***Introduction***

*This document is part of the documentation required to ask for a FAI/CIA Sanction for an official event.*

*It helps the Organizer with the event planning, provide detail information to CIA Delegates to approve the event at the CIA Plenary, provide information to competitors and officials so they would be interested in attending the event, etc. so it is important that all information is completed.*

*Before starting to fill in the Sanction Application Form, you may wish to read the following documents to clarify any issues:*

* *FAI First Category Event Sanction Procedures or CIA Sporting Event Sanction Procedures*
* *FAI Sporting Code - Section 1*
* *FAI Sporting Code - General Section*
* *Protocol for FAI and CIA Sanctioned Events*
* *CIA Competition Operation Handbook*

*The NAC Letter of Approval needs to be sent together with this application and no later than the Plenary where the Sanction will be granted.*

*Please, take into consideration that not all information is needed for all types of events. So when the information doesn’t concern your event, please write « not apply » in the respective field.*

*Please use the DDMMYYYY format for all dates in the form.*

*When the Sanction Application Form is completed, please send it to the FAI/CIA Event Development Service –EDS to start the Sanction Process.*

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| **Section 1 - Main Information**  *All the information in this section is mandatory and need to be updated before the CIA Plenary where the event will be asking for a FAI/CIA sanction. No changes are allowed after the sanction is granted.* | | | | | | | | |
| Date of initial submission: \_10\_/\_1\_/\_2014\_ | | Date of last modification: \_15\_/\_1\_/\_2016\_ | | | Date of final version: \_\_/\_\_/\_\_\_\_ | | | |
| Event Title & Sub-Title | 22nd FAI World Hot Air Balloon Championship | | | | | | | |
| Event Location *(country, region, city)* | Saga-city, Saga, JAPAN | | | | | | | |
| Event Dates *(dd.mm to dd.mm.yyyy)* | 28th October to 7th November 2016 | | | | | | | |
| FAI / CIA Sub-class | AX – Hot Air Balloons  BX – Hot Air Airship | | AA – Gas Balloons  AA – WLD - Gordon Bennett | | | | BA – Gas Airships  AM – Rozier Balloons | |
| FAI Type of Event | FAI World Championship  FAI Continental/Regional Championship  CIA Category One International Event | | | CIA Sporting Event  Other: | | | | |
| FAI / CIA Category | General | | Women | | | | Junior | |
| Registration Starts *(date & time)* | 15:00 27/10/2016 | | General Briefing *(date & time)* | | | | 13:00 30/10/2016 | |
| 1st Competition Flight *(date & time)* | AM 31/10/2016 | | Last Competition Flight *(date & time)* | | | | AM 6/11/2016 | |
| Extra Flight if needed *(date & time)* | PM 6/11/2016 | | Resting Period *(if some, date & time)* | | | | No Resting Period Scheduled | |
| Opening Ceremony *(date & time)* | PM 30/10/2016 | | Closing Ceremony *(date & time)* | | | | 17:00 7/11/2016 | |
| Invitation Process Starts *(date)* | 1/3/2016 | | Entry Closing Date *(1st round)* | | | | 31/5/2016 | |
| Organising National Airsport Control – NAC | Japan Aeronautic Association | | | | | | | |
| Organising NAC’s CIA Delegate *(name, email, phone)* | Saburo ICHIYOSHI  +81 3 6454 2600 sabu.ichiyoshi@aeronauts.net | | | | | | | |
| Organising Body *(Entity / Club / Company)* | 2016 Saga Hot Air Balloon World Championship Organizing Committee, jointly operated by the Saga International Balloon Fiesta Organization (SIBFO). | | | | | | | |
| Main Contact / General Manager *(name, email, phone)* | Hiromori SOEJIMA, Deputy Director +81 952 20 8727 hiropon@air-b.com  Yasuhiko KATSUKI, General Manager +81 952 40 7131 | | | | | | | |
