



*Fédération
Aéronautique
Internationale*

IPC Jury Members´ Handbook

**This HANDBOOK will guide the Jury at all IPC First
Category Events**

Sporting Code – Section 5, Paragraph 4.7
Authority – IPC

2013 Edition

Effective March 1st, 2013

*Maison du Sport International
Av. de Rhodanie 54
CH-1007 Lausanne
(Switzerland)
Tél. +41 (0)21 345 10 70
Fax: +41 (0)21 345 10 77
E-mail: sec@fai.org
Web: www.fai.org*

FÉDÉRATION AÉRONAUTIQUE INTERNATIONALE

MSI - Avenue de Rhodanie 54, 1007 LAUSANNE, Switzerland

Copyright 2013

All rights reserved. Copyright in this document is owned by the Fédération Aéronautique Internationale (FAI). Any person acting on behalf of the FAI or one of its Members is hereby authorized to copy, print, and distribute this document, subject to the following conditions:

- 1. The document may be used for information only and may not be exploited for commercial purposes.**
- 2. Any copy of this document or portion thereof must include this copyright notice.**

Note that any product, process or technology described in the document may be the subject of other Intellectual Property rights reserved by the Fédération Aéronautique Internationale or other entities and is not licensed hereunder.

PUBLICATION HISTORY

May	2003	1 st edition
March	2005	2 nd edition
March	2006	3 rd edition
March	2007	4 th edition
March	2008	5 th edition
March	2009	6 th edition
March	2010	7 th edition
March	2012	8 th edition
March	2013	9 th edition

Table of contents

	Page
Publication history	3
Table of Contents	4
Introduction.....	5
1 Jury Member's Guide	6
1.1 Organisation and Authority	6
1.2 Responsibility of IPC Bureau	6
1.3 Responsibility of IPC Rules and Regulations Committee	6
1.4 Appointment.....	7
2 Jury Duties	8
2.1 Actions prior to the Event	8
2.2 The Functions of the Jury during the Event.....	8
2.3 The Functions of the Jury at the conclusion of the Event	9
2.4 Event Debriefing	10
2.5 Appeals to the FAI	10
3 Procedures when Hearing a Protest	11
ANNEXES.....	14
Annex 1: IPC Jury Notice	14
Annex 2: Jury Final Report Form (Meet Director).....	15
Annex 3: FAI Report Form (FAI Secretary General)	16
Annex 4: Jury Checklist.....	18

IPC JURY

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

INTRODUCTION

This Handbook is to be used by the Jury at all First Category Events (SC5 4.7.1)

- as an information source for IPC Jury Members,
- to assist IPC Jury Members to perform their duties at First Category Events.

The duties and responsibilities of Juries are laid down in detail in the FAI Statutes and By-Laws, the Sporting Code General Section (GS) and Section Five (SC5), the respective Competition Rules and this Handbook. The Jury President is responsible for making sure that all Jury Members have obtained copies of these and any other relevant documents to enable them to carry out their duties.

