

**FAI Ballooning Commission**

**CIA**

**C I A JURY MEMBERS HANDBOOK**

Version 23/2025



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**CIA INTERNATIONAL 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 issued by the CIA JURY BOARD under the authority of the CIA.

* As a guide for prospective CIA Jurors,
* As a guide to assist CIA Jurors on International Juries on how to perform their duties at Category 1 Sporting Events.
* This is not a rule book. The rules are found in the FAI Sporting Codes and the event rules (A2017)
* The use of this HANDBOOK is mandatory for Juror applicants and for Jurors at all CIA Events (ref Sporting Code - Section 1). (A2025)

A Nominated Jury is one in which the President and the Members are appointed by the CIA. The President and Members of a Jury at an FAI Category One Sporting Event must represent different NACs and must be on the CIA register of approved Jurors to be eligible to serve. The President of a Jury may not be of the same nationality as the organizing NAC.

The far-reaching duties and responsibilities of International Juries are laid down in detail in the FAI Statutes and By-Laws, the Sporting Code General Section and Section One, the respective Event Rules, and this Handbook. The President is responsible for making sure his members have copies of these and any other relevant documents to enable them to carry out their duties. In addition, he must make sure that Jury Members have a sufficient knowledge of the English language. He must also ensure that all Jury Members hold a valid FAI Sporting License. (A1998, A2010)

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

A. JURY 1. General Section, Chapter 4, 5 and 6 (A2016)

2. Section One, Chapter 5 and 7 and Annex 5(A2016)

3. Event Rules, Chapter 4, 5

4. FAI Code of Ethics (A2024)

5. FAI Disciplinary Code (JB2023)

B. COMPLAINTS, PROTESTS 1. General Section, Chapter 4, 5 and 6 (A2016)

AND PENALTIES 2. Event Rules, Chapter 5 and 13

In addition, the CIA COMPETITION OFFICIALS’ HANDBOOK (COH) is recommended. It contains guides for event organisers, advice on event rules and a penalty guide. The use of the COH is at all CIA events. (A2024)

C APPEALS 1. Statutes 1.10 (A2024)

2. General Section, Chapter 6 (A2024)

D. RESULTS & PRIZE GIVING 1. General Section, Chapter 4 (A2024)

This Handbook should be read in conjunction with these rules and gives further instructions on:

- The procedures when hearing a protest,

- Jury duties at the end of the event,

- The function of Jury Members during a Championship,

- Appeals to the FAI.

Additional advice on event operations is found in the Competition Operations Handbook, COH (A2024)

All changes since previous printed version (21/2023) are marked with a vertical line in the margin. (A2019)

**CHAPTER 1 - PROSPECTIVE JUROR'S GUIDE**

**1.1. ORGANIZATION, AUTHORITY AND REGULATIONS**

**FAI AUTHORITY FAI REGULATIONS**

**FAI**

**STATUTES**

**FAI**

**GENERAL CONFERENCE**

**FAI**

**BY - LAWS**

(A2007)

**FAI**

**AIR SPORT COMMISSIONS**

**FAI**

**CIA**

**FAI**

**CASI**

**SPORTING CODE**

**GENERAL SECTION**

**SPORTING CODE**

**SECTION ONE**

**CIA MODEL EVENT**

**RULES**

**CIA RULES**

**SUBCOMMITTEE**

**FAI**

**INTERNATIONAL JURY**

**NAC**

**EVENT**

**RULES**

**EVENT**

**DIRECTOR**

**1.2. THE CIA JURY BOARD**

The Jury Board was set up at the 1991 CIA Plenary Meeting to:

a) Prepare, maintain and publish the CIA JURY HANDBOOK as laid down in the Sporting Code Section One 5.10.4 and 7.1.15.1.2. (A2001)

b) Establish and administer a Juror grading system which will specifically outline qualifications and criteria, including an OPEN BOOK TEST, for three different levels of Jurors. The system will incorporate a provision for training and regrading at all levels.

c) Prepare, maintain and publish a list of CIA approved Jurors, to be used by CIA Category 1 event organizers for selection of Jurors to be appointed by the CIA.

d) Prepare and publish an annual NEWSLETTER for all CIA approved Jurors.

e) Establish a procedure to obtain and maintain case histories of protests handled in CIA Category 1 events.

Nominations of Jurors in each grade, who meet the criteria and an OPEN BOOK TEST, shall be accepted unless disqualifying evidence is claimed. The grading structure shall be limited to three levels, and the criteria and specific qualifications for the different levels shall be specified.

Selection of candidates will be based upon their completion of an application form which outlines their ballooning experience in the field of competition, and particularly their experience as a Jury Member, as a Competition Official and as a Competitor. They will be classified according to the requirements specified by the CIA Jury Board and published in this Handbook. Persons wishing to receive an application for Jury Member should ask the CIA delegate of their NAC.

International Jurors must be holders of a valid FAI Sporting License. Applicants, candidates and approved Jurors shall have the approval of their NAC or their CIA delegate (A2010)**.**

**1.3. JUROR QUALIFICATION LEVELS**

The three CIA approved Juror qualification levels are:

* **ENTRY LEVEL**
* **INTERMEDIATE LEVEL**
* **SENIOR LEVEL**

They will allow CIA approved Jurors to serve on Juries at FAI Category 1 Sporting Events according to the table set out below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **QUALIFICATION LEVEL** | | |
| **SPORTING EVENT** | **CAPACITY** | **ENTRY** | **INTERMEDIATE** | **SENIOR** |
| **WORLD**  **CHAMPIONSHIP** | PRESIDENT | NO | NO | YES |
| JURY MEMBER | YES, only one | YES | YES |
| **CONTINENTAL**  **CHAMPIONSHIP** | PRESIDENT | NO | YES | YES |
| JURY MEMBER | YES | YES | YES |
| **OTHER**  **CAT1 EVENTS** | PRESIDENT | NO | YES | YES |
| JURY MEMBER | YES | YES | YES |

***Important Note:*** Jurors or applicants wishing to be considered for service on any event in FAI Class B (Airships) are required to take and pass the Jury Board Open Book Test 5.

Entry level juror permitted in a World Championship, but only one at each event (A2014)

**Note 2:** See Appendix C for International Jury Qualification levels and criteria. (JB conf June 26, 2023)

**1.4. INITIAL APPLICATION PROCEDURES**

To become an International Juror, all candidates must make an application on the approved application form (Appendix H) to the Jury Board. All applications must be signed by the applicants CIA delegate or his NAC and must be addressed to and sent to the Jury Board at [cia-jury@fai.org](mailto:cia-jury@fai.org) in time to allow the candidate to take the required online CIA Jury Board OPEN BOOK TEST(s) before 31st December in any year. Candidates should carefully check the published qualification requirements (Appendix C) and indicate on the application form for which level they believe they meet the published requirements. A2024)

Applications received by the Jury Board will be verified by the Jury Board chairman, and if compliant, the Jury Board chairman will ask the Jury Board Test administrator to invite the candidates to pass the relevant on-line OPEN BOOK TEST(s) according to the qualification level and type requested and retained. (A2024)

Applications which do not meet the relevant requirements will be sent back to the applicant with the denying reasons. Candidates wishing to reapply must send a new application to the Jury Board at [cia-jury@fai.org](mailto:cia-jury@fai.org) . Candidates failing to pass the required test(s) before the 31st of December deadline will remain on the Jury Board candidates list for one additional year. (A2024)

The passing grade for any Open Book Test shall be 90%. Candidates passing the relevant Open Book Tests, as well as the concerned CIA delegate, will be informed of the Test results by the Jury Board Test administrator. Candidates failing to achieve the 90% result in any test will be informed that they failed without being given the details as to the failed test(s) or questions. They will be invited to pass the required test(s) again as soon as possible but within an indicated deadline. If they fail again, or do not resubmit, no further test will be allowed until the Jury Board has reconsidered the application. (A2024)

Open Book Tests, passed and verified by the Jury Board up to the 31st of December in any year, will qualify the respective candidates to appear on the Jury Board list of approved Jurors to be published with the Agenda for the CIA Plenary Meeting the following March, for ratification and final approval by the CIA. Should any disqualifying evidence be claimed during the application and approval process to prevent approval by the Jury Board or the CIA, then the candidate shall be invited, and the disqualifying evidence be put in his presence, and the candidate shall have the right to reply.

The CIA approved Jurors will appear on the CIA list of CIA APPROVED JURORS, published with the CIA Plenary Meeting minutes, which shall then be used for the selection of Jury Members for events held that or subsequent years.

**1.5. REGRADING APPLICATION PROCEDURES**

In order to be upgraded, all approved Jurors must make a regrading application on the approved application form **(Appendix H)** to the Jury Board, highlighting new experience according to the published qualification requirements. All regrading applications must be signed by the applicant's CIA delegate or his NAC and must be addressed to and sent to the Jury Board at [cia-jury@fai.org](mailto:cia-jury@fai.org) in time to allow the candidate to take the required CIA Jury Board OPEN BOOK TEST(s) (if necessary) before 31st December in any year. Candidates should carefully check the published qualification requirements **(Appendix C)** and indicate on the regrading application form for which level they believe they meet the published requirements. (A2024)

Applications received by the Jury Board will be verified by the Jury Board chairman, and if compliant, the Jury Board chairman will ask the Jury Board Test administrator to invite the candidates to pass the relevant OPEN BOOK TEST(s) according to the qualification level and type requested and retained.

Applications which do not meet the relevant requirements will be sent back to the applicant with the denying reasons. Candidates wishing to reapply must send a new application to the Jury Board at cia-jury@fai.org. Candidates failing to submit the required test papers before the31st December deadline will remain on the Jury Board candidates list for one additional year. (A2024)

The passing grade for any Open Book Test shall be 90%. Candidates passing the relevant Open Book Tests, as well as the concerned CIA delegate, will be informed of the Test results.

Candidates failing to achieve the 90% result in any test will be informed that they failed without being given the details as to the failed test(s) or questions. They will be invited to resubmit the required test paper(s) as soon as possible but within an indicated deadline. If they fail again, or do not resubmit, no further test will be allowed until the Jury Board has reconsidered the application. (A2024)

Subsequent Open Book Tests for all Juror qualification levels and types may be requested at any time by the Jury Board from approved Jurors. Regrading will be based upon the Juror's resubmitted evidence and the results of the appropriate Open Book Tests. Jurors failing to achieve the 90% result in any test will be informed that they failed without being given details as to the failed test(s) or questions. They will be invited to pass the required on-line test(s) again as soon as possible but within an indicated deadline. If they fail again, or do not resubmit, no further test will be allowed, and the Juror will be downgraded to the level at which a successful result was achieved. (A2024)

Jurors having queries, problems or disputes regarding this Handbook or any other matter concerning their duties and responsibilities should contact the Jury Board ( [cia-jury@fai.org](mailto:cia-jury@fai.org) ).

**1. 6. RETRAINING PROCEDURES**

The FAI Statutes and By-Laws, the Sporting Codes and the respective Event Rules are updated continuously. New rules and procedures are added, and rules are renumbered. To ensure that Jurors are familiar with changes in the basic documents, the 2001 CIA Plenary decided on a rolling retraining program.

Jurors whose latest test is more than 5 years old shall pass a retest that will be distributed to the jurors concerned by the Jury Board. The test will be an Open Book Test with questions from the latest versions of the normal tests. For Entry Level Jurors the majority of the questions will be on the FAI Sporting Codes and Event Rules. For Intermediate and Senior Level Jurors there will be additional questions on Event Rules and Event Scoring. (A2001)

The retest requirement is waived for jurors who have served at CIA events within the previous 5 years. (A2007)

Jurors failing to achieve the 90% result in any test will be informed that they failed without being given details as to the failed test(s) or questions. They will be invited to resubmit the required test paper(s) as soon as possible but within an indicated deadline. If they fail again, or do not resubmit, no further test will be allowed and the Juror will be downgraded to the level at which a successful result was achieved. (A2001)

**1.7. DOWNGRADING PROCEDURES**

Jurors can be downgraded or get temporarily or permanently removed from the list by:

* their own request
* on request of the NAC
* For not following the principles and procedures of the Jury Handbook
* For poor performance as jurors
* For not meeting their obligations to attend events assigned

The downgrading/removal process may include:

* Review of the situation by the Jury Board
* Notification to the Juror by the Jury Board of action taken
* Appeal process
* Decision by the Jury Board
* Final step: Notify the Plenary of Jury Board actions

(A2012)

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**CHAPTER 2 - JURY APPOINTMENT AND PROCEDURES**

**2.1. APPOINTMENT**

Any FAI First Category International Sporting Event in aerostation, shall have a NOMINATED JURY of three or five persons and in which the President and Members are appointed by the CIA. The Jury President and Jury Members must represent different NAC's and the Jury President may not be of the same nationality as the organizing NAC.

