



Organiser Agreement - Request (First Category Event)

For additional information: www.fai.org/event-organisers-space

The 'standard OA form' (template) will be provided on request (competitions@fai.org)

NAC, Holder Sporting Power, Organiser	
Air Sport Commission www.fai.org/commissions	
Event	Name of event (according to FAI Naming Policy, see www.fai.org/event-organisers-space)
	Category (e.g., Junior, Women)
	Event venue, competition area
	Opening Ceremony (yyyy-mm-dd) Closing Ceremony (yyyy-mm-dd)
	Website (if known)
FAI member (NAC) www.fai.org/members	Name eMail
Holder Sporting Powers if delegated sporting powers	Name eMail
NAC reference NAC/Holder Sporting Power	<p>The NAC (respectively the Holder of the Sporting Power, and as assigned by the NAC), must express consent to the presented bid (By-Law 1.2.7).</p> <p>In case the bid is accepted, and the sanction is granted, the OA must be signed with the Commission-stipulated period (By-Law 1.2.7.1).</p> <p>_____</p> <p>Name, function, email-address of the person that will be signing the Organiser Agreement</p>
Organiser (if NAC = Organiser state here)	<p>Name/Entity</p> <hr/> <p>Full postal address for shipments (no post-box)</p> <hr/> <p>Organiser email Organiser Phone (with country code)</p> <hr/> <p><u>Name</u>, function, email-address of the person that will be signing the Organiser Agreement</p>
Additonal information (optional)	



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Air Sport Commission Instructions for OA & accounting details	
Air Sport Commission www.fai.org/commissions	
ASC Person of Contact (OA 3.3)	Name / function eMail
Accounting Details Please confirm the fees that apply to be invoiced and specify the amount(s). By-Law 1.2.9: Invoices are issued in CHF by Secretariat or by using electronic workflows that are approved by Secretariat.	
Sanction Fee amount	Performance Bond amount
Deposit amount	Other
Additional instructions:	
Invoice recipient (Name)	Invoice recipient (Address)
Date for invoice to be issued (yyyy.mm.dd)	Latest date for amount to be paid (yyyy.mm.dd)
Return, surcharge, corrections	Conditions and dates by which a return of deposits/performance bonds must be initiated are to be shared in writing by the Air Sport Commission providing the recipient's name and bank details with finance@fai.org If invoiced amounts must be adjusted <u>after</u> the event (example: higher/lower number of attendees than invoiced) info must be provided to finance@fai.org
Signature Date (By-Law 1.2.7.1)	Date requested by ASC by which OA must be signed by NAC and/or Holder of Sporting Powers (yyyy-mm-dd) or mark if "sign after receipt"
For information (workflow)	
FAI Commissions set-up bidding guidelines within the parameters of the FAI Statutes, By-Laws, and Sporting Code (FAI Statute 1.6.2).	
According to By-Law 1.2.1/1.2.2, rights are transferred under restrictions and based on a signed OA.	OA consists of three parts: 1. OA request form (this 2-page document) 2. FAI standard OA template including ASC-specific annexes 3. Bid (sanction application) approved by FAI Commission
Secretariat will issue the OA via emails and using secure cloud service (adobesign.com) for electronic signature <u>in this sequence</u> : 1. Organiser 2. FAI Member (NAC) respectively the Holder of the Sporting Powers 3. FAI Air Sport Commission President 4. FAI Secretary General Secretariat can monitor the signature-status of all parties. The electronic signature-system shares the signed document with all signatories <u>automatically</u> via email once all parties signed.	
Invoicing, reminding, and dunning of overdue payments are functions of FAI Secretariat. ASCs will be informed.	
Completed document (both pages) must be sent by the Air Sport Commission to competitions@fai.org OA will be issued by FAI Secretariat usually within 10 working days of receipt of this document.	