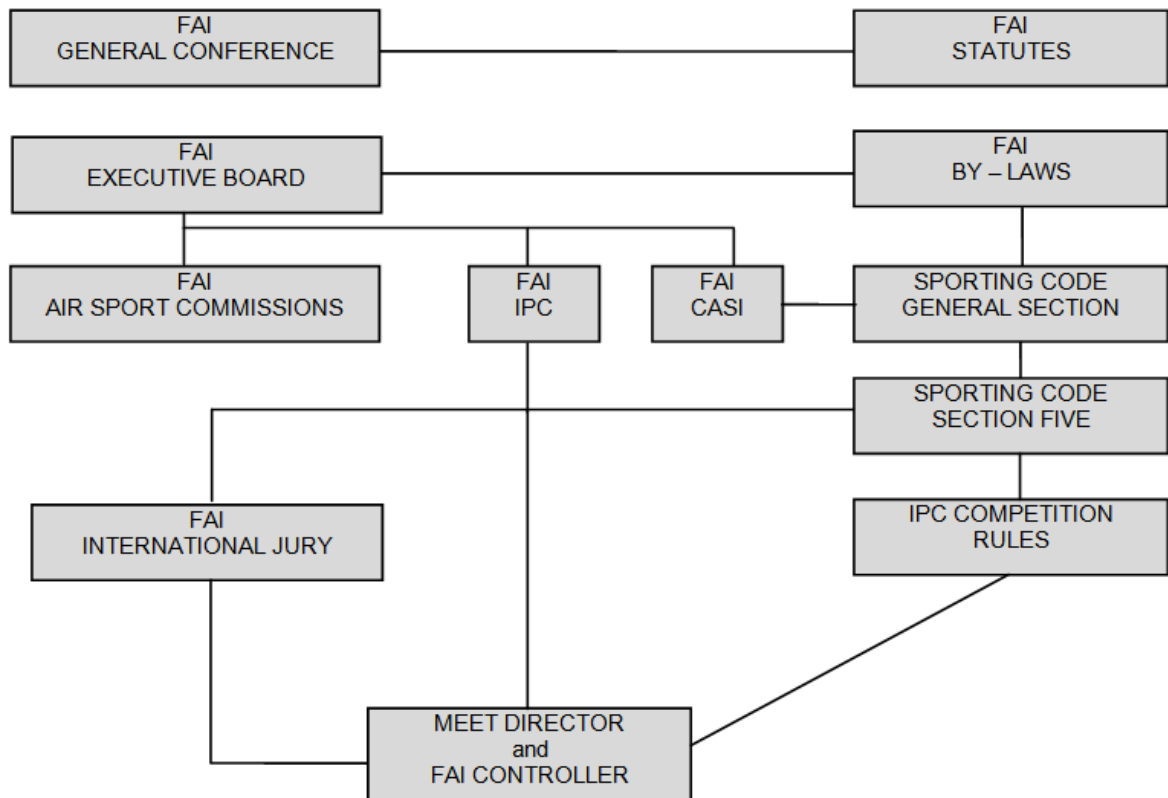
All Jury Members **MUST** possess a thorough knowledge of all the above documents, and in particular the relevant sections governing their position, which are as follows:

- | | |
|--|--|
| A. JURY | <ol style="list-style-type: none">1. General Section, Chapter 42. Section Five, Chapter 43. Competition Rules4. FAI Accident Guidelines |
| B. COMPLAINTS, PROTESTS AND PENALTIES | <ol style="list-style-type: none">1. General Section, Chapter 52. Section Five, Chapter 5 |
| C. APPEALS | <ol style="list-style-type: none">1. Statutes 1.10, 5.6.1.4 and 5.6.1.52. General Section, Chapter 9 |
| D. RESULTS & PRIZEGIVING
(www.fai.org/fai-documents) | <ol style="list-style-type: none">1. General Section, Chapter 32. Protocol for Award-Giving and Closing Ceremonies at FAI Championships |

This Handbook should be read in conjunction with these documents.

1 Jury Member's Guide

1.1 ORGANISATION AND AUTHORITY



1.2 RESPONSIBILITY OF IPC BUREAU

The responsibility of the IPC Bureau is to:

- (1) 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.
- (2) Establish a procedure to obtain and maintain case histories of protests handled in IPC First Category Events.

Jurors approved by the IPC must have the approval of their NAC and/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.

1.3 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.

1.4 APPOINTMENT

Any IPC First Category Event (FCE) 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 IPC Plenary meeting held in the year of the FCE, the IPC Bureau (with advice from the relevant Competition Committee Chairs) will propose the Jury Members and an eligible replacement (selected, according to their qualifications, their experience, their availability and the number of Juries served on during the previous two years) for appointment by the IPC Plenary.

If subsequently an appointed Jury Member or the appointed eligible replacement is unable to serve, the Bureau will appoint a replacement from the list of approved and qualified IPC Jurors to serve as a Jury Member at that FCE.

Where the Jury President is unable to serve, the Bureau will appoint a replacement from the list of approved and qualified IPC Jurors to serve as Jury President at that FCE.

The requirement to have been present at the previous IPC Plenary meeting (see below) will apply to such replacement appointments (SC5, 4.7.1.6).

Where an appointed Jury Member or the appointed eligible replacement is unable to serve at an FCE and no other replacement has been appointed by the Bureau as above or where a Jury Member becomes unable to serve for part of an FCE, the Jury President may, in consultation with the IPC President (or the FAI Controller, if the IPC President is not available), appoint a replacement Jury Member(s) as required. The replacement, who must be present at the FCE, will be selected from the list of approved IPC Jurors but, if none are available, the replacement may be selected from amongst any other persons present at the FCE (SC5, 4.7.1.7).