Organizing NACs, wishing to propose Jury Members for their event, must propose with the sanction application for their event twice the number of approved Jurors (from the CIA's list of approved Jurors and qualified for the relevant category of event) than they wish to have on the Jury (six persons for a Jury of three, ten persons for a Jury of five). (A2021)

The proposed Jury Members’ written acceptance confirmations should ideally be presented to the CIA Event Development Service (EDS) with the event sanction application, but must be received by the CIA Event Development Service (EDS) (A2021)

* for World- and Continental Championships at least 60 days before the CIA Plenary meeting the year before the year scheduled for the Event, (A2021)
* for all other CAT1 events, including the Coupe Gordon Bennett, at least 60 days before the CIA Plenary meeting the year of the event. (A2021)

At the CIA Plenary meeting the year before the year scheduled for the Event, for World- and Continental Championships, and at the CIA Plenary meeting the year of the event, for all other CAT1 events, including the Coupe Gordon Bennett, the CIA Jury Board shall (A2021)

* select from the proposed Jurors (if any) the eligible Jury President and Members, according to their qualifications, their experience, their availability, and the number of Juries they served on during the previous two years, (A2021)
* retain the non-selected eligible Jurors (if any) as alternate Jury Members to serve in case of necessary replacement,

If the organisers fail to propose any event Jury Members or if they fail to provide the proposed Jury Members’ written acceptance confirmations, the Jury Board shall select the Jury President and/or Jury Members from the CIA Approved Jurors list from all eligible juror levels, according to their qualifications, their experience, their availability and the number of Juries they served on during the previous two years, (A2021)

The CIA Jury Board shall recommend the selected Jury and alternate Jury Members (if any) for appointment to the CIA Plenary.

The following appointment conditions apply to all approved Jurors:

* No Juror from any level shall be appointed by the CIA to serve on more than two events during one calendar year. A juror shall only serve as Jury President at one event during the same calendar year. (A2021)
* No Juror may serve on the Jury of more than one World or Continental Championship in the same FAI sub-class (all sub-classes in FAI classes A and B) in two consecutive events.

*(****Example****: A Juror appointed for the AX World Championship in 2018 may not be appointed for the AX World Championship in 2020 but could serve on a Jury for any other sub-class World or Continental Championship in FAI classes A and B).*

**2.2. PROCEDURES**

When bidding to organise an FAI First Category Event, organisers should be aware that they must cover the following costs: (A2021)

Jury Members compensation. (A2021)

* Travel from the place of residence to and from the event,
* Accommodation and food for the duration of the event,
* Adequate transportation during the event (one car for the Jury).
* -Invitations to social events, (as a minimum the Opening and Closing ceremonies and Prizegiving)

The event director is responsible to ensure that the Jury’s expenses are reimbursed by the organiser at registration. (A2021)

Note 1: Acceptance of Jury appointment means that failure to attend may result in requests by organizers for compensation of extra costs incurred. (A1998)

Note 2: See chapter 3.1. Special agreement for Gordon Bennett or other events when jury members are absent during part of the event. (A2021)

**CHAPTER 3 - JURY DUTIES**

**3.0. THE FUNCTIONS OF THE JURY BEFORE THE EVENT**

**Conformity of ENTRY PROCESS with CIA APPROVED ENTRY PROCESS**

The Jury is responsible for monitoring the entry process and adherence to entry conditions and dates, from the time that they are appointed. The Jury is not responsible for verifying that individual competitors meet all entry requirements – this is the responsibility of the competitor’s NAC and the event organizer. If it is believed that the entry process is not being complied with, the Jury should first work with the event organizer to correct the situation.

The Jury may ask the CIA Bureau to become involved.

For information about No-Shows at previous events affecting the entry process, the Jury should contact the CIA Secretary for advice. (N2010)

**Conformity of COMPETITION RULES with CIA APPROVED RULES**

When the event rules are available the Jury should compare both documents and if differences are found, check if they are permitted.

(Competition rules are usually approved by the CIA Plenary, after review by the appropriate Working Group and/or Sub-Committee or may be approved by the CIA Bureau. Competition rules should be verified as early as possible, ideally immediately after they become available to competitors. The only sure way to verify that the approved rules have been distributed is to compare them to a copy of the approved rules received directly from the CIA. Approved rules may be requested from the CIA Secretary.) (N2010)

The Jury Board would like to remind all Jurors that approved and published Rules cannot be changed by any Director, Organiser or Jury. (N2022)

**3.1. THE FUNCTIONS OF THE JURY DURING THE EVENT**

**Suspension, Cancellation of Events**

(Sporting Code GS and Sporting Code S1)

The event may be cancelled by the FAI at any time before the date of event.

Force Majeure

At any time, an event may be suspended or cancelled for reasons of force majeure.

During the Event

In addition to being the chairman at Jury meetings, the Jury President has the right to require the organiser to abide by the FAI Sporting Code and the published rules and regulations for the event.

If the organiser fails to do so, the President of the Jury has the power to interrupt the event until the situation has been reviewed by the Jury. If the situation remains unsatisfactory, 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 CIA President after consultation with the FAI Secretary General. (A2024)

Actions will be assessed on a case-by case basis.

Return of Entry Fees

If an event does not take place, entry fees shall be returned in full. If the event does take place, but for reasons of force majeure, it is cancelled or stopped, unused fees, as determined by the relevant ASC, shall be paid back. Before a cancellation decision is made, the relevant ASC shall consult the FAI Secretary General.

At any time, an event may be suspended or cancelled for reasons of force majeure.

**General**

The Jury 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 changes or additions to rules and specific data on the tasks. The Jury should also be present at the launches, goals etc. whenever possible.

**Juries for the Coupe Aéronautique Gordon Bennett and/or Single Flight Long Distance Competitions**

Event organisers shall specify in their initial Bid Application if they propose to have a “Regular Jury” or a “Remote Jury”.

**A “Regular Jury”** is one where

* the Jury President and the Jury members are required to be physically present on site during the whole event as defined in the official event schedule.

The Jury President is allowed to authorise leave of absence for Jury members under agreed conditions. They may leave the event location provided they remain highly available to confer as requested by the Jury President. If Jury members leave the event location at any point, additional travel costs are the responsibility of each member of the Jury.

A **Remote Jury** is one where

* only the Jury President’s physical presence is required on-site during the whole event as defined in the official event schedule,
* Jury members may be off-site (physically absent) during the whole or part of the event. Jury members are not required to be physically present on-site, but they are required to remain highly available to confer as requested by the Jury President.

Jury Presidents must determine in advance how jury meetings will be held when members of the Jury are not at the event location. Juries may make use of available technology (including audio/video teleconferencing). Location and equipment set-up, access and communication methods must be known and have been tested in advance.

Jury Presidents must inform the Event Director which of these provisions they will use and make appropriate arrangements for travel, transport, lodging, meals, etc. Additional communication costs must be covered by the organizers.

Jury Presidents using the above provisions are required to describe their effectiveness and to suggest modifications and/or improvements in their Jury Report. (A2025)

Once appointed, the Jury President shall monitor that the provisions in Sporting Code Section 1 Annex 7 item 3 (3. COUPE AERONAUTIQUE GORDON BENNETT) are fulfilled. (A2024)

**Advice**

Matters of advice, arbitration or rule interpretation shall be the responsibility of the International Jury acting on behalf of the FAI, and whose members have been appointed or approved by the CIA to deal with protests and monitor the conduct of the event. Jury Members 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 to represent the position of the Jury as a whole and not just the individual Jury Member. Procedures for competitor's queries are fully covered in the event rules and a competitor with such a query should therefore normally be directed to any competition official.

**Caution:** Be careful when giving advice on matters that may affect possible protests (A2007)

**No-Shows**

It is the duty of the International Jury to decide regarding No-Shows in cooperation with the Event Director. The event Jury must consider all available information before the decision. The Jury's decision must be recorded in a written document to be published on the official Notice Board and forwarded by the jury to the CIA President (cia-[president@fai.org](mailto:president@fai.org)) who will inform the concerned NAC without delay. (A2014)

The full procedure is described in the Sporting Code, Section 1: 5.6.6 (A2010)

**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 accurately. Usually, one or more of the jurors are experts in balloon event scoring and are able to verify the scoring with little or no disruption to the scoring staff. 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. Competition pilots are usually reliable watchdogs of the results; however, Jury Members should make sure they have a thorough understanding of the scoring formula and the method of scoring to enable them to intelligently overview the accuracy of the results before approving them **(see Appendix F, 1 to 6)** (A2003)

The President of the Jury will ensure that Jury Members' timepieces are accurate to the Event Director's official time for the duration of the event. Jury Members should check their own timepieces at each briefing.

**Representation**

Jury Members directly represent the FAI and are not members of the competition operations or organization staff. Courtesy therefore dictates asking permission from the Event Director for Jury Members to enter the operations room and the scoring 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. It is important to remember that Jury Members walk a very fine line between the competitors and the competition officials. You are looking after the interests of both groups. See "Jury PRESIDENT'S CHECKLIST" (Appendix G).(A2003)

Jury Members shall follow all rules and instructions for officials at launch sites and goals. Publication of comments, photos or videos on social media should be avoided. (A2015)

**Equal treatment**

The Jury shall ensure that pilots are treated equally and that penalties are in proportion to the violations. (A2007)

**Conflict of interest**

The FAI Code of Ethics also applies to Juries at any event. A juror with a possible or perceived conflict of interest (of commercial or personal nature) must therefore declare such a conflict well before the event, but at the latest when the conflict becomes apparent. Procedures are laid down in the FAI Code of Ethics and the Sporting Code.

(A2007)

**3.2. PROCEDURES WHEN HEARING A PROTEST**

Attendance at Jury meetings is mandatory for all Jury Members. For special reasons, such as a conflict of interest, an emergency or personal illness, a Jury Member may be replaced by an eligible replacement. The Jury President will nominate one of the replacement Jurors approved by the CIA for the event. In exceptional circumstances, the Jury Board President has the right to nominate a replacement not having been approved by the CIA for the event. (A2007)

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. This number is the same for all nominated Juries, whether of three or five members.

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

a) 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.

b) If there are no rules or penalties applicable to the facts, the Jury must look at the decision of the Director and decide if this was an appropriate and fair decision under the circumstances.

c) It is not the function of the Jury to alter a rule in any way, or to change fixed penalties. They may however alter a variable penalty if they consider the Director's award to be inappropriate.

d) The Jury shall hear both 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 Director and any other relevant witnesses. Jury Members must make every effort not to pre-judge an occurrence.

e) 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.

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

a) Except for a protest made prior to 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 on the protest document.

*Note: GS deals with complaints made before the event regarding entry, eligibility or refusal of an entry.* (A2024)

b) The Jury President shall verify:

- 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,

- That the published time limits concerning protests have been met,

- That the protest fee has been deposited. (A 2007)

A protest made in good faith by a competitor, but failing any requirement not under his control, shall be accepted by the Jury President. If satisfied, the Jury President shall call a Jury Meeting within the stated time limit.

c) 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 Event 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.

d) Before any Jury meeting 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 Event Director will delegate the task to assemble information and facts concerning matters to be considered by the Jury to the Stewards.

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

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

a) The Jury President shall ensure that the full proceedings of the meeting are truly recorded.

b) 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.

c) The Jury President shall 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.

d) The Event Director and the protester have a right to give both written, oral, photographic and electronic evidence before the Jury. Stewards may attend the meeting as observers. 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. (A2007)

e) 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 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, those requested to give evidence, present and absent).

2. Jury President to summarize the protest presented and stating 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. Jury President to 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. Jury President to invite the protester to present his protest.

5. Jury President to invite the Event Director to present his statement.

6. Jury to 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 may ask questions at any time.*

7. Protester and the Event Director to be invited to summarize their respective positions and to make their final statement.

8. Jury to retire for the deliberations and to reach their decisions (It is highly advisable to restrict the deliberations to the Jury Members only). (A2007)

9. Decisions shall be reached by a simple majority.

If there are three Jurors, it is two for simple majority. If there are five Jurors, it is three.

