



# FAI Jury Guidelines



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## Publication History

Paragraph	Plenary meeting approving change	Brief description of change	Change incorporated by
	2024	New edition	CASI Bureau

## INITIAL NOTES

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 publication is maintained by the General Air Sport Commission (CASI) and it is recommended to be used by the Jury at any FAI First Category Event (FCE).

- as an information source,
- to assist Jury Members in performing their duties at FCE's.

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 Specialised Sections, and the respective Competition Rules (if any). The Jury President is responsible for making sure that all Jury Members have obtained copies of these (in any kind of format) 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"><li>1. General Section, 5.2.4</li><li>2. Specialised Section</li><li>3. Competition Rules</li><li>4. FAI Casualty Guidelines</li><li>5. FAI Anti-Doping Rules</li><li>6. FAI Code of Ethics</li></ol> |
| B. PENALTIES, COMPLAINTS AND PROTESTS   | <ol style="list-style-type: none"><li>1. General Section, 6.1, 6.2, 6.3</li><li>2. General Section 5, 5.3, 5.4</li></ol>  |
| C. RESULTS & PRIZEGIVING<br>( <a href="https://www.fai.org/documents">https://www.fai.org/documents</a> ) | <ol style="list-style-type: none"><li>1. General Section, 4.10</li><li>2. Protocol for Award-Giving and Closing Ceremonies at FAI Championships</li></ol>   |
| D. SUSPENSION, CANCELLATION OF THE EVENT  | <ol style="list-style-type: none"><li>1. General Section 4.9.</li></ol>   |

These Guidelines should be read and implemented in conjunction with these documents.

In the case of a disagreement between information or a requirement in these Guidelines and that in an Original Document e.g., a Specialised Section, the Original Document takes precedence over these Guidelines.



**Disciplinary Code**



**Code of Ethics**



**Casualties Guidelines**



**Anti-Doping Rules**



**Protocol for Ceremonies**

## 1 GUIDELINES

### 1.1 ORGANISATION AND AUTHORITY

The FAI delegates the authority to organise a First Category Event (FCE) to an Organiser who may or may not be a NAC. In the latter case, the NAC delegates Sporting Powers to another aeronautical organisation within its country or, exceptionally, outside of the country. In such a situation, the organising NAC must obtain the approval of the host country NAC.

If an event is organised in a country with no NAC, the event may be organised directly by the ASC with the approval of the Executive Board.

To be recognised, an international sporting event must be registered in the FAI Sporting Calendar by the NAC(s) authorising or organising it or by the FAI Secretary General.

Unless otherwise decided by the FAI General Conference, sporting events registered in the FAI Sporting Calendar must be held in accordance with FAI rules. The rules, program and all other official documents shall carry the statement of FAI authority and display the FAI logo.

Rules for First Category sporting events shall be contained in the General and Specialised Sections of the Sporting Code. Competition rules or local rules for a particular event shall not conflict with the rules in the Sporting Code. They shall be approved in advance by the ASCs concerned and must not be changed thereafter except, for rules found in the Specialised Section, under provisions defined by the ASCs.

### 1.2 RESPONSIBILITY OF THE ASC

The responsibility of the ASC is to:

- (1) Maintain a list of the relevant Commission Approved Jurors, to be used for the selection of Jurors to be appointed by the Commission to serve as a Jury at an FCE.

### 1.3 RESPONSIBILITY OF CASI

The responsibility of CASI, is to prepare, maintain and publish these FAI Jury Guidelines.

The selection of Jury Members for certain International Sporting Events (i.e. World Air Games) is also the responsibility of CASI rather than an individual discipline-specific ASC.

### 1.4 APPOINTMENT OF JURY MEMBERS

#### 1.4.1. JURY AND JURORS

A Juror (member of a Jury) is an International Official acting on behalf of FAI in a FAI FCE.

A First Category event shall have an international jury to deal with protests, monitor the conduct of the event and ensure that the results are valid and sent to the FAI and to the concerned ASC.

He shall be neither a competitor nor hold any operational position in the organisation of the sporting event nor be a steward or controller appointed or approved by the ASC for the event.

The FAI Code of Ethics applies to all Jurors. A Juror with a potential or perceived conflict of interest (of commercial or personal nature) shall therefore declare such a conflict well before the event, but at the latest when the conflict becomes apparent to the Commission President. Procedures are laid down in the FAI Code of Ethics and the Sporting Code.