| Official Mailing Address  *(postal address, email, fax, phones)* | Postal address: Saga City Office, 1-1, Sakaemachi, Saga-city, Saga, 840-8501, JAPAN  Phone: +81 952 40 7131 Fax: +81 952 40 7132 email: hiropon@air-b.com | | | | | | | |
| Organiser’s previous event organisation experience  *(list of main events and all FAI events with year, place, number of competitors, number of flights and tasks flown)* | 1997 World Championship, Saga, 112 Competitors, 9 Flights, 21 Tasks  1989 World Championship, Saga, 102 Competitors, 10 Flights, 18 Tasks  2013 Japan National Championship, Saga, 38 Competitors, 6 Flights, 13 Tasks  2010 Japan National Championship, Saga, 39 Competitors, 7 Flights, 15 Tasks  2009 Japan National Championship, Saga, 38 Competitors, 4 Flights, 10 Tasks  1999 – 2013 Saga International Balloon Fiesta, 60 Competitors, Many flights and tasks flown | | | | | | | |
| Event with Observers *(The Organizer is invited to present two proposals for the Event to be held with or without Observers)* | Yes  No  Up to the Plenary to decide | | | | | | | |
| GPS Loggers | Type of GPS Logger to be used: Garmin eTrex 30  Details: | | | | | | | |
| Event Director *(name, country, email, attach CV)* | Les Purfield (GBR) Les.Purfield@gmail.com | | | | | | | |
| Deputy Director *(name, country, email, attach CV)* | Hiromori Soejima (JPN) hiropon@air-b.com | | | | | | | |
| Safety Officer *(name, country, email, attach CV)* | Bengt Stener (SWE) bengt@algonet.se | | | | | | | |
| PR Officer / Media Officer *(name, email)* | Kaoru Kawasoe (JPN) balloon@city.saga.lg.jp | | | | | | | |
| Main Common Launch Area  *(CLP coordinates & description)* | Dry riverbed of Kase-river, Saga-city  UTM 52S 6 16 000 – 36 80 000 | | | | | | | |
| Entry Fee for Competitors *(amount, currency and what is included)* | Amount: 50,000 Currency: Japanese Yen  What is included: Fuel for balloons during the event will be provided. Other necessary information for flights, including maps, will be provided, too. Closing Ceremony tickets (4 per Competitor). | | | | | | | |
| Maximum number of entrants | Maximum 105 (100 + 5 competitors: Previous championship medal holders and current champion of the Women’s and Youth World Championship, if any.) | | | | | | | |
| Number of eligible NACs | All FAI members | | Equal number of competitors / NAC | | | | | 2 |
| Dates for Invitation process *(dd.mm.yyyy)* | Letter to NACs will be sent on | | | | | 1/3/2016 | | |
|  | Deadline for NACs to send nominations | | | | | 15/4/2016 | | |
|  | Individual Invitation to Competitors will be sent on | | | | | 20/4/2016 | | |
|  | 1st round deadline for Competitors application and entry fee | | | | | 31/5/2016 | | |
|  | 2nd round deadline for Competitors application and entry fee | | | | | 30/6/2016 | | |
|  | Reserve List and/or Standby List will be used? | | | | | No Reserve List will be used.  Standby List will be used. | | |
|  | Remarks: There will be no 3rd round. If spare place is available they will be taken from the Standby List. | | | | | | | |
| Additional Invitations Procedure | As S1, 5.6.2.1 | | | | | | | |
| Eligibility Conditions | 50 hours PIC and 1 year as PIC | | | | | | | |
| Registration Method and Details *(mail, fax, email, online)* | Mail, Fax or Email | | | | | | | |
| Official Language | English | | Protest Fee *(amount, currency)* | | | 100 Euro or equivalent in local currency | | |
| Proposed Jury members *(at least 6 names for the Plenary at the year of the event)* | 1. Hans AKERSTEDT (SWE)  2. Gren PUTLAND (AUS) | | 3. Lindsay MUIR (GBR)  4. | | | | | 5.  6. |