If requested by any Juror, decisions shall be reached by secret ballot (GS). (A2024)

The last decision to be made by the Jury concerns the question whether the protest fee is to be returned to the protester. The Sporting Code stipulates that the protest fee is returnable only if the protest is upheld (or was withdrawn, see item #3 above). In practice it is usually readily apparent whether the protest fee should be returned or not.

10. The Jury President is responsible for recording the meeting proceedings, and he shall report the result and a summary of any relevant considerations in writing to the Event Director without delay. Although the Event Director will usually only publish the decisions, 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 Event Director to the organizing NAC and to the FAI, and that in case of an appeal against the Jury decision this report is a very vital document. The report must also include whether the Jury decisions were unanimous or simple 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 Event Director and that, in case 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). (GS) (A2016)

**3.3. THE JURY'S DUTIES 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 and any final task results has elapsed. The Jury will continue its functions until all reports of Jury meeting decisions have been made public by the Event Director.

The final action of the Jury is to verify and approve the 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 Event Director in writing (**see Appendix D for the Jury Report Form).** The final competition results, approved by the Jury, must be published by the Event Director prior to the prize giving. **(GS)** (A2024)

Before the end of the event the jury president shall inform the CIA president ([cia-president@fai.org](mailto:cia-president@fai.org)) about any decision regarding No-Shows.

All documents that might be necessary in the case of an Appeal must be kept by the President for three months after the end of the Event or deposited at the FAI Office. If kept by the President (A2014)

As soon as possible (not later than 24 hours) after the prize giving the Jury President shall ensure that the following items have been sent, electronically, to the FAI Secretary General:

The official entry list, the official results and at least two pictures. The pictures should be of the prize giving ceremony and include photographs of the medal winners. (A2019)

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 Appendix E).** The record of Jury actions, the decisions and the reasons, and copies of evidence shall be included in this Jury Report to the FAI Secretary General. **(GS)** (A2024)

*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 Task Sheet, Observer Report(s) and all the relevant published task results. (In other words, all documents that determined the outcome of the protest by the Jury).*

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 CIA Jury Board Chairman (cia-jury@fai.org) to allow the CIA Jury Board to establish case histories of protests handled, and to compile a reference book of rulings from previous events. (A1997)

Although Jury Presidents are allowed to retain the protest fees for up to 28 days after the event, it is recommended to include the protest fees (or the proof of money transfer) in this report. (GS) (A2024)

**Release of the Performance Bond**. A Recommendation and Report shall be sent to the CIA President ([cia-president@fai.org](mailto:cia-president@fai.org)) within 8 days of the conclusion of the event. The recommendation may be to release all or part of the Performance Bond. See Appendix G. D.2.5 (A2018)

**3.4. EVENT DEBRIEFING**

After the event, a debriefing with officials and competitors should be performed. It is suggested that the debriefing is organized and chaired by the Jury President. See Appendix G, JURY PRESIDENTS CHECKLIST. (A2001)

**3.5. APPEALS TO THE FAI (GS)** (A2024)

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.

Competitors who are 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 admitted, Jury Presidents will be given notice of the appeal in good time, and they should then be prepared to be called as interested party by the FAI Appeals Tribunal.

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**APPENDIX A**

**PUBLICATION HISTORY**

June 1991 1st draft resulting from constitution of the Jury Board at the 1991 CIA Meeting

July 1991 2nd draft August 1991 3rd draft

August 1991 4th draft

March 1992 1st Edition May 1993 2nd Edition

March 1994 3rd Edition March 1995 4th Edition

June 1996 Version 5/1996 March 2001 Version 6/2001

March 2003 Version 7/2003 March 2004 Version 8/2004

March 2007 Version 9A & 9L/2007 (9A for A4 and 9L for Letter size paper, same text)

March 2010 Version 10/2010 March 2012 Version 11/2012

July 2013 Version 12/2013 June 2014 Version 13/2014

July 2015 Version 14/2015 June 1 2016 Version 15/2016

April 2017 Version 16/2017 April 2018 Version 17/2018

March 2019 Version 18/2019 April 2021 Version 19/2021

April 2022 Version 20/2022 July 2023 Version 21/2023

May 2024 Version 22/2024 May 2024 Version 22/2024

Note: Versions 7, 8, 16 and 20 were not distributed

**AMENDMENT HISTORY**

**1997**

General Section, Statutes and Bylaws amended January 1, 1997.

**3.2** Hans Åkerstedt to prepare new replacement pages with the new Jury voting rules and changes to Jury Board address list. These pages will be distributed with the Newsletter.

**1998**

**2.2** Acceptance of Jury appointment means that failure to attend may result in requests by organizers for compensation of extra costs incurred.

**2.2** In addition, he must make sure that Jury Members have a sufficient knowledge of the English language, ~~as Juror interpreters are not allowed at FAI-CIA Category One Sporting Events~~.

**1999**

The updated Jury Handbook to be brought to the same format and standard as other CIA documents. The new Handbook to be available for downloading from the CIA web. The application forms to be available as a separate document.

**2000**

**C, 1-3** Entry Level Juror: Delete: - Must have some piloting experience in aerostats.

Senior Level Juror: Add: - Must have Pilot-in-Command experience in aerostats.

**2001**

**Intr** The use of the Jury Handbook is mandatory at CIA events.

**1.2** Ref to SC 1

**1.6** Jurors who took their latest test more than 5 years ago shall pass a retest which will be distributed to the jurors concerned by the Jury Board.

**3.1** NO-SHOWS 3.4 Debriefing G. Checklist

**2003**

**C.3** Error in Pilot Experience corrected. Pilot in Command experience needed for Senior level, not for intermediate

**F/1, 4** Printing error corrected

Text added. The forms in Appendix F/2 to F/6 are given to assist Juries in their duties

- F/2 "VERIFICATION AND APPROVAL OF RESULTS IN SUB-CLASS AX CAT 1 EVENTS"

- F/3 "VERIFICATION AND APPROVAL OF SCORING"

- F/4 "WORKSHEET TO VERIFY COMPUTATIONS FOR LAND RUN TASK (LRN)"

- F/5 "WORKSHEET TO VERIFY COMPUTATIONS FOR ELBOW TASK"

- F/6. BENCHMARK TESTS FOR SCORING SOFTWARE

Computer programs for task scoring, LAND RUN, ELBOW and Great Circle calculation can be downloaded from the CIA Jury Board web pages.

Calculation of Great Circle distance is described in the Sporting Code, Section 1.

**F/3,-1** Result added

**F/5** Elbow calculation page added

**F/6** 3 new pages added Benchmark test pages

**2005**

**C.2** Requirements, end of line 4 is changed to:

…and produce evidence showing experience in hearing a protest as a Juror, Event Director, Steward or Juror Trainee.

**2006**

**App G** Minor corrections to Appendix G, A2 d) and f) Change CD to ED.

**App C** Appendix C. 2 & 3. Corrections to Pilot experience for Senior level.

**App F** Appendix F 1-6. Printing errors and addition of F/5 and F/6

**2007**

**Intr** FAI Code of Ethics added

**1.1** FAI Council deleted

**1.6** Retest not required if juror has served on a CIA jury in the previous 5 years

**3.1** Caution under advice added. Equal treatment and proportional penalties added. Conflict of interest added

**3.2** Conflict of interest added

**App B** Changed addresses and new members

**App E** Phone numbers and Email addresses added

**F/1** Note on Benchmark tests

Various changes. Item 5 added

**F/2** Scoring parameters added in table

**App G** FAI Code of Ethics and Competition Operations Handbook added in checklist added

Entry list clarified. Official time clarified

**2010** Introduction: 1.2 and Appendix G: References to FAI ID-card deleted.

3.0: Jury duties before the event added.

3.1: No-Shows: Reference to JHB appendix deleted. It was a temporary appendix.

Appendix D & E: Jury Reports redesigned.

Appendix F/1: VERIFICATION AND APPROVAL OF RESULTS FOR EVENTS WITHOUT OBSERVERS added.

Appendix G:A1.b: FAI and CIA Protocol documents added

Appendix G:A1.d: "adopted" replaced by "approved" and advice on verifying rules added.

Appendix G:A1.e: Verifying conformity to entry process and Jury’s duties regarding entry process and dates. New

Appendix G: C: Before Prize giving added – previous G: C becomes G: D.

**2012** Front page New FAI address

Introduction B. Use of COH added

Jurors Guide 1.7. Downgrading/removal procedure

Jury Duties 3.1 Juries for Gordon Bennett and similar events added

Jury duties Clarification of 3.2.2.a)

Appendix B Sàndor Hidas, new Jury Board member

Appendix E New FAI address

Appendix E/2 Suggested Jury Report structure added

Appendix G Suggested Event Debriefing and Jury Report structure added

Appendix H 4. Computer experience level added.

**2013** Appendix G Release of performance bond

**2014**

1.3Qualification levels Entry level jurors allowed, with limitations, at World Championships

3.1 No-Show To be decided by the jury and reported to the CIA President.

3.3 Report to FAI Final entry list, final results and 2 photos to FAI within 24 hours

Appendix C Jury test structure and criteria updated

Appendix G Jury checklist updated with changes in 3.1 and 3.3 above

Appendix H Juror application form updated

**2015**

2.2

3.1Representation Additional rules for behaviour

3.3 After event Responsibility for sending results, entry list and pictures to FAI

Appendix B Les Purfield added to list of Jury Board members

Appendix D Changed to “Report to Event Director”

Appendix E Report to FAI. Send also to Event Director and organiser

Appendix G, 2.2 Responsibility for sending results, entry list and pictures to FAI

Appendix G, 2.5.5 Guidelines for the release of Performance Bond

Reference to CIA Organiser Agreement

Appendix H.8 Application form, new test structure

**2016** Whole JHB All GS references updated to GS 2016 version

Appendix G, C.1 Responsibility for info to FAI clarified

Appendix G, C.1 Information to participating NAC's added GS 4.16.2.2

**2017** Introduction Jury Handbook status of a guidebook clarified

Appendix G, C1 GS reference added

Appendix G, D1 Reference to EDS web page removed

Minor typographical errors corrected

**2018** Changes made in 2017 implemented

3.3 After the event Release of Performance Bond added

Appendix G, D2.5 Release of Performance Bond modified

Appendix G, D2.5 FAI Organiser Agreement Annex A added

**2019** 3.3 References to GS updated. GS 2019 changed

Appendix B JB address list updated

Appendix C Number of protest hearings updated

Appendix E Statement about Performance Report added

Appendix G, C.1 References to GS updated. GS 2019 changed

Appendix G, D 2.2 Reference to GS updated. GS 2019 changed

**2021** 2.1 Changes to the nomination of jurors by organising NAC’s

2.2 Changes to Jury Members compensation

Appendix B JB address list updated

**2022** Appendix B JB Members list updated.

Appendix E JB Chair updated.

Appendix G A.2b Jury Room equipment updated.

3.0 No rule changes permitted. JB statement added.

**2023**

Introduction FAI Disciplinary Code Addition

1.4. INITIAL APPLICATION PROCEDURES Updated

Sporting Codes and rules and regulations Updated according to recent

change

3.1. THE FUNCTIONS OF THE JURY DURING THE EVENT Jury right to stop or terminate

updated

Appendix B The CIA JURY BOARD Contact procedure updated

Appendix C INTERNATIONAL JUROR –

QUALIFICATION LEVELS AND

CRITERIAupdated

Appendix G JURY PRESIDENT's CHECK-LIST

A. BEFORE THE GENERAL BRIEFING Arrangements for CIA Nation

Awards

D. AFTER THE EVENT Reports Update

**2024**

1.4. Initial application procedures. Amended

1.5. Regrading Application Procedures Amended

3.1. The functions of the Jury during the event

Suspension, Cancellation of Events Amended

Juries for the Coupe Aéronautique Gordon Bennett

and/or Single Flight Long Distance Competitions Amended

Appendix E page 2

Report of the Jury President to the FAI Amended

Appendix G

Jury President’s Checklist

D. After the event

1. CIA Sanctioned event debriefing Amended

**2024/2** Whole Document Amended

All numbered references to the Sporting Code GS & S1 deleted

2024/3 The words “The use of this HANDBOOK is mandatory for Juror applicants

and for Jurors at all CIA Events (ref. Sporting Code Section One) removed

from the Title page and added as a 4th para. In the Introduction on page 3 (A2024)

2024/3 The word “compulsory” replaced with “mandatory” throughout the document (A2024)

2025 Juries for the Coupe Aéronautique Gordon Bennett and/or Single (A2025)

Flight Long Distance Competitions - added

Detailed verification of Results – added (A2025)

**APPENDIX B** **THE CIA JURY BOARD** (March 2023)

**All contacts with the Jury Board:** [**cia-jury@fai.org**](mailto:cia-jury@fai.org)

CHAIRMAN: **Jean Claude WEBER** **LUX**

Tel.: +352-445508 (home)

+352-621-187300 (mobile)

Email: jwe@pt.lu (A2022)

MEMBERS: **John GRUBBSTROM SWE**

**Garry LOCKYER CAN**

**Hiromori SOEJIMA JPN**

**Debbie SPAETH USA**

**APPENDIX C**

**INTERNATIONAL JUROR - QUALIFICATION LEVELS AND CRITERIA**

**1. ENTRY LEVEL JUROR**

Objective: To provide a recognizable identity for potential Jurors for international competitions of Free Balloons and Airships.