## 2 JURY DUTIES

### 2.1 ACTIONS PRIOR TO THE EVENT

Different Commissions have different processes for Juries. In some cases, all expenses are picked up by the Organiser who may also make all travel and accommodation arrangements for the Jurors. In other cases, the Commission covers all Jury expenses and travel, in which case, accommodation arrangements may be made either with the Organiser or individually.

Taking into consideration the above, the Jury President should coordinate the travel arrangements and accommodation for the nominated Jury members who will be present on site or for himself in the case of a representative jury. For this he will interface with the Organiser.

The Jury President should establish, by mutual agreement, the technical means to be used for the communication with the remote Jury Member and these should be tested prior to the start of the

competition.

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

The Jury President (or in some Commissions, the Controller) will ensure that:

- the entry process and adherence to the entry conditions and deadlines are respected,
- the NACs the competitors represent are in good standing,
- the competitors have a valid FAI Sporting Licence for the duration of the event.

If the Jury President finds that any of the process has not been correctly followed, he will work with the Organiser to correct the situation and if necessary, ask the ASC President to become involved.

It is highly recommended that the above-described controls should be carried out well in advance of the event, so to allow the involved parties to fix the issues

## 2.2 THE FUNCTIONS OF THE JURY DURING THE EVENT

All Jury actions and meetings must be carefully minuted, preferably electronically, (useful documents can be found in the Annexes). Participation at jury meetings is compulsory for jury members, either in person or remote or as specified in the Specialised Sections of the Sporting Code. A communication system with the remote jurors should be implemented and tested. In such cases, an eligible replacement nominated by the jury member concerned, or by the President of the ASC or his representative may be accepted by the Jury President. The Jury President is the chairperson at Jury meetings and a secretary should be nominated (who may be the Jury President).

All Jury decisions must be posted on the official competition site information board as soon as possible after the meeting with the date and time they are made public.

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 Event 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 attend all briefings and take notes on operational decisions or rule implementation by officials. They should attend the Opening Ceremony. The Jury President should declare that the competition is ready to start and may, unless another FAI official with higher rank in the FAI hierarchy, is present, declare the competition open.

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 power to interrupt the event until the situation has been reviewed by the Jury. If the situation cannot be remedied, the Jury has the right to request the cancellation of the event and give advice on the return of the entry fees. The decision to cancel the event and to return or not the entry fees is taken by the ASC President after consultation with the FAI Secretary General.

If an event is stopped due to a force majeure situation, as agreed to by the Jury, the Jury will assist the ASC, the Organiser and the FAI Secretary General on determining the return of any unused entry fees, usually excluding any sanction fees levied with the entry fee, which are not refundable.

Matters of advice and arbitration on rule implementation shall also be the responsibility of the Jury unless otherwise is specified in the Specialized Sections. The President of the Jury (not the individual members of the Jury) or the designated by the Specialized Sections official, must therefore be prepared to give advice and answer queries raised by the Event 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 may be minuted.

Procedures for competitors' queries or complaints are fully covered in Chapter 6 of the FAI Sporting Code General Section and possibly in the ASC Specialised section, a competitor with such a query or complaint should therefore be directed to the Event Director or the relevant competition official such as the Chief Judge.

Procedures for handling competitor protests are covered in Chapter 3 of this document and in Chapter 6 of the FAI Sporting Code General Section with possible ASC specific requirement as per the relevant Specialised Section.

Once a protest has been handed to the Jury by the Event 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 is not signed by the person authorised to do so.

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 FAI Sporting Code General Section 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, as defined in the relevant Specialised Section, has elapsed. The Jury will continue its functions until all reports of Jury meeting decisions have been made public by the Event Director and the prize-giving is organised in line with the FAI Protocol for Award-Giving and Closing Ceremonies at FAI Championships.

The last action of the Jury is to verify and approve the competition results of the event and declare the event valid providing it has been conducted in accordance with the rules and the decisions of the Jury.

The Jury will declare the event valid and report this declaration to the Event Director in writing (see Annex B for the Jury Final Event Report Form). The final competition results, approved by the Jury, must be published by the Event Director prior to the prize-giving.

