising, merchandising, licensing, etc.

APPENDIX 1 TO SCHEDULE 1 OF THE FAI/IPC ORGANISER AGREEMENT

In the event of any circumstance set forth below, the FAI/IPC may retain all or part of the Deposit, as follows:

1. In the case of non-payment of the Sanction Fee, in whole or in part, the FAI shall be entitled to retain such amounts of the Deposit as are sufficient to meet the deficit.
2. If the International Jury decides to terminate the Sporting Event in accordance with the provisions of FAI Sporting Code General Section paragraph 4.3.2.4., thus invalidating the Event, 100% of the Deposit shall be retained.
3. If the President of the International Jury decides to interrupt the Sporting Event in accordance with the provisions of FAI Sporting Code General Section paragraph 4.3.2.4., in order to allow the Jury to consider the Organiser's failure to abide by the FAI regulations, and the Event is not restarted, then 75% of the Deposit shall be retained.
4. If the President of the International Jury decides to interrupt the Sporting Event in accordance with the provisions of FAI Sporting Code General Section paragraph 4.3.2.4, in order to allow the Jury to consider the Organiser's failure to abide by the FAI regulations, and if the Event is restarted, then 20% of the Deposit shall be retained for each full day or part thereof lost due to interruption, but the amount retained may not exceed 75% of the Deposit. For this purpose a "part" of a day is a period of no less than 4 hours.
5. If the report from the Jury (ref. SC5 4.7.2.6) confirms that, although the provisions of FAI Sporting Code General Section paragraph 4.3.2.4 were not invoked, the Organiser was in breach of a Contractual Commitment, then 20% of the Deposit shall be retained for each separate such breach, but the amount retained may not exceed 75% of the Deposit.

The Organiser will be informed in writing by the IPC President of the retention of a specific amount in application of the above provisions within 30 days of the receipt of the report from the Jury. The Organiser may submit a written request, to be received by the FAI or the IPC President within thirty days of receipt of the written notification of the retention from the IPC President, to have the IPC Plenary, at its next meeting, review the application of the above provisions. The IPC Plenary may decide to confirm or reduce, as circumstances dictate, the amount retained. In no circumstances may the amount retained exceed the amounts outlined above.

END