Rationale: Persons who have gained some experience in aerostat competition and wish to advance for consideration as International Juror.

Requirements: • Must be a member in good standing of his NAC.

• Must have gained some experience in local, national, or international competition in aerostation as a competitor or official.

• Must have successfully passed OPEN BOOK TEST #1.(A2014)

**2. INTERMEDIATE LEVEL JUROR**

Objective: To motivate Entry Level Jurors to conscientiously continue to upgrade their skills in aerostat competition officiating and Jury duties.

Rationale: Persons who have experience in the technical staff of international, national, and local aerostat competition and some Jury experience at national or international events.

Requirements: • Must satisfy the requirements for Entry Level Juror.

• Must have gained some experience in event scoring (scorer, debriefer) at national or international events. (A2023)

• Must have Jury experience at National Championship or FAI Category 1 aerostat competition. (A2023)

• Must have successfully passed OPEN BOOK TEST #2. (A2014)

**3. SENIOR LEVEL JUROR**

Objective: To encourage and motivate Intermediate Jurors to upgrade their knowledge and skills to a level at which they will be recognised by their peers as highly competent Jurors.

Rationale: Persons who have experience in international aerostat competition as a competitor, Jury member or official.

Requirements: • Must satisfy the requirements for Intermediate Level Juror.

• Must have Pilot-in-Command experience in aerostats. (A2003)

• Must have been Event Director or Senior Scoring Official, or their respective deputy, at international Category 1 aerostat competition.

• Must produce evidence showing involvement in hearing at least one protest as a Juror at aerostat Continental, World or international events, approved by the Jury Board. (A2019)

• Must have successfully passed OPEN BOOK TESTS #3 on the FAI Sporting Code and Event Scoring. (A2019)

Note: Any CIA approved Juror, or Juror applicant waiting for approval, may attend international events as "trainee". To do this he must first approach the President of the Jury for his/her agreement, then he must get permission from the Event Director to be at the event. He will be required to pay all his expenses, including travel, hotel and meals. This is not a qualifying requirement; it is just an opportunity for additional experience.

**APPENDIX D**

*IMPORTANT NOTE: This report has to be presented to the Event Director and the organiser before the awards ceremony. (*A2015)

**JURY REPORT TO THE EVENT DIRECTOR** (A2015)

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 made public.**

**3. The final results have been verified and are valid.**

Jury President:

Name

Signature

Jury Member:

Name

Signature

Jury Member:

Name

Signature

Date: Place:

**APPENDIX E page 1**

***IMPORTANT NOTE:*** *This Report, together with details of all protests, has to be sent by the Jury President to the FAI Secretary General within 8 days of the conclusion of the event, to the chairman of the CIA Jury Board, the Event Director and to the organising NAC.* (A2015)

**FÉDÉRATION AÉRONAUTIQUE INTERNATIONALE**

Secretary General

Maison du Sport International

Av. de Rhodanie 54

**CH-1007 LAUSANNE**

Tel: +41(0)21-345.10.70

FAX: +41(0)21-345.10.77

Email: info@fai.org

Cc: CIA Jury Board chairman, cia-jury@fai.org (**A2023)**

Event Director and Organising NAC (A2015)

(Place and date)

**REPORT OF THE JURY PRESIDENT TO THE FAI**

**EVENT DETAILS**

TITLE/NAME:

DATE: LOCATION:

ORGANIZING NAC:

NUMBER OF FLIGHTS: NUMBER OF TASKS: NUMBER OF COMPETITORS:

DISQUALIFICATIONS: YES / NO

**EVENT PERSONNEL**

EVENT DIRECTOR: DEPUTY EVENT DIRECTOR:

CHIEF SCORER: SAFETY OFFICER:

STEWARDS: 1. 2: 3:

**FAI JURY**

Jury President:

Name

Signature

Jury Member:

Name

Signature

Jury Member:

Name

Signature

(continued on page 2)

**APPENDIX E page 2**

**REPORT OF THE JURY PRESIDENT TO THE FAI** (continued)

**COMPLAINTS AND PROTESTS**

NUMBER OF COMPLAINTS: TOTAL NUMBER OF PROTESTS ADMITTED:

NUMBER WITHDRAWN: NUMBER UPHELD: NUMBER FAILED:

AMOUNT OF PROTEST FEES RETAINED:

Sum is included ‑ proof of transfer to FAI is included. *(Indicate applicable alternative)*

A signed copy of the Event result is included with this report.

Also included you will find the Jury decisions (reports as transmitted to the Event Director) pertaining to the above protests, and all other documents regarding above protests.

A performance Bond release report has been sent to the CIA president ([cia-president@fai.org](mailto:cia-president@fai.org)) within 8 days of the conclusion of the event. Ref: JHB Appendix G, Jury presidents checklist D.2.5. and Organiser Agreement 14.2 (A2019)

DATE & PLACE: signed:

Jury President

**Note: Please give your Jury’s general comments on this event, your Jury's recommendation(s) regarding rules and regulations (if any), and recommendation regarding the release of the Performance Bond** (A2013)

**Please send this report including comments and recommendations as a Word file to simplify spreading information to relevant CIA subcommittees.** (A2012)

**Suggested report structure**

**Recommendations:** (Re. event administration, competition, rules etc.)

**General Comments:** (See suggested subjects for Jury Report, page 36) (A2012)

**APPENDIX F/1**

**VERIFICATION AND APPROVAL OF RESULTS**

SC GS stipulates that the last act of the Jury is to verify and approve the competition results. Given the complexity of the scoring system involved, the number of competitors and the number of tasks normally flown in a Category 1 event, this appears to be quite a daunting task. However, the excellence of the modern computer programs used for the scoring process, the high standard of Scoring Officials and staff found at Category 1 events, and the fact that competitors themselves keep a very careful eye on the results and will quickly complain if there are any errors, will ensure that most of the scoring process will be correct.

It is felt, therefore, that the Jury should confine themselves to a general overview of the scoring system together with a more detailed look at the "exceptions to the rule" along the lines set out below.

1. The President of the Jury, or his nominee from the Jury members, should take the responsibility for verifying scores.

2. The accuracy of the computer scoring program should be verified after the first task scores are available by manually calculating the results and checking them against the computer output. This should not be necessary for further tasks unless any problems are disclosed.

3. For each task a general scrutiny of the task file should be made, paying particular attention to the following:

a) Check that the Observer Report Forms clearly show the competitor's result and how it was arrived at.

b) Check that the scoring system has been set up with the correct task data for all goal references, distance limits etc.(A2007)

c) Check out the reasons for all penalties and the NO RESULTS shown on the task results sheet.

d) Check each Observer Report Form for any notations in red (Chief Scorer) and follow through on possible penalties. (A2007)

e) Check out all Observer Supplementary Report Forms. Ensure these have been seen by the Chief Scorer and penalties applied where necessary.

f) Check any other notes etc. on the task file as these often refer to infractions of the rules.

4. Remember that errors are most likely to arise from "exceptions" rather than the routine direct measured scores with no problems.

5. Verification of task results should be completed before the time competitors are allowed to ask for assistance and submit complaints expires, as in theory, the results automatically become “Final” when that time has elapsed. Verification of task results is usually done by inspecting the book of results for a particular flight.

Keep in mind that the Scoring Team, and particularly the Chief Scorer, are balancing “time to post results” with “quality of results.” It is not unusual for a Chief Scorer to post “Provisional” or even “Official Version 1” results before every scoring situation has been completely dealt with – results could be significantly delayed if results (for many competitors) were held up while the Scoring Team dealt with a difficult situation (usually involving one or a few competitors).

You may want to inspect results before the Chief Scorer has finished the scoring of a task or a flight. Whenever you ask a Chief Scorer if you may have a book of results, you should also ask them if they have completed all scoring activities so that you can adjust the depth of your inspection and your expectations.

Finally, please remember that the point of verifying task results is to get a general sense (overview!) of how the Scoring Team is going about scoring the event. The point is NOT to “nitpick” items that do not have a material effect on the results. (New A2007)

Following the guidelines set out above should be sufficient to show up any problems and enable the Jury to verify and approve the competition results in accordance with the Sporting Code

**VERIFICATION AND APPROVAL OF RESULTS FOR EVENTS WITHOUT OBSERVERS**

As stated above in the Jury Handbook, the “Jury is to verify and approve the competition results.” If Observers are used, this can be accomplished as described above. A key document in verifying results is the Observer Report Form, a standardized document designed to capture all the relevant information about a flight. It is completed by Observers, verified by competitors, and clarified and summarized by other Scoring Team members (such as Debriefers). If the Jury has any questions about a competitor’s results, they can review this and other documents.

For competitions without Observers, using flight loggers to track competitors’ flights, the method of capturing data and the ability of the Jury to verify results changes significantly – the form used to capture flight data is not standardized, the amount of data captured is much less, the data is largely provided by each competitor and there are no Observers that can be interviewed if additional information is required. Therefore, Juries may have to use other methods or skills to verify that the results are correct.

Juries are not expected to examine in detail every decision made by the Scoring Team – they are expected to gain an understanding of the scoring process so that they are confident that correct results are generated. There are (at least) two ways of achieving this: by having the Scoring Team describe and demonstrate their processes and by the Jury selecting a (small) sample of results and reviewing them in detail to verify that the results are correct.

**Observing the Scoring Process**

This is accomplished by having the Chief Scorer (or their delegate) demonstrate how the Scoring Team processes information and equipment (such as flight loggers), analyses flight logger data and combines flight logger based results with measuring team measurements to score each task. This demonstration is usually a “guided tour” of the scoring process, from the time a competitor returns to the Competition Centre through to publication of the results for a task.

Jurors should watch for major steps such as:

* Efficient and accurate receipt of Flight Report Forms, flight loggers and any unused markers.
  + All returned materials are clearly identified as belonging to (or from) a specific competitor.
  + Competitors should not have to wait (queue) for more than a few minutes (5 – 10?).
  + It should be determined within a few minutes if the competitor’s GPS/Flight Logger will be required.
  + All required data is present on the Flight Report Form.
* Efficient and accurate downloading and storage of Flight Logger data.
  + Downloaded data is reviewed (not necessarily examined in detail) to determine that a valid track has been recorded and whether a competitor’s GPS/Flight Logger will be required for scoring. The point here is to determine at an early time, when a competitor and their GPSs are likely to be readily available, whether or not their GPSs will be required, so that the Scoring Team does not have to later track down (wake up!) a competitor to get their GPSs (so that the scoring process can continue).
  + Flight logger data (for event and competitor GPSs) is named and saved so that it is clear which flight and competitor the data belongs to. Depending upon the flight loggers used and the format of the track data, there may be no way to definitively “link” flight logger data to a flight/competitor. There may not be any pilot specific, logger supplied data in the track, so file naming conventions may be the only way to provide such a link.
  + Flight logger data is stored in such a way that those that need access to it, have access but cannot delete or alter it, and those that should not have access, do not.
  + Competitors are able to request and get copies of their track data.
* Detailed analysis of flight logger data.
  + The various members of the scoring team have a defined process (series of steps) to analyze flight logger data efficiently and consistently. In other words, all competitors are scored using the same repeatable process.
  + This step may include the use of common goal and target information, perhaps created for a specific flight or task.
* Measuring Team measurements are available to the Scoring Team and merged with flight logger data-based results.
  + Check that all Measuring Team measurements are actually in the task results.
  + If the Scoring Team has measurements from the Measuring Team when they are analysing track data, they can use them to verify what they “see” in the track data.
  + Early integration of Measuring Team information with track-based results can shorten the time to enter and publish tasks results.
* Key “data points” and/or decisions are recorded so that it is clear how a competitor’s results were determined.
  + The Flight Report Form is not a standard document and may not be designed to record all relevant scoring information. Also, this document is completed by competitors while they are competing – all the required data may be on the form, but it may not be in exactly the right format or in exactly the right location, so some “tidying up” may be required. This may be accomplished by the scoring team moving key data items and adding other data (such as Measuring Team measurements) to another document, perhaps one custom designed for a specific flight. While this practice makes it much easier to see how a competitor was scored, it is potentially a source of error if data is not faithfully moved from one document to another, so Juries should determine (by sampling) that information is accurately and consistently recorded.
* All results, including performance and point penalties, are entered into the scoring system, and the results are published according to the rules for the event.