The Jury shall cease its functions after it has made its decision on all outstanding protests. The results of an FCE shall be sent electronically to the FAI Secretariat according to the provisions of the General Section. This responsibility lies with the Jury President.

For First Category events, a copy of the Jury Final Event Report Form (Annex C) shall be sent to both the FAI Secretariat and to the ASC President as soon as possible but at the latest within a maximum of eight days of the end of the event. A copy of the first page shall be given to the Event Director.

The report will contain statistics relating to the event, including the number of protests made, together with the numbers of protests withdrawn, upheld or denied.

A file for each protest shall be attached to the report. A file should comprise copies of any documentation used together with, if applicable, the written complaint and the answer, the written protest and the protest decision. Should also be attached, a summary of statements of officials and witnesses, copies of email and text/image messaging exchanges amongst the Jury and, If the protest involves 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 of a protest must be sent to FAI as these reports are the only source of information available to FAI in case of appeals.

### 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 two.

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

- (1) The Event 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 Event 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 required to confirm the Event Director's decision as to the severity of an infringement.
- (4) The Jury shall hear all sides on the matter of any protest and correctly apply 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 Event Director and any other relevant witnesses. Jury Members must make every effort not to pre-judge an occurrence.

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

- (1) Except for a protest made under GS 6.3.1 & 6.3.3. (a protest prior to or after an event), a protest shall be presented by the Event 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 convene a Jury Meeting at the earliest possible opportunity and at the latest within 24 hours unless a different time period is specified in the relevant Specialised Section of the Sporting Code or the local regulations.
- (3) The Jury must verify that:
  - a) 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.
  - b) That the time limits concerning protests have been met.
  - c) That the protest fee has been deposited with the Event Director. In case of a joint protest, every protesting person or NAC must pay the protest fee.

A protest made in good faith by a competitor or a team manager, but failing any requirement not under his control, shall be accepted by the Jury President.

- (4) 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 joint 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 Event Director by the Team Leader/Manager or another member of the delegation according to the relevant Specialised Section. 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/Manager.
- (5) 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 and potential witnesses identified.
- (6) 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 the nominated Jury secretary.
- (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 Event 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 and ensure that, during the protest hearings/evidence taking, no member of the Jury expresses, orally or otherwise, a personal opinion and shall permit no discussion to take place between Jury members in the presence of the person(s) presenting the protest and in the presence of those giving evidence. All speakers should address everything they say to the Jury President, and only one speaker should be recognized 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 summarize 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 Event 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 Event Director.

*Note: The Jury Members may ask questions at any time.*
  7. The Protester and the Event 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.

Decisions shall be reached by a simple majority.  
A secret ballot shall be held, if requested by a Jury member.
  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 protest fee is returnable only if the protest is withdrawn before proceedings begin or if the protest is upheld.
  10. The Jury President shall report the result and a summary of any relevant considerations in writing to the Event Director and the protester without delay.
  11. The Jury President shall make sure that the report is made public by the Event 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 retain the fee until the conclusion of the event. The fee shall then be transferred to FAI within 30 days, and each transfer must be supported by an FAI-issued invoice or receipt.
  12. The Jury President shall compile all documentation used during a protest hearing by the Jury which shall then be sent to the FAI Secretariat for archiving and use in the case of an appeal.

## JURY CHECKLIST FOR FAI FIRST CATEGORY EVENTS

*Copies of the following current documents to hand, for reference:*

- ☐ Sporting Code, General Section
- ☐ Sporting Code, Specialised Section(s)
- ☐ Organiser Agreement
- ☐ Accepted Bid Document, including any accepted changes to the original document.
- ☐ Bulletins
- ☐ Jury Guidelines
- ☐ Event Rules and Regulations
- ☐ Official entry list (teams/competitors entered)
- ☐ FAI Casualties Guidelines
- ☐ FAI Anti-Doping Rules
- ☐ FAI Disciplinary Code
- ☐ FAI Code of Ethics

*Additionally*

- ☐ All Jury members approved are still available
- ☐ Travel arrangements for Jury planned
- ☐ Technical means for communication with the remote Jury Member in place and tested.
- ☐ Pick up from arrival point in country planned and Jury informed
- ☐ Accommodation and meals for Jury arranged
- ☐ Jury room (lockable) available at competition site (with internet access if possible)
- ☐ Jury transportation – car available, car park/access, refueling, car pass, person in charge of Jury car
- ☐ Jury members' identification badges/passes (without reference to a country)
- ☐ Compare Competition Rules with Sporting Code and ASC Specialised Section and if differences are found check if these are permitted