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| **Section 2 - Additional Information**  *The information in this section is important for the evaluation of the event in the Sanction Process. Additionally it provides competitors information on how they can plan their participation. Therefore, please fill in all information as complete as possible.*  *Changes are allowed after the Sanction is granted only in order to improve the event.* | | | | | | | | |
| Official Event Website | http://www.sagaballoonworld2016.jp/ | | | | | | | |
| Event President *(name, email)* | Toshiyuki Hideshima, Saga city Mayor (2016 Saga Hot Air Balloon World Championship Organizing Committee)  Hiroshi Mizumachi (SIBFO) | | | | | | | |
| FAI Authority shown on | Rules  Logo  Program  Official documents  Other: | | | | | | | |
| Courtesy Invitations sent | FAI President:  Yes  No Date:  CIA President:  Yes  No Date:  Remarks: | | | | | | | |
| Event Prizes Offered and Details | 500,000 yen for 1st place, 300,000 yen for 2nd, 200,000 yen for 3rd, | | | | | | | |
| Opening Ceremony  *(Location & Coordinates)* | TBA | | | | | | | |
| Closing Ceremony / Prize-giving *(Location & Coordinates)* | Maritopia (ceremony hall) 1870/8044 | | | | | | | |
| CIA and FAI Protocol will be followed? | Yes  No  Remarks: | | | The organisers will respect the FAI Environmental Code of Ethics? | | | | Yes  No  Remarks: |
| Entry Fee Method of Payment and Details | Money order  Cheque  Cash  Credit card  Other: PayPal  Details: To be confirmed. | | | | | | | |
| Country Admission Conditions *(Visa’s required, etc.)* | Visa may be required for some nationality | | | | | | | |
| Preferred Place of Entry & Closest Major Cities *(Special custom clearance & directions and distances to main cities)* | Fukuoka Airport or Saga Airport  Saga --- 40km SSW from Fukuoka. 1 hour drive from Fukuoka airport via highway. 45 minutes from Hakata (Fukuoka central) station by train. | | | | | | | |
| Local language | Japanese | | | | | | | |
| Location Description & Characteristics | General Description | | | | | Almost flat and many spaces for landing and target areas. | | |
| Geographic Position *(coordinates of competition map center)* | | | | | 52S 6 19 000 – 36 79 000 | | |
| Topography *(mountains, sea, lakes, rivers)* | | | | | Mountains at the Northern edge of the flight area and the sea at the Southern edge of the flight area. | | |
| Landing Areas *(open fields, wooded area, farming, crops, cattle)* | | | | | Open Fields | | |
| Main villages around the flying area | | | | | Saga | | |
| Other Description | | | | |  | | |
| Additional Common Launch Areas *(coordinates & description)* | None | | | | | | | |
| Landowner Restrictions | Permission required to enter fields for take-off and landing, also to search for Markers in field containing crops. | | | | | | | |
| Meteorological characteristics *(as expected for the period of the event)* | Weather conditions:  Good  Prevailing winds (speed / directions):  less than 8 kt at surface, less than 20kt at 3,000ft. / Northerly in the morning and become Southerly by the seabreeze.  Temperatures:  15 - 25 C at high and 5 - 15 C at low.  Sunrise & Sunset time for the first competition day:  0645   1720 | | | | | | | |
| Airspace Structure & Limitations | NOTAM Description | | | | | None | | |
| Flight Limitations | | | | | None | | |
| Number of PZs expected & Descriptions | | | | | 12 – City limits and Cattle / Horses. | | |
| Competition Area Altitude Limitations | | | | | 4000 ft MSL normally. Higer level under the negotiation. | | |
| Competition Area Dimensions *(based on CLP, in km – north/south & east/west*) | | | | | North / South: 12km / 15km  East / West: 16km / 21km | | |
| Competition Map Details | DATUM | WGS 84 | | | | | | |
| Scale | 1 / 50,000 | | | | | | |
| Grid lines | UTM | | | | | | |
| Paper Size | 800 mm \* 950 mm | | | | | | |
| Electronic Version Available | | No  Yes – expected on date: September 2016 | | | | | |
| Electronic Version File Format | | JPEG  PNG  Other: TIF | | | | | |
| Remarks |  | | | | | | |
| Driving Particularities *(Right hand, left hand, speed limitations, International Driver’s License required, etc.)* | Right hand  The holders of an international driving license, which was signed in 1949 at Geneva Convention, are allowed to drive in Japan. | | | | | | | |
| Road Network and Infrastructure | Very good | | | | | | | |
| Venue Description, Coordinates & Characteristics | Competition Center *(coordinates & description)* | | | | | Kubota Health Center 52S 6 15 250 – 36 77 750 | | |
| Briefing Facilities *(coodinates & description – tent, hall, etc.)* | | | | | Kubota Kaizen Center 52S 6 15 250 – 36 77 750 | | |
| Media centre *(description)* | | | | | TBA | | |
| Internet connection | | | | | Wireless network will be available at the Briefing Room | | |