The Jury President should schedule such a tour with the Event Director and/or Chief Scorer. While ideally the tour should take place as early as possible, it may be best to conduct it as the results for the second flight are being processed. This will allow the Scoring Team to work out any process issues discovered while scoring the first flight. The tour should include a description of the process and a demonstration/explanation while the process is being executed.

At the completion of such a tour, and after any questions the Jury might have about the scoring process have been answered, the Jury should have a good understanding of the process and be confident that the process will produce valid results.

**Detailed Verification of Results**

To perform a detailed verification of results, Jury members will need skills using “mapping software” (such as OziExplorer or MemoryMap), and have access to such software, a computer to run it on, an electronic version of the competition map and competitor’s flight logger data.

Detailed instructions on how to perform the following tasks are beyond the scope of this document. At least one Jury Member should:

* Be granted “View Only” access to the scoring system, which most likely will be Watch Me Fly.
* Verify that the electronic competition map is accurately calibrated. Many events provide electronic maps and their associated calibration files to all competitors and officials – if so, you should use them. If not, you may have to calibrate the map yourself. If a map is properly calibrated, the grid coordinates (usually UTM) displayed by the software should closely match the grid coordinates for all points on the map. The easiest locations to check are the intersections of grid lines. Displayed coordinates should be within 10 to 15 meters of the location’s coordinates.
* Be able to load, display and inspect tracks and other items such as waypoints (used to display goals, targets, distance limits and prohibited zones).
* Tracks and waypoints in OziExplorer format may be downloaded from Watch Me Fly.
* Tracks in IGC format may be downloaded from Watch Me Fly. IGC files may be displayed by OziExplorer however OziExplorer will not display goal declarations and marker drops.
* Goal Declarations and Marker Drops are available individually from Watch Me Fly.
* Jurors may access Flight Report Forms in Watch Me Fly.
* Audit Logs which display scorers’ decisions are available from Watch Me Fly.
* BLM (Balloon Logger Management) may be used to read IGC files and display goal declarations and marker drops. Data from BLM along with Flight Report Forms and Audit Logs should allow a juror to trace goal declarations and marker drops from creation by a competitor to a published result. BLM is available at: <https://balloonlive.org/blm/>

Once a track and any other items needed for a particular flight are loaded into the mapping software, you should be able to examine the track from the launch point to the landing point, verifying all decisions made by the Scoring Team. If your review does not agree with how a competitor was scored, you should ask the Scoring Officer to explain, at a mutually convenient time, how the competitor was scored.

(A2025)

The forms in Appendix F/2 to F/6 are given to assist Juries in their duties. (A2003)

- F/2 "VERIFICATION AND APPROVAL OF RESULTS IN SUB-CLASS AX CAT 1 EVENTS" (A2003)

- F/3 "VERIFICATION AND APPROVAL OF SCORING"

- F/4 "WORKSHEET TO VERIFY COMPUTATIONS FOR LAND RUN TASK (LRN)"

- F/5 "WORKSHEET TO VERIFY COMPUTATIONS FOR ELBOW TASK" (A2003)

- F/6. BENCHMARK TEST FOR SCORING SOFTWARE (A2003)

Note: The purpose of the Checksums is to trace changes in different versions of the result sheets. Here they are just examples and may not be the same in "your" event. Scoring programs have different ways to calculate to these.

Regardless of how a checksum is calculated, the checksum should change whenever a change is made to the results. Note that a change in performance may not always result in a change in points.

Things to check include the calculation of points and that scoring around the median point is correct especially if more than one pilot is the "middleman". Check also that all scoring formula parameters are printed on the score sheet. (A2007)

Computer programs for task scoring, LAND RUN, ELBOW and Great Circle calculation can be downloaded from the CIA Jury Board web pages.

Calculation of Great Circle distance is described in the Sporting Code, Section 1. (A2003)

**Note**: The FAI Ellipsoid has been changed to WGS84 Ellipsoid. (A2023)

**APPENDIX F/2**

**FAI-CIA INTERNATIONAL JURY**

**VERIFICATION AND APPROVAL OF RESULTS IN SUB-CLASS AX CAT 1 EVENTS**

**EVENT NAME:**

1

**1000 - [(1000-SM) / (RM-W)] x (R-W)**

2

FORMULA ONE:

**1000 x (P+1-L) / P**

3

FORMULA TWO:

**1000 x [(P + 1 - A) / P] - 200**

4

FORMULA THREE:

(A2003)

P = number of competitors ranked in the flight M = P/2 rounded to the next higher number ("median rank")

W = Winning result in the task RM = Result achieved by the median ranking competitor

L = Competitor's rank R = Competitor's result (meters, etc.) in the superior half

A = Number of competitors in group A SM = Points score of median ranking pilot using FORMULA TWO

For each task a general scrutiny of the task file should be made, paying particular attention to the following:

a) Check that OBSERVER REPORT forms show clearly the competitor's result and how it was arrived at.

b) Check the computer printout from the task setup sheets to ensure all goal references, distance limits etc. have been correctly entered into the computer from the task sheets.

c) Check out the reasons for all penalties and the NO RESULTS shown on the task results sheets.

d) Check each OBSERVER REPORT form for any colour coded notations and follow through on possible penalties etc. **(**A2007**)**

e) Check out all OBSERVER SUPPLEMENTARY REPORT forms. Ensure these have been seen by the Chief Scoring Official and penalties applied where necessary.

f) Check any other notes etc. on the task file as these often refer to infractions of the rules.

g) Verify results and points calculations for 8 randomly chosen competitors (4 from superior half and 4 from lower half).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FLIGHT # : \_\_\_\_\_ TASK # : \_\_\_\_\_ DATE & TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CHECKED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **P:** | | **M:** | | | | **RM:** | | | **W:** | | | **SM:** | | | **A:** | |
| **1000 - SM =** | | | | **RM - W =** | | | | **(1000-SM) / (RM-W) =** | | | | | F3 = **1000 x [(P + 1 - A) / P] – 200** | | | |
| RANK | PILOT # | | RESULT | | PUBLISHED POINTS | | **CALCULATED POINTS** | | | TASK PENALTIES | COMP. PENALTIES | | | PUBLISHED TASK POINTS | | **CALCULATED TASK POINTS** |
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**(**A2007)

Results verified and approved by: Date: Time:

**APPENDIX F/3 page 1**

**FAI-CIA INTERNATIONAL JURY**

**VERIFICATION OF SCORING**

The best way to check scoring programs is to use a computer. If none is available or if you are unfamiliar with its use, a quick check can be made using just paper, pencil and a straight ruler. The Scoring Formula 1 creates a straight line between the best result and the median ranking result before point's penalties.

From the score sheet of the task, first find the values to be used in the calculation and verify that these values were correctly obtained and used.

**P** number of competitors ranked in the flight. (P may be modified for each flight according to Rule 14.5.5)

**M** median ranking pilot in the task (P/2 rounded to the next higher whole number),

**R** competitor's result (meters, etc.) if in the superior half.

**RM** result of the median ranking pilot in the task after time and/or distance penalties, but before points penalties,

**W** best result after time and/or distance penalties, but before points penalties,

**SM** points score of the median ranking pilot using Formula 2 before points penalties (same for all tasks in the event, except when more than half have no result (use Formula 2 or Table 1 on next page).

Make a diagram on a large sheet of paper (A3 or similar size). Draw a straight line from W (at 1000 points) to RM at SM points. The points score for every pilot in the top part can now be read from the diagram. If carefully made, the points score can be read to single points.

Example: P=29 M=15 W=21 meters RM=279 meters SM=517 points

Find the points score for a pilot with the result of 91 meters.

Answer: 869 points

**Result**

**Diagram 1**

500

600

700

800

900

1000

0

50

100

150

200

250

300

**Score**

**Points**

RM

W

R

**Results in meters**

**APPENDIX F/3 page 2**

**FAI-CIA INTERNATIONAL JURY**

**VERIFICATION OF SCORING**

**Table 1**

Score (**SM**) of the **M**edian **R**anking pilot for P-numbers from 10 to 110 and the difference between two consecutive rankings in the lower part of the scoring.

**P M SM Steps P M SM Steps**

Number of Median Score of between Number of Median Score of between

competing ranking Median points in competing ranking Median points in

Pilots Pilot Pilot lower part Pilots Pilot Pilot lower part

10 5 600 100.00 61 31 508 16.39

11 6 545 90.83 62 31 516 16.13

12 6 583 83.29 63 32 508 15.88

13 7 538 76.86 64 32 516 15.64

14 7 571 71.38 65 33 508 15.39

15 8 533 66.63 66 33 515 15.15

16 8 563 62.56 67 34 507 14.91

17 9 529 58.78 68 34 515 14.71

18 9 556 55.60 69 35 507 14.49

19 10 526 52.60 70 35 514 14.28

20 10 550 50.00 71 36 507 14.08

21 11 524 47.64 72 36 514 13.89

22 11 545 45.42 73 37 507 13.70

23 12 522 43.50 74 37 514 13.53

24 12 542 41.69 75 38 507 13.34

25 13 520 40.00 76 38 513 13.15

26 13 538 38.43 77 39 506 12.97

27 14 519 37.07 78 39 513 12.83

28 14 536 35.73 79 40 506 12.65

29 15 517 34.47 80 40 513 12.51

30 15 533 33.31 81 41 506 12.34

31 16 516 32.25 82 41 512 12.19

32 16 531 31.24 83 42 506 12.05

33 17 515 30.29 84 42 512 11.91

34 17 529 29.39 85 43 506 11.77

35 18 514 28.56 86 43 512 11.64

36 18 528 27.79 87 44 506 11.50

37 19 514 27.05 88 44 511 11.36

38 19 526 26.30 89 45 506 11.24

39 20 513 25.65 90 45 511 11.11

40 20 525 25.00 91 46 505 10.98

41 21 512 24.38 92 46 511 10.87

42 21 524 23.82 93 47 505 10.74

43 22 512 23.27 94 47 511 10.65

44 22 523 22.74 95 48 505 10.52

45 23 511 22.22 96 48 510 10.41

46 23 522 21.75 97 49 505 10.31

47 24 511 21.29 98 49 510 10.20

48 24 521 20.84 99 50 505 10.10

49 25 510 20.40 100 50 510 10.00

50 25 520 20.00 101 51 505 9.90

51 26 510 19.62 102 51 510 9.81

52 26 519 19.22 103 52 505 9.71

53 27 509 18.85 104 52 510 9.62

54 27 519 18.54 105 53 505 9.53

55 28 509 18.18 106 53 509 9.43

56 28 518 17.86 107 54 505 9.35

57 29 509 17.55 108 54 509 9.25

58 29 517 17.23 109 55 505 9.18

59 30 508 16.93 110 55 509 9.09

60 30 517 16.68

**APPENDIX F/4**

**FAI-CIA INTERNATIONAL JURY**

**WORKSHEET TO VERIFY COMPUTATIONS FOR LAND RUN TASK (LRN)**

In order to verify that the computer software and the data entry are correct for the LRN, the following sequence of steps can be used to determine the result manually. All calculations in steps 4 through 9 should be carried out to at least two places beyond the decimal. It is suggested that these calculations be carried out for one or two competitors selected randomly for each LRN.