Where an appointed Jury President is unable to serve at an FCE and no replacement has been made by the Bureau or where the Jury President becomes unable to serve for part of an FCE, the two other Jury Members, in consultation with the IPC President (or the FAI Controller, if the IPC President is not available), shall select one of themselves as the Jury President and then will select the appointed eligible replacement, if available, as the third Jury Member or, if not available, will apply the clause above for the selection of the required third Jury Member (SC5, 4.7.1.7).

The following appointment conditions apply to all approved Jurors:

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

The requirement to have been present at the IPC Plenary meeting held in the year of the FCE will not apply to replacement appointments made at the FCE.

2 Jury Duties

2.1 ACTIONS PRIOR TO THE EVENT

Each Jury Member is responsible for making his own travel arrangements in compliance with the IPC 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 Organiser 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 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.

2.2 THE FUNCTIONS OF THE JURY DURING THE EVENT

All Jury actions and meetings must be carefully minuted, preferably electronically, using the format in Annex 1. All Jury Meeting minutes will 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.

Jury Members 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. 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 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 will be held between the FAI Controller, the Chief Judge, the Meet Director and the Jury to confirm that the event can begin.

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 3 of this document.

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.

2.3 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 line with the FAI Protocol for Award-Giving and Closing Ceremonies at FAI Championships.

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 Annex 2 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 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 Annex 1 of the Organiser Agreement. A copy of Annex 2 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 Annex 3). 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.

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 President to allow the IPC Bureau 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, the protest fees (or the proof of money transfer) should be included with this report. (GS 5.4.4).

2.4 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.

2.5 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.

3 Procedures when Hearing a Protest

Attendance at Jury meetings is compulsory for all Jury Members.

A QUORUM (the number of members who must be present for the business done to be legal and binding) for a Jury meeting is three, including the President.

There are some very important points to remember when hearing a protest. These include:

- (1) The Meet Director has full discretion to make operational decisions within the scope of the Sporting Code and the rules and regulations for the event and concerning all competitors, and these should not be grounds for protest unless they place a competitor at a disadvantage to others.
- (2) If there are no rules or penalties applicable to the facts, the Jury must look at the decision of the Meet Director and decide if this was an appropriate and fair decision under the circumstances.
- (3) It is not the function of the Jury to alter a rule in any way, or to change fixed penalties. They are however required to confirm the Meet Director's decision as to the severity of an infringement.
- (4) The Jury shall hear both sides on the matter of any protest and apply correctly the relevant FAI regulations and rules for the event. The facts of any protest shall be established by hearing evidence from the competitor concerned, the Meet Director and any other relevant witnesses. Jury Members must make every effort not to pre-judge an occurrence.
- (5) Jury Members are not Competition Officials and, although they are required to monitor the conduct of the event, they must take care not to get involved in any way in the running of the event.

The following is a suggested outline of the procedures for handling a protest:

- (1) Except for a protest made under GS 5.4.1, a protest shall be presented by the Meet Director to the Jury President without delay. The Jury President shall note the time of receiving receipt on the protest document.
- (2) The Jury President shall verify:
 1. That the relevant dispositions concerning protests and the treatment of protests, as stipulated in the Sporting Code and the rules for the event, have been respected, especially as to whether the protest states the particular rule or rules under which the protest is being made (SC5: 5.3.1.4). Any protest that deals solely with the evaluation of a jump or a score given by the Judges will not be accepted (SC5: 5.3.1.5).
 2. That the published time limits concerning protests have been met.
 3. That the protest fee has been deposited with the Meet Director.

A protest made in good faith by a competitor, but failing any requirement not under his control, shall be accepted by the Jury President, who will call a Jury meeting at the earliest possible opportunity.

- (3) All protests shall be treated equally and separately unless, and only for protests by different competitors or teams concerning the same occurrence, all parties directly involved agree to treat the respective protests as one. A team protest is defined as a protest involving all the members of an officially entered team. It shall be identified as such and must have been presented to the Meet Director by the Team Leader. A team protest shall be treated in the same way as a competitor's protest, except that all the concerned team competitors must not be heard if they decide to be represented by the Team Leader.
- (4) Before any Jury meeting is called to treat a protest, the Jury President shall make sure that all the relevant information and facts concerning the protest are available. Normally, the Meet Director will ask the Chief Judge to assemble information and facts concerning matters to be considered by the Jury.