| Social activities | | | | |  | | |
| Other information | | | | |  | | |
| Stewards *(name, country, email, attach CV)* | Jean Claude WEBER (LUX)  Debbie Spaeth (USA) | | | | | | | |
| Chief Scorer *(name, country, email, attach CV)* | Shinya KOHAMA (JPN) | | | | | | | |
| Chief Debriefer *(name, country, email, attach CV)* | Brenda Howard (GBR) | | | | | | | |
| Chief Observer *(name, country, email, attach CV)* | Hiromi Furukawa (JPN) | | | | | | | |
| Technical Support Officer *(name, country, email, attach CV)* | Garry Lockyer (CAN) | | | | | | | |
| Scoring Program *(name, developer, email, brief description, last FAI events using the program, link for downloading)* | Scoring Program to be used: eKLIPS  Developed by: Garry Lockyer Email: Garry@lockyer.ca | | | | | | | |
| Special Arrangements and Assistance for Competitors *(Details on balloon equipment rental services, additional crew available, rent-a-car assistance, accomodation, meals, travel allowance, etc.)* | Balloon equipment rental service: Yes. We will publish the information to competitors later.  Additional crew available: Yes. One for each team if requested.  Rent-a-car assistance: Yes. We will publish the information to competitors later.  Accommodation available and assistance: We will publish the information to competitors later.  Travel allowance: 350,000 Japanese Yen for competiotors from out of East Asia Region. 200,000 Japanese Yen for competiotors from East Asia Region, except Japanese competitors. | | | | | | | |
| Equipment Limitations | Matching of envelope, burner and basket must be followed by the instruction of the manufacturer.  Tanks certified in Japan are only allowed to use. | | | | | | | |
| Special Safety Requirements | None | | | | | | | |
| Insurance Requirements for Competitors and Details | Third party: A competitor is responsible to cover a minimum of 200 million yen (about 1,520,000 Euro) for third parties. If your balloon dosen’t have it, you may purchase it from the organizer.  Passenger: If a competitor wish to fly with an observer during competition, he shall have insurance for his observer under condition that the organizer decide.  We require a pilot that wishes to fly with an observer during the competition, to have insurance for the obsever. If your balloon dosen’t have it, you may purchase it from the organizer.  If you fly without an observer at all time, you don’t need to purchase it.  Insurance for observer on board:  Amouunt Body Injury Limit: 15 million yen (114,000 Euro)  In Hospital per day: 10,000 yen (about 76 Euro) | | | | | | CSL:  Other: | |
| Insurance Provided & Covered by Organisers | Third Party: | | | |  | | | |
| Air Display Public Liability: | | | |  | | | |
| Organisers & Officials On-ground Risks: | | | |  | | | |
| Observer On-board: | | | |  | | | |
| Other: | | | |  | | | |
| Travel & accommodation arrangements for officials | Travel Arrangements: | | | | Competition officials are invited from many parts of the world. | | | |
| Travel Allowance *(amount and currency)*: | | | | TBA | | | |
| Vehicles Provided: | | | | Yes. One rent-a-car for two to five officials. | | | |
| Type of Accommodation: | | | | Hotel | | | |
| Meals Provided: | | | | Lunch Box | | | |
| Other Information / Remarks: | | | | They will be invited to the Closing Ceremony and some other parties. | | | |
| Travel & accommodation arrangements for observers | Travel Arrangements: | | | | 80 International Observers and 35 Japanese Observers are invited. | | | |
| Travel Allowance *(amount and currency)*: | | | | 70,000 yen each for International Observers. | | | |
| Vehicles Provided: | | | | No, but transport from Hotels / Competition Center / Launchfield | | | |
| Type of Accommodation: | | | | Hotel | | | |
| Meals Provided: | | | | Lunch Box | | | |
| Other Information / Remarks: | | | | They will be invited to the Closing Ceremony and some other parties. | | | |

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| **For EDS use only**  *This section if for EDS use only and the Organizer will get an update* ***when*** *change****s******are*** *made.* | | | |
| Document submitted to |  | Date |  |
| Status / Report on new versions |  | | |
| CIA Technical Delegate *(name, email)* |  | | |
| NAC Letter of Approval Status |  | | |
| Organizer Agreement Status |  | | |
| Event Logo Status |  | | |
| Sanction Fee (CHF) |  | Performance Bond Fee (CHF) |  |
| Sanction Fee Status |  | | |
| Performance Bond Status |  | | |
| Event Rules Status |  | | |
| Jury approved by Plenary *(names, emails)* | Jury President:  Jury Member:  Jury Member: | | |
| CIA Sanction Status | Approved:  Yes  No Date: | | |
| FAI Sanction “Kit” Status | FAI & CIA Flags:  Medals:  Diplomas:  Remarks: | | |
| Opening and Closing Ceremonies Agenda Reviewed |  | | |