Task number. 23 \_\_\_\_\_\_\_\_\_

Competitor number. 12 \_\_\_\_\_\_\_\_\_

Published result. 22.31 \_\_\_\_\_\_\_\_\_

1. Co-ordinates for point A. 6840/3835 \_\_\_\_\_\_\_\_\_

2. Co-ordinates for point B. 7829/3607 \_\_\_\_\_\_\_\_\_

3. Co-ordinates for point C. 9023/3783 \_\_\_\_\_\_\_\_\_

4. Length of side AB. \*) a = 10149.41 \_\_\_\_\_\_\_\_\_

5. Length of side BC. \*) b = 12069.02 \_\_\_\_\_\_\_\_\_

6. Length of side AC. \*) c = 21836.19 \_\_\_\_\_\_\_\_\_

7. Compute s. s = = 22027.31 \_\_\_\_\_\_\_\_\_

8. Compute area.  22314955.1 \_\_\_\_\_\_\_\_\_

9. Adjust from square meters to square kilometers.

RESULT = AREA =  22.31 sq. km. \_\_\_\_\_\_\_\_

\*) Distances can be computed using co-ordinates and the Pythagorean Theorem as illustrated here for points A and B.

x = (easting co-ordinate of A - easting co-ordinate of B) \* 10

y = (northing co-ordinate of A - northing co-ordinate of B) \* 10

Distance = .

If map scale other than 10 meters per unit is used then the corresponding adjustment needs to be made in the multiplier for determining x and y.

**APPENDIX F/5**

**FAI-CIA INTERNATIONAL JURY**

**WORKSHEET TO VERIFY COMPUTATIONS OF ELBOW TASK**

In order to verify that the computer software and the data entry are correct for the Elbow task, the following sequence of steps can be used to determine the result manually. All calculations in steps 4 through 9 should be carried out to at least two places beyond the decimal. It is suggested that these calculations be carried out for one or two competitors selected randomly for each Elbow task.

Task number. 23 \_\_\_\_\_\_\_\_\_

Competitor number. 12 \_\_\_\_\_\_\_\_\_

Published result. 103.6 \_\_\_\_\_\_\_\_\_

1. Co-ordinates for point A. 2551/1552 \_\_\_\_\_\_\_\_\_

2. Co-ordinates for point B. 2210/1760 \_\_\_\_\_\_\_\_\_

3. Co-ordinates for point C. 2650/2200 \_\_\_\_\_\_\_\_\_

4. Length of side AB. \*) a = 3994.3 \_\_\_\_\_\_\_\_\_

5. Length of side BC. \*) b = 6222.5 \_\_\_\_\_\_\_\_\_

6. Length of side AC. \*) c = 6555.2 \_\_\_\_\_\_\_\_\_

7. Compute V = cos  = = 0.23545 \_\_\_\_\_\_\_\_\_

8. Compute angle.  = arccos V 76.38 \_\_\_\_\_\_\_\_\_

9. Compute change of direction at point B. 180 -  103.62 \_\_\_\_\_\_\_\_\_

\* Distances can be computed using co-ordinates and the Pythagorean Theorem as illustrated here for points A and B.

x = (easting co-ordinate of A - easting co-ordinate of B) \* 10

y = (northing co-ordinate of A - northing co-ordinate of B) \* 10

Distance = .

If map scale other than 10 meters per unit is used then the corresponding adjustment needs to be made in the multiplier for determining x and y.



(NEW page 2003)

**APPENDIX F/6 page 1** **FAI-CIA INTERNATIONAL JURY**

**WORKSHEET TO VERIFY SCORING PROGRAMS**

In order to verify that the computer software produce the correct output the following tables can be used. Ask the scoring official to enter results and penalties and to print a result sheet. Then check that the result sheet produced is similar and has calculated the correct scores.

**CASE 1**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **P = 38** | | **M = 19** | | | **RM = 58** | | | **W= 1.18** | | | **SM = 526** | | **A = 37** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Rank** | **Pilot No** | | **Original Result** | **Distance penalty** | | **Result** | **Points** | | **Task penalty** | **Comp penalty** | **Score** | **Notes** | | | | | | | | | | | | | | | |
| 1 | 501 | | 1.18 |  | | 1.18 | 1 000 | |  |  | 1 000 |  | | | | | | | | | | | | | | | |
| 2 | 502 | | 1.47 |  | | 1.47 | 998 | |  |  | 998 |  | | | | | | | | | | | | | | | |
| 3 | 503 | | 1.95 |  | | 1.95 | 994 | |  |  | 994 |  | | | | | | | | | | | | | | | |
| 4 | 504 | | 2.00 |  | | 2.00 | 993 | |  |  | 993 |  | | | | | | | | | | | | | | | |
| 5 | 505 | | 2.10 |  | | 2.10 | 992 | |  |  | 992 |  | | | | | | | | | | | | | | | |
| 6 | 506 | | 4.12 |  | | 4.12 | 975 | |  |  | 975 |  | | | | | | | | | | | | | | | |
| 7 | 507 | | 5.60 |  | | 5.60 | 963 | |  |  | 963 |  | | | | | | | | | | | | | | | |
| 8 | 508 | | 7.10 |  | | 7.10 | 951 | |  |  | 951 |  | | | | | | | | | | | | | | | |
| 9 | 509 | | 8.40 |  | | 8.40 | 940 | |  |  | 940 |  | | | | | | | | | | | | | | | |
| 10 | 510 | | 9.87 |  | | 9.87 | 928 | | 25 |  | 903 | Rule 8.4.5 Marker order | | | | | | | | | | | | | | | |
| 11 | 511 | | 13.25 |  | | 13.25 | 899 | |  |  | 899 |  | | | | | | | | | | | | | | | |
| 12 | 512 | | 15.63 |  | | 15.63 | 879 | |  |  | 879 |  | | | | | | | | | | | | | | | |
| 13 | 513 | | 20.53 |  | | 20.53 | 839 | |  |  | 839 |  | | | | | | | | | | | | | | | |
| 14 | 514 | | 20.84 |  | | 20.84 | 836 | |  |  | 836 |  | | | | | | | | | | | | | | | |
| 15 | 515 | | 23.93 |  | | 23.93 | 810 | |  |  | 810 |  | | | | | | | | | | | | | | | |
| 16 | 517 | | 49.00 |  | | 49.00 | 601 | |  |  | 601 |  | | | | | | | | | | | | | | | |
| 17 | 518 | | 52.75 |  | | 52.75 | 570 | |  |  | 570 |  | | | | | | | | | | | | | | | |
| 18 | 519 | | 58.00 |  | | 58.00 | 526 | |  |  | 526 |  | | | | | | | | | | | | | | | |
| 19 | 520 | | 58.03 |  | | 58.03 | 500 | |  |  | 500 |  | | | | | | | | | | | | | | | |
| 20 | 521 | | 62.62 |  | | 62.62 | 474 | |  |  | 474 |  | | | | | | | | | | | | | | | |
| 21 | 522 | | 63.67 |  | | 63.67 | 447 | |  |  | 447 |  | | | | | | | | | | | | | | | |
| 22 | 516 | | 46.00 |  | | 46.00 | 626 | |  | 200 | 426 | Rule 10.11 rough driving | | | | | | | | | | | | | | | |
| 23 | 523 | | 99.18 |  | | 99.18 | 421 | |  |  | 421 |  | | | | | | | | | | | | | | | |
| 24 | 524 | | 99.83 |  | | 99.83 | 395 | |  |  | 395 |  | | | | | | | | | | | | | | | |
| 25 | 525 | | 136.70 |  | | 136.70 | 368 | |  |  | 368 |  | | | | | | | | | | | | | | | |
| 26 | 526 | | 147.00 |  | | 147.00 | 342 | |  |  | 342 |  | | | | | | | | | | | | | | | |
| 27 | 528 | | 183.17 |  | | 183.17 | 289 | |  |  | 289 |  | | | | | | | | | | | | | | | |
| 28 | 529 | | 190.00 |  | | 190.00 | 263 | |  |  | 263 |  | | | | | | | | | | | | | | | |
| 29 | 530 | | 199.25 |  | | 199.25 | 237 | |  |  | 237 |  | | | | | | | | | | | | | | | |
| 30 | 531 | | 237.45 |  | | 237.45 | 211 | |  |  | 211 |  | | | | | | | | | | | | | | | |
| 31 | 532 | | 280.00 |  | | 280.00 | 184 | |  |  | 184 |  | | | | | | | | | | | | | | | |
| 32 | 533 | | 290.00 |  | | 290.00 | 158 | |  |  | 158 |  | | | | | | | | | | | | | | | |
| 33 | 534 | | 420.00 |  | | 420.00 | 132 | |  |  | 132 |  | | | | | | | | | | | | | | | |
| 34 | 527 | | 147.50 |  | | 147.50 | 316 | | 200 |  | 116 | Rule 11.4 Ground contact 1 | | | | | | | | | | | | | | | |
| 35 | 535 | | 810.00 | 110 | | 920.00 | 105 | |  |  | 105 |  | | | | | | | | | | | | | | | |
| 36 | 536 | | 1 180.00 |  | | 1 180.00 | 79 | |  |  | 79 |  | | | | | | | | | | | | | | | |
| 37 | 537 | | 140.00 | 1080 | | 1 220.00 | 53 | |  |  | 53 |  | | | | | | | | | | | | | | | |
| 38 | 538 | | No Flight |  | | No Flight | 0 | |  |  | 0 |  | | | | | | | | | | | | | | | |
| **02E5** | **Check sum** | | **13E0** | **04A6** | | **1886** | **532E** | | **00E1** | **00C8** | **5185** |  | | | | | | | | | | | | | | | |

The check sums are displayed in hexadecimal format to save space. They can be used to verify that the results printed by the event software are correct. They can also be used to check if different versions of result sheets from a certain task have the same data or if they have been changed since previous issue. **Note:** Checksums are calculated differently with different scoring programs and may not become the same as in this example.