*Arrange a pre-event meeting with the Event Director and check*

- ☐ Any complaints by NAC(s) regarding entry and/or eligibility
- ☐ All Sporting Code required personnel available (Judges, etc)
- ☐ Required FAI Medals and Diplomas are available for each discipline, event and category
- ☐ Respective ASC specific Trophy/Medals available (if any)
- ☐ FAI flags available
- ☐ FAI anthem available
- ☐ Competition venue(s) arrangements – access permission
- ☐ Permission to use equipment if required (telephone, copiers, computers, etc)
- ☐ Communications during the event (officials' phone numbers list; ED'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 METEOROLOGICAL SHEETS (prior to Competition Briefings)
- ☐ All published EVENT SHEETS and related documents (prior to Competition Briefings)

*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 of the possibility for shortened time limit for complaints and protests

*During the event:*

- ☐ Is the event being conducted as per current FAI Sporting Code, current Rules and Regulations and any published Bulletins for the event? If not, a Jury meeting must be called.
- ☐ Brief remote Jurors of running of the event.
- ☒ Each Jury meeting, including any decisions taken must be minuted and then posted as a Jury notice.
- ☐ Verify that the event is being scored fairly and in accordance with the Competition Rules
- ☐ Carry out any ASC related task

**At the conclusion of the event:**

- ☐ Verify and approve the competition results and publish them before Ceremonies
- ☐ Verify that prize-giving is planned in accordance with the FAI Protocol for Award-giving and Closing Ceremonies at FAI championship
- ☐ Carry out any related ASC task
- ☐ Jury Final Report to Event Director with copy to ASC President (Annex B)
- ☐ Report of the Jury President to FAI and the ASC President (Annex C)
- ☐ Conduct Event debriefing (if necessary and appropriate)
- ☐ Send competition results electronically to FAI within 24 hours
- ☐ Advise FAI of any retained protest fees, to be invoiced and paid to FAI.

**IMPORTANT NOTE:** *This report has to be presented to the Event Director at the conclusion of the event and before the Award Ceremony.*

## JURY FINAL EVENT REPORT FORM

We, the undersigned members of the Jury for the

\_\_\_\_\_

(name of the event)

declare that:

1. In our opinion the event has been conducted in accordance with the Sporting Code and the rules for the event.
2. All protests have been dealt with and all Jury reports have been displayed.
3. The final results have been verified and are valid.

Signed: \_\_\_\_\_ Jury President

\_\_\_\_\_ Jury member

\_\_\_\_\_ Jury member

Date and place: \_\_\_\_\_

## ANNEX C

**IMPORTANT NOTE:** This report should be sent as soon as possible by the Jury President to the FAI Secretary General and to the President of the FAI Air Sport Commission concerned. It is recommended to include the final overall results.

### **REPORT BY THE JURY PRESIDENT**

#### **EVENT DETAILS**

Title/Name: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Organising NAC: \_\_\_\_\_

Number of Flights: \_\_\_\_\_ Number of Tasks: \_\_\_\_\_ Number of Competitors: \_\_\_\_\_

Senior Competitors: \_\_\_\_\_ Junior Competitors: \_\_\_\_\_ Women Competitors: \_\_\_\_\_

#### **EVENT OFFICIALS**

Event Director: \_\_\_\_\_ Deputy Event Director: \_\_\_\_\_

Chief Scorer: \_\_\_\_\_ Chief Judge: \_\_\_\_\_

Stewards: \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

#### **FAI JURY**

President \_\_\_\_\_ Member 1: \_\_\_\_\_

Member 2 \_\_\_\_\_

#### **COMPLAINTS AND PROTESTS**

Total Number of Protests received: \_\_\_\_\_

Number Withdrawn: \_\_\_\_\_ Number Upheld: \_\_\_\_\_ Number Rejected: \_\_\_\_\_

Amount of Protest Fees Retained: \_\_\_\_\_

Date & Place: \_\_\_\_\_ signed: \_\_\_\_\_