- (5) When calling a Jury meeting, the President of the Jury shall allow for operational and competition priorities. Generally, witnesses and other concerned parties shall be called only during periods when they are not involved in competition activities.

The following is a suggested outline of the procedures for meetings of the Jury:

- (1) The Jury President shall ensure that the full proceedings of the meeting are properly recorded by one of the Jurors.
- (2) The protest file, including all the relevant documents, information and facts, should have been studied and understood by the Jury before inviting interested parties to make their presentation or to give evidence.
- (3) The Jury President will make sure that all interested parties were given notice of the meeting in good time and that those concerned have been duly called to appear at the Jury meeting. Their absence from the meeting shall then not hold up the proceedings.
- (4) The Meet Director and the protester have a right to be present while evidence is being given and to give both written and oral evidence before the Jury. The concerned parties shall be heard by the Jury, meaning that they must be requested to make their presentation and to give evidence. The protester should be given the right to be assisted by an interpreter or assistant of his choice. All others may be allowed to attend only at the Jury President's discretion.
- (5) The Jury President has authority to conduct the meeting as he sees appropriate. All speakers should address everything they say to the Jury President, and only one speaker should be recognised by the Jury President at a time. Normally the meeting will proceed as follows:
1. Opening statement by the Jury President (at this moment the Jury Member acting as recording secretary should record those persons invited and those requested to give evidence, both present and absent).
 2. The Jury President will summarise the protest presented and state that the protest was made in accordance with the Sporting Code rules, that the protest fee was received by the Jury, and that it can therefore be admitted.
 3. The Jury President will ask if the protester wishes to withdraw his protest. If the protester decides to withdraw, the protest fee shall then be returned and no hearing will take place.
 4. The Jury President will invite the protester to present his protest, including evidence from witnesses.
 5. The Jury President will invite the Meet Director to present his statement, including evidence from witnesses.
 6. The Jury will hear evidence from any other persons relevant to the protest. The Jury President may allow witnesses to be questioned briefly by the protester and the Meet Director.
- Note: The Jury Members may ask questions at any time.*
7. The Protester and the Meet Director will be invited to summarise their respective positions and to make their final statement.
 8. The Jury will retire for the deliberations and to reach their decisions (It is highly advisable to restrict the deliberations to the Jury Members).
Decisions shall be reached by a simple majority.
If requested by any Juror, decisions shall be reached by secret ballot (GS 4.3.2.6.4).
 9. The last decision to be made by the Jury concerns the question whether or not the protest fee is to be returned to the protester. The Competition Rules stipulate that the protest fee is to be returned if the protest is upheld or is withdrawn, see item (3) above.
 10. The Jury President shall report the result and a summary of any relevant considerations in writing to the Meet Director and the protester without delay. Although the Meet Director will usually publish only the decision, the full report to go on file should be detailed enough to give persons reading the report a full understanding of the reasoning involved. Jury Presidents must understand that the

detailed report of the proceedings must also be sent by the Meet Director to the organising NAC and to the FAI, and that in case of an appeal against the Jury decision this report is a vital document. The report must also include whether the Jury decisions were unanimous or majority votes and all Jury Members must sign the written report. Jury decisions come into effect with the publication of the Jury report.

11. The Jury President shall make sure that the report is made public by the Meet Director and that, in cases where the protest fee is to be returned to the protester, the fee is promptly returned to the protester. In case where the protest fee is not returned to the protester, the Jury President shall keep the fee until the end of the event, when it will be sent to the FAI Secretary General (within 28 days of the conclusion of the event).

ANNEX 1



IPC JURY NOTICE

Title & Location of Competition	
IPC Jury Meeting No:	
Time and Date:	
Subject:	
Details:	
Decision:	

Signature: _____ Jury President

Date: _____ Time: _____

ANNEX 2

IMPORTANT NOTE: *This final report (required by SC5, 4.7.2.6) has to be presented to the Meet Director at the conclusion of the event and a copy should be sent to the IPC Bureau, within 8 days of the conclusion of the event.*

JURY FINAL REPORT FORM

We, the undersigned members of the Jury for the

(name of the FCE)

declare that:

- 1. In our opinion the FCE has/has not been conducted in accordance with the Sporting Code and the relevant Competition Rules.**
- 2 In our opinion, the Organiser has/has not met all contractual commitments**
- 3. All protests have/have not been dealt with and all Jury reports have/have not been made public.**
- 4 The final results have/have not been verified and are/are not valid.**

NB: Any deficiencies noted above require a full explanation.