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**APPENDIX F/6 page 2**

**FAI-CIA INTERNATIONAL JURY**

**WORKSHEET TO VERIFY SCORING PROGRAMS**

**CASE 2**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **P = 38** | **M = 19** | **RM = 1 000** | | **W = 0.00** | | | **SM = 526** | | **A = 29** | | **Average of Group B = 158** | | | | **Formula 3 = 63** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Rank** | **Pilot No** | | **Original Result** | | **Distance penalty** | **Result** | | **Points** | | **Task penalty** | | **Comp penalty** | **Score** | **Notes** | | | | | | | | | | | | | | | | |
| 1 | 501 | | 0.00 | |  | 0.00 | | 1 000 | |  | |  | 1 000 |  | | | | | | | | | | | | | | | | |
| 1 | 502 | | 0.36 | |  | 0.36 | | 1 000 | |  | |  | 1 000 |  | | | | | | | | | | | | | | | | |
| 1 | 504 | | 0.78 | |  | 0.78 | | 1 000 | |  | |  | 1 000 |  | | | | | | | | | | | | | | | | |
| 4 | 505 | | 55.58 | |  | 55.58 | | 974 | |  | |  | 974 |  | | | | | | | | | | | | | | | | |
| 5 | 506 | | 63.41 | |  | 63.41 | | 970 | |  | |  | 970 |  | | | | | | | | | | | | | | | | |
| 6 | 507 | | 171.25 | |  | 171.25 | | 919 | |  | |  | 919 |  | | | | | | | | | | | | | | | | |
| 7 | 508 | | 190.00 | |  | 190.00 | | 910 | |  | |  | 910 |  | | | | | | | | | | | | | | | | |
| 8 | 509 | | 360.00 | |  | 360.00 | | 829 | |  | |  | 829 |  | | | | | | | | | | | | | | | | |
| 9 | 503 | | 0.48 | |  | 0.48 | | 1 000 | |  | | 200 | 800 | Rule 10.11 rough driving | | | | | | | | | | | | | | | | |
| 10 | 511 | | 520.00 | |  | 520.00 | | 754 | |  | |  | 754 |  | | | | | | | | | | | | | | | | |
| 11 | 512 | | 520.00 | |  | 520.00 | | 754 | |  | |  | 754 |  | | | | | | | | | | | | | | | | |
| 12 | 513 | | 550.00 | |  | 550.00 | | 739 | |  | |  | 739 |  | | | | | | | | | | | | | | | | |
| 13 | 510 | | 500.00 | |  | 500.00 | | 763 | | 25 | |  | 738 | Rule 8.4.5 Marker order | | | | | | | | | | | | | | | | |
| 14 | 514 | | 560.00 | |  | 560.00 | | 735 | |  | |  | 735 |  | | | | | | | | | | | | | | | | |
| 15 | 515 | | 600.00 | |  | 600.00 | | 716 | |  | |  | 716 |  | | | | | | | | | | | | | | | | |
| 16 | 516 | | 790.00 | |  | 790.00 | | 626 | |  | |  | 626 |  | | | | | | | | | | | | | | | | |
| 17 | 517 | | 920.00 | |  | 920.00 | | 564 | |  | |  | 564 |  | | | | | | | | | | | | | | | | |
| 18 | 518 | | 980.00 | |  | 980.00 | | 535 | |  | |  | 535 |  | | | | | | | | | | | | | | | | |
| 19 | 519 | | 1 000.00 | |  | 1 000.00 | | 526 | |  | |  | 526 |  | | | | | | | | | | | | | | | | |
| 20 | 520 | | 1 030.00 | |  | 1 030.00 | | 500 | |  | |  | 500 |  | | | | | | | | | | | | | | | | |
| 21 | 521 | | 1 060.00 | |  | 1 060.00 | | 474 | |  | |  | 474 |  | | | | | | | | | | | | | | | | |
| 22 | 522 | | 1 080.00 | |  | 1 080.00 | | 447 | |  | |  | 447 |  | | | | | | | | | | | | | | | | |
| 23 | 523 | | 1 140.00 | |  | 1 140.00 | | 421 | |  | |  | 421 |  | | | | | | | | | | | | | | | | |
| 24 | 524 | | 1 280.00 | |  | 1 280.00 | | 382 | |  | |  | 382 |  | | | | | | | | | | | | | | | | |
| 25 | 525 | | 1 280.00 | |  | 1 280.00 | | 382 | |  | |  | 382 |  | | | | | | | | | | | | | | | | |
| 26 | 526 | | 1 400.00 | |  | 1 400.00 | | 342 | |  | |  | 342 |  | | | | | | | | | | | | | | | | |
| 27 | 528 | | 1 500.00 | |  | 1 500.00 | | 289 | |  | |  | 289 |  | | | | | | | | | | | | | | | | |
| 28 | 529 | | 1 840.00 | |  | 1 840.00 | | 263 | |  | |  | 263 |  | | | | | | | | | | | | | | | | |
| 29 | 531 | | No Result | |  | No Result | | 158 | |  | |  | 158 |  | | | | | | | | | | | | | | | | |
| 29 | 533 | | No Result | |  | No Result | | 158 | |  | |  | 158 |  | | | | | | | | | | | | | | | | |
| 29 | 535 | | No Result | |  | No Result | | 158 | |  | |  | 158 |  | | | | | | | | | | | | | | | | |
| 29 | 536 | | No Result | |  | No Result | | 158 | |  | |  | 158 |  | | | | | | | | | | | | | | | | |
| 33 | 532 | | No Result | |  | No Result | | 158 | | 25 | |  | 133 | Rule 8.4.5 Marker order | | | | | | | | | | | | | | | | |
| 34 | 527 | | 1 450.00 | |  | 1 450.00 | | 316 | | 200 | |  | 116 | Rule 11.4 Ground contact 1 | | | | | | | | | | | | | | | | |
| 35 | 534 | | No Result | |  | No Result | | 158 | | 200 | |  | 0 | Rule 11.4 Ground contact 1 | | | | | | | | | | | | | | | | |
| 35 | 537 | | No Flight | |  | No Flight | | - | |  | |  | 0 |  | | | | | | | | | | | | | | | | |
| 35 | 538 | | No Flight | |  | No Flight | | - | |  | |  | 0 |  | | | | | | | | | | | | | | | | |
| 38 | 530 | | No Result | |  | No Result | | 158 | |  | | 200 | - 42 | Rule 10.11 Rough driving | | | | | | | | | | | | | | | | |
| **02D9** | **Check sum** | | **5169** | | **0000** | **5169** | | **4F0C** | | **01C2** | | **0190** | **4BE4** |  | | | | | | | | | | | | | | | | |

Note that results for pilots 524 and 525 are calculated according to rule 14.6.3, tied results.

Pilots with no results have received the highest of the average of remaining points (158) and the lowest score in Group A minus 200 (63).

**Note:** Checksums are calculated differently with different scoring programs and may not become the same as in this example. (New page 2007)

**APPENDIX F/6 page 3**

**FAI-CIA INTERNATIONAL JURY**

**WORKSHEET TO VERIFY SCORING PROGRAMS**

**CASE 3**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **P = 38** | | **M = 19** | | **RM = 1 030** | | **W = 12,96** | | **SM = 526** | | **A = 20** | | **Average of Group B = 277** | | | | **Formula 3 = 300** | |
| **Rank** | **Pilot No** | | **Original Result** | | **Distance penalty** | | **Result** | | **Points** | | **Task penalty** | | **Comp penalty** | **Score** | **Notes** | |  | |
| 1 | 501 | | 12.96 | |  | | 12.96 | | 1 000 | |  | |  | 1 000 |  | |  | |
| 2 | 502 | | 15.49 | |  | | 15.49 | | 999 | |  | |  | 999 |  | |  | |
| 3 | 504 | | 35.52 | |  | | 35.52 | | 989 | |  | |  | 989 |  | |  | |
| 4 | 505 | | 50.93 | |  | | 50.93 | | 982 | |  | |  | 982 |  | |  | |
| 5 | 506 | | 53.78 | |  | | 53.78 | | 981 | |  | |  | 981 |  | |  | |
| 6 | 507 | | 55.16 | |  | | 55.16 | | 980 | |  | |  | 980 |  | |  | |
| 6 | 508 | | 56.83 | |  | | 56.83 | | 980 | |  | |  | 980 |  | |  | |
| 8 | 509 | | 58.75 | |  | | 58.75 | | 979 | |  | |  | 979 |  | |  | |
| 9 | 511 | | 98.44 | |  | | 98.44 | | 960 | |  | |  | 960 |  | |  | |
| 10 | 510 | | 61.76 | |  | | 61.76 | | 977 | | 25 | |  | 952 | Rule 8.4.5 Marker order | |  | |
| 11 | 512 | | 241.75 | |  | | 241.75 | | 893 | |  | |  | 893 |  | |  | |
| 12 | 513 | | 250.00 | |  | | 250.00 | | 890 | |  | |  | 890 |  | |  | |
| 13 | 515 | | 295.80 | |  | | 295.80 | | 868 | |  | |  | 868 |  | |  | |
| 14 | 503 | | 16.25 | |  | | 16.25 | | 998 | |  | | 200 | 798 | Rule 10.11 Rough driving | |  | |
| 15 | 516 | | 610.00 | |  | | 610.00 | | 722 | |  | |  | 722 |  | |  | |
| 16 | 517 | | 640.00 | |  | | 640.00 | | 708 | |  | |  | 708 |  | |  | |
| 16 | 518 | | 640.00 | |  | | 640.00 | | 708 | |  | |  | 708 |  | |  | |
| 18 | 519 | | 1 030.00 | |  | | 1 030.00 | | 526 | |  | |  | 526 |  | |  | |
| 19 | 520 | | 1 080.00 | |  | | 1 080.00 | | 500 | |  | |  | 500 |  | |  | |
| 20 | 521 | | No Result | |  | | No Result | | 300 | |  | |  | 300 |  | |  | |
| 20 | 523 | | No Result | |  | | No Result | | 300 | |  | |  | 300 |  | |  | |
| 20 | 524 | | No Result | |  | | No Result | | 300 | |  | |  | 300 |  | |  | |
| 20 | 525 | | No Result | |  | | No Result | | 300 | |  | |  | 300 |  | |  | |
| 20 | 526 | | No Result | |  | | No Result | | 300 | |  | |  | 300 |  | |  | |
| 20 | 528 | | No Result | |  | | No Result | | 300 | |  | |  | 300 |  | |  | |
| 20 | 529 | | No Result | |  | | No Result | | 300 | |  | |  | 300 |  | |  | |
| 20 | 530 | | No Result | |  | | No Result | | 300 | |  | |  | 300 |  | |  | |
| 20 | 531 | | No Result | |  | | No Result | | 300 | |  | |  | 300 |  | |  | |
| 20 | 533 | | No Result | |  | | No Result | | 300 | |  | |  | 300 |  | |  | |
| 20 | 534 | | No Result | |  | | No Result | | 300 | |  | |  | 300 |  | |  | |
| 20 | 535 | | No Result | |  | | No Result | | 300 | |  | |  | 300 |  | |  | |
| 20 | 536 | | No Result | |  | | No Result | | 300 | |  | |  | 300 |  | |  | |
| 33 | 532 | | No Result | |  | | No Result | | 300 | | 25 | |  | 275 | Rule 8.4.5 Marker order | |  | |
| 34 | 527 | | No Result | |  | | No Result | | 300 | | 200 | |  | 100 | Rule 11.4 Ground contact 1 | |  | |
| 35 | 522 | | No Result | |  | | No Result | | 300 | | 500 | |  | 0 | Rule 9.1 Five minutes late | |  | |
| 35 | 537 | | No Flight | |  | | No Flight | | 0 | |  | |  | 0 |  | |  | |
| 35 | 538 | | No Flight | |  | | No Flight | | 0 | |  | |  | 0 |  | |  | |
| 38 | 514 | | 269.13 | |  | | 269.13 | | 881 | |  | | 1 000 | - 119 | Rule 7.5 Flight in PZ99 | |  | |
| **0292** | **Check sum** | | **15C4** | | **0000** | | **15C4** | | **5731** | | **02EE** | | **04B0** | **505B** |  | |  | |

In this case the tied results (pilots 517 and 518) are calculated with Formula 1.

Pilots with no results have received the highest of the average of remaining points (277) and the lowest score in Group A minus 200 (300).

**Note:** Checksums are calculated differently with different scoring programs and may not become the same as in this example. (New page 2007)

**APPENDIX G**

**CIA CAT 1 EVENTS - JURY PRESIDENT's CHECK-LIST** page 1/3

**EVENT NAME**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A. BEFORE THE GENERAL BRIEFING**

**1. CALL A JURY PRE-EVENT BRIEFING AND CHECK:**

**a) All Jury members present, set and available** (Accommodation, room and telephone numbers, meals

Arrangements, transportation, expenses reimbursed. Check with Event Director if anything is amiss)

 Jury President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Jury Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Jury Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Jury Trainee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**b) Jury members' documentation** (make sure latest editions are available):

 - SPORTING CODE GENERAL SECTION

 - SPORTING CODE SECTION ONE

 - FAI CODE OF ETHICS (A2007)

 - PROTOCOL for Award-Giving and Closing Ceremonies at FAI Championships (N2010)

 - PROTOCOL for CIA Sanctioned Events (2005) (N2010)

 - JURY HANDBOOK

 - EVENT RULES

 - COMPETITION OPERATIONS HANDBOOK (A2007)

 - LAST MINUTE COMPETITION RULES MODIFICATIONS/INFORMATION (if any)

 - OBSERVER HANDBOOK (if any)

 - OFFICIAL ENTRY LIST (pilots entered. Make sure that a final entry list is published after the General Briefing) (A2007)

 - OFFICIAL COMPETITION MAP(S) (contest area, common launch point, PZ)

**c) Jury Members' authority documents:**

 - FAI Sporting License (A2010)

 - Event ID badge or pass

 - Event car pass (if any)

**d) Conformity of COMPETITION RULES with CIA APPROVED RULES**

 Compare both documents and if differences are found, check if they are permitted.

See Chapter 3.0. (N2010)

**e) Conformity of ENTRY PROCESS with CIA APPROVED ENTRY PROCESS**

 Verify that approved entry process was complied with.

See Chapter 3.0. (N2010)

**2. ARRANGE A PRE-EVENT MEETING WITH EVENT DIRECTOR AND CHECK:**

**a) Implementation of all Sporting Code dispositions regarding the event**

 - Complaints by NAC(s) regarding ENTRY and/or ELIGIBILITY

 - All Sporting Code required personnel available (stewards, observers)

 - All FAI medals (3) and certificates (10) available (if any), respectively 6 and 20 for Gordon Bennett events

 - CIA Nation Award – arrangements and certificates (CIA AX-MER Rule 14.9 / CIAS IR 11.1)

 - Respective CIA Trophy available (if any)

 - FAI (and CIA) flags available

 - FAI anthem available

**b) Jury meeting room arrangements**

 - availability, access, keys

 - availability of stand-alone printer **(A2022)**

 - availability, access to high-speed internet connection **(A2022)**

 - access, to scoring network for track files, flight report data and changes. **(A2022)**

**c) Briefing room arrangements**

 - access and sitting arrangements (table and sufficient chairs)

**d) Competition Center arrangements**

 - Access permission (access to any place remains prohibited unless permission obtained by the Jury President from

ED)

 - Permission to use equipment if necessary (telephone, fax, copiers, computers, etc.)

**e) Jury transportation during the event**

 - Car available

 - Person in charge of the car

 - Car park and access

 - Refuelling arrangements

 - Car pass

**f) Communication during the event**

 - Officials phone/fax numbers list

 - Event Director's Jury calling procedures during the event

 - Complaint and Protest transmission procedures

 - Place of Jury Mail and Info Box

 - Arrange for fast transmission 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 TASK SHEETS and related documents (prior to Competition Briefings)

- All published RESULTS (as soon as practicable)

- All other published Pilot communications/information (as soon as practicable)

**CIA CAT 1 EVENTS - JURY PRESIDENT's CHECK-LIST (**continued) page 3/3

**B. DURING THE GENERAL BRIEFING**

**1. CHECK THE FOLLOWING:**

 - All Jury members present and seated at allocated places at opening

 - Announcement of place for OFFICIAL NOTICE BOARD

 - Announcement of publication time (fixed time) and place for replies to complaints

 - Announcement and written information on rules modifications

 - Announcement of shortened time limits for complaints and protests

 - Announcement of SAFETY and COMPETITION LIMITATIONS

 - OFFICIAL TIME (GPS) (If no GPS is available. make sure that Jurors' watches are set accordingly) (A2007)

 - NO-SHOWS. Decide on No-Shows upon information from the Event Director. Report to the

CIA President who will inform the NAC concerned. See Sporting Code, Section 1, 5.6.6.

(A2014)

**C. BEFORE PRIZE GIVING**

**1. CHECK THE FOLLOWING:**

 Completed JURY FINAL REPORT presented to Event Director

 Completed FINAL RESULTS signed and presented to Event Director

 Prize giving plan conforms with CIA and FAI prize giving protocols.

Note: CIA protocols have priority over FAI protocols. (N2010)

 Check that photos, entry list and results are sent to FAI within 24 hours of the end of the event

(SC **GS)** (A2024)

 Check that results have been sent to competitors and participating NAC's. (SC **GS)** (A2024)

**D. AFTER THE EVENT**

**1. CIA SANCTIONED EVENT DEBRIEFING (A2024)**

The event debriefing does nothave a standard format to follow, but there are a number of suggestions:

Chairman: Jury President

Date & Time: The date, time and place of the Event Debriefing session shall be published by the Event Organizer in the overall event schedule so competitors, officials and organizers can plan on attending. It should be after the last competitive flight and before people start leaving the event, and not in conflict with competition work or social events.

Location: In the briefing centre (competitors or officials’ areas). It shall be a meeting room available to all participants including Competitors, Crew and Officials, dedicated to the Event Debriefing which shall not be a part of a social event.

Notice of Meeting: It is suggested that the Event Debriefing also be announced at the last flight briefing and possibly on the last task sheet of the event.

Participation:

*Attendees: Pilots*

*Officials*

*Crew*

*Organizers*

*Others*

*(Count and/or List of Attendees)*

Suggested topics: General Comments Briefing Facilities

Administration Social

Event Director Costs

Debriefing Communication

Scoring Loggers

Flying Area Maps

Safety Refuelling (A2012)

To allow for additional comments from those unable to attend the in-person debrief session, an on-line

survey may be utilized as well. Survey to be open for no more than two weeks after the conclusion of the event.

Link to an On-line survey shall be shared with all participants via best means.

A sample survey is available from the Jury Board.

The Jury President shall compile the “Event Debriefing Report” based on in-person debrief session and, if applicable, an on-line survey.

Prio to the release of the Event Debriefing Report the Event Organizer and Event Director shall be given the opportunity to read the report. If the Organizer or Director would like to add comments, they may address specific items in the Event Debriefing Report. However, they will not be able to edit the report.

*Notes: The Jury President should ask someone to take detail notes which the Jury President is responsible to finalize and send in to the EVENT DEVELOPMENT SERVICE SUBCOMMITTEE, THE CIA COMPETITORS SUBCOMMITTEE and the CIA JURY BOARD. The final document will be published on the EDS web site.*

Suggestions: Generally, the Jury President may need to start the discussion by asking some questions but afterwards the topics and discussion will flow from the competitors and officials in attendance.

Efforts should be made not to make this just a complaint session but a productive one with individuals coming up with suggestions or alternatives.

Check previous Debriefing Meeting notes in Jury Reports on the CIA Web page for additional suggestions. See CIA Documents – Officials – Jury. (A2017)

**2. REPORTS**

**2.1. JURY FINAL REPORT FORM, See appendix D**

This report must be presented to the Event Director at the conclusion of the event.

**2.2. Results, Entry list and photos. See SC** GS and Organiser Agreement (A2024)

As soon as possible (not later than 24 hours) after the prize giving, the Jury President must ensure that the official entry list, the official results and at least two pictures have been sent, electronically, to the FAI Secretary General. The pictures should be of the prize giving ceremony and include photographs of the medal winners.(A2015)

**2.3. REPORT OF THE JURY PRESIDENT TO THE FAI, See appendix E/2**

This Report, together with details of all protests, and a signed copy of the event results, has to be sent by the Jury President to the FAI Secretary General within 8 days of the conclusion of the event and to the chairman of the CIA Jury Board.

Arrange for transfer of any non-refunded protest fees to FAI within 28 days. (A2010)

**Suggested report structure**

Recommendations (Rules, procedures etc)

Summary

FAI CIA Protocol. Opening / Closing Ceremonies Invitation Process

No Shows

Pre-Event Meeting

General Briefing

Competition

Rules

Event Debrief

- Simple statement that debriefing was held / not held and reference to actual Event Debrief document.

(A2012)

**2.4. EVENT DEBRIEFING REPORT, See Checklist, item D**

This report shall be sent to the EVENT DEVELOPMENT SERVICE SUBCOMMITTEE, THE CIA COMPETITORS SUBCOMMITTEE and the CIA JURY BOARD. (A2001)

**2.5. EVENT Performance Bond Release Recommendation & REPORT**

A Recommendation and Report shall be sent to the CIA President within 8 days of the conclusion of the event. The recommendation may be to release all or part of the Performance Bond.

**PROCEDURES FOR THE RELEASE OF EVENT PERFORMANCE BONDS**See Organiser Agreement item 14.2 below. (A2018)

# CIA OA Annex A: Financial Agreements

#### 14.1 FAI / CIA EVENT SANCTION FEE

The Organiser warrants and undertakes to pay FAI, in a manner acceptable to FAI and on the day the BID is approved by the CIA, the sum of CHF (check Sanction Fee table) by way of Sanction Fee (the Sanction Fee).

The Sanction fee will be 50 CHF multiplied for the maximum number of entrants declared in the Bid Document approved by the Plenary.

In case the number of entrants in the event is higher than the number declared in the Bid Document then the Sanction Fee will be adjusted to the final number of participants and the debit will be taken from the Performance Bond.

#### 14.2 FAI / CIA EVENT PERFORMANCE BOND

The Organiser warrants and undertakes to pay to FAI, in a manner acceptable to FAI before the invitation process date as approved in the Bid Document, the sum of CHF (check Performance Bond table) by way of a Performance Bond. If provided by some form of guarantee, this Performance Bond shall remain valid until at least 90 days after the EVENT. The invitation process will not start unless the Performance Bond has been received by the FAI. Failing to abide may lead to the cancellation of the event.

1. **Refund Conditions**

In the event of any circumstances set forth below, the FAI may retain all or part of the Performance Bond, as follows:

1. If the CIA President decides to terminate the Sporting Event in accordance with the provisions of FAI SC GS, thus invalidating the Event, 100% of the Performance Bond shall be retained.
2. If the President of the International Jury decides to interrupt the Sporting Event in accordance with the provisions of FAI SC GS, 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 Performance Bond shall be retained for each full day or part thereof lost due to interruption, but the amount retained may not exceed 75% of the Performance Bond. For this purpose, a “part” of a day is a period including one flight opportunity. (2024)
3. If the report from the Jury (ref CIA Jury Handbook Chapter 3, paragraph 3.3) confirms that, although the provisions of FAI SC GS were not invoked, the Organiser was in breach of a Contractual Commitment, then 20% of the Performance Bond shall be retained for each separate such breach, but the amount retained may not exceed 75% of the Performance Bond.
4. If the International Jury decides the Organiser has not met the full obligations to Officials or CIA and FAI representatives, as agreed upon in the Sanction Application or formal agreements with individuals, the FAI may retain the outstanding amount. The full amount retained will be forwarded to the individuals involved.
5. If the International Jury decides the Organiser either has not met the full obligations to Competitors or prevents one or more Competitors to fly part or all of the event, the FAI may retain part or all the Performance Bond and the amount referred to the entry fee paid by the Competitors will be forwarded to the individuals involved.
6. In the case that the Organiser does not meet deadlines established and published in the event Bid Document an appropriate penalty may be applied. The key deadlines are:
   1. Invitation process. The penalty is 10 CHF per day if the start day as defined in the Sanction Application is delayed.
   2. Submission of championship rules to the CIA Rules Sub-Committee for review 60 days prior to the CIA meeting the year of the event. Late penalty is 10 CHF per day.
   3. Creation and maintaining an event website containing current information for competitors, officials, sponsors, media and the public starting 1 year before the start of the event or 30 days after the sanction is granted for Events being held at the same year of the sanctioning. Late penalty is 10 CHF per day.
   4. Sending results and at least 3 pictures to FAI within 24 hours of the closing ceremony. Late penalty is 100 CHF per day.

**Evaluation Criteria**

FAI and CIA documents, which are in effect at the time of the signing of the Organiser Agreement, will be used to as the basis for evaluation of the event and to determine if there will be any penalty applied to the Performance Bond. They include:

• The FAI Constitution (Statutes, By-Laws)

• The FAI Sporting Code - General Section

• The FAI Sporting Code of the relevant Air Sport discipline(s)

• The FAI ASC Competition Rules

• The FAI Anti-Doping Program (Rules and Procedures)

• The FAI Environmental Code of Conduct

• The FAI Code of Ethics

• The FAI Disciplinary Code

• The FAI Protocol for Ceremonies

• The FAI Casualty Guidelines

• The FAI Rules on Advertising for FAI Air Sport Events

• The FAI Branding (Styleguide, Logos, Rules on advertising)

• FAI Media and Social Media Policy

**Invalid Event / Breach of Agreement**

All or part of the Performance Bond 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.

**Retention of Performance Bond Process**

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](mailto:finance@fai.org) .

The Organiser will be informed in writing by the CIA President of the retention of any specific amount in application of the above provisions within 20 days of the receipt of the report from the Jury President.

The Organiser may submit a written request, to be received by the FAI or the CIA President within 30 days of receipt of the written notification of the retention from the CIA President, to have the CIA Plenary, at its next meeting, review the application of the above provisions. The CIA 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. If the reports to the CIA President from the International Jury indicate that there will not be any retention of the deposit, the process to return the funds through the FAI, will be started as soon as possible. Normally this is within 30 days of the end of the event. (A2025)

**SUMMARY OF AMOUNTS TO BE RETAINED FROM THE PERFORMANCE BOND (PB)**

|  |  |
| --- | --- |
| **Item** | **Penalty** |
| Sanction fee payment | 10 CHF / day, max 10% of PB |
| Performance Bond payment | 10 CHF / day, max 10% of PB |
| Event terminated | 100% of PB |
| Event interrupted | 20% / day, max 75% of PB |
| Breach of contract commit. | 20% / breach, max 75% of PB |
| Rules submitted | 10 CHF / day |
| Rules published | 10 CHF / day |
| Invitation process | 10 CHF / day |
| Web site | 10 CHF / day |
| Facilities | 20% / breach, max 75% of PB |
| FAI/CIA logos | 20% / breach, max 75% of PB |
| Protocol | 20% / breach, max 75% of PB |
| Obligations to Competitors | Amounts due |
| Obligations to Officials | Amounts due |
| Results & pictures | 100 CHF / day |

(A2025)

  

**APPENDIX H CIA JURY BOARD - JUROR APPLICATION/REGRADING FORM PAGE 1**

**CIA JURY BOARD, INTERNATIONAL JURORS**

|  |  |
| --- | --- |
| **FIRST APPLICATION** | **REGRADING APPLICATION** |

Please indicate above if this is your initial or your regrading application

|  |  |  |
| --- | --- | --- |
| ENTRY LEVEL | INTERMEDIATE LEVEL | SENIOR LEVEL |

Please indicate above for which Level you wish to apply

**1. APPLICANT'S IDENTIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| LAST NAME: | FIRST NAME: | |  |
| NATIONALITY: | DATE OF BIRTH: | |  |
| PROFESSION: |  | |  |
| ADDRESS: |  | |  |
| POST CODE: | CITY: | | COUNTRY: |