Position:

Signature:

Jury President	
Jury Member	
Jury Member	
Date and Place	

ANNEX 3

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

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 JURY

PRESIDENT	
MEMBER 1	
MEMBER 2	

ANNEX 3 continued

REPORT OF THE JURY PRESIDENT TO THE FAI (continued)**COMPLAINTS AND PROTESTS**

NUMBER OF COMPLAINTS	
TOTAL NUMBER OF PROTESTS ADMITTED	
NUMBER OF PROTESTS WITHDRAWN	
NUMBER OF PROTESTS UPHELD	
NUMBER OF PROTESTS 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 President of the IPC Bureau.

DATE & PLACE	
JURY PRESIDENT SIGNATURE	

Comments:

ANNEX 4

JURY CHECKLIST**Before the event:**

Copies of the following documents to hand, for reference:

- Sporting Code, General Section
- Sporting Code, Section 5
- Organiser Agreement and Bid Document
- Jury Handbook
- Event Rules and Regulations, as per agreement with IPC and any agreed modifications
- Observer Handbook (if any)
- Official entry list (teams/contestants entered)
- FAI Casualty and Accident Guidelines

Additionally

- All Jury members approved by the IPC Plenary are still available.
- Travel arrangements for Jury planned
- Pick up from arrival point in country planned and Jury Members informed
- Accommodation for Jury arranged
- Jury room (lockable) available at competition site (with telephone and e-mail access if possible)
- Meal arrangements/tickets for Jury
- Jury transportation – car available, car park/access, refuelling, car pass, person in charge of Jury car
- Jury members' identification badges/passes (without reference to a country)
- Compare Competition Rules with IPC Rules and if differences are found check if these are permitted

Arrange a pre-event meeting with the Meet Director and check

- Any complaints by NAC(s) regarding entry and/or eligibility
- All Sporting Code required personnel available (Judges etc)
- Medals (3) and Certificates (10) available for each discipline
- Respective IPC Trophy/Medals available (if any)
- FAI (and IPC) flags available
- FAI anthem available
- Briefing room available, with access, with table and adequate seating
- Competition centre arrangements – access permission
- Permission to use equipment if required (telephone, fax, copiers, computers, etc)
- Communications during the event (officials' phone/fax numbers list; MD's Jury calling procedures during the event; Complaint and Protest transmission procedures; Place of Jury mail and info. box; arrange for fast transportation of the following documents during the event – one copy for each Juror).
- Official Competitors' list (after roll-call at General Briefing)
- All published MET SHEETS (prior to Competition Briefings)
- All published EVENT SHEETS and related documents (prior to Competition Briefings)
- All published RESULTS (as soon as practicable)

During the General Briefing

- All Jury Members present
- Announcement of place for official notice board and competition site for announcements
- Announcement of publication time (fixed time) and place for replies to complaints
- Announcement and written information on rules modifications
- Announcements of shortened time limits for complaints and protests
- Announcement of Safety and Competition limitations

Pre-event – General

- Ensure that the Sanction Fee, based on the FAI Controller's provisional estimates, has been paid to the FAI or to the FAI Controller
- The Jury and the Chief Judge must give approval before the event may begin.
- Minutes of above verifications and decisions posted
- Approve PA system and designate competition site for announcements

During the event:

- Is the event being conducted as per FAI Sporting Code, the published Rules and Regulations and the published Bulletins for the event? If not, a Jury meeting must be called (see page 8)
- After each Jury meeting the decision of the Jury must be minuted and posted
- Verify that the event is being scored fairly and in accordance with the Competition Rules

At the conclusion of the event:

- Verify and approve the competition results and post notice re same
- Verify that prize-giving is planned in accordance with the FAI Protocol for Award-giving and Closing Ceremonies at FAI championship
- Jury Final Report to Meet Director (see Annex 2, Jury Handbook)
- Report of the Jury President to FAI (see Annex 3, Jury Handbook)
- Conduct event debriefing
- Event Debriefing Report to be sent to the IPC Bureau and the relevant IPC Competition Committee/s
- Ensure expenses reimbursement forms completed correctly and signed by FAI Controller
- Send list of entrants and competition results electronically to FAI within 24hrs (see Sporting Code General Section 3.16.2)
- Confirm that final amount of Sanction Fee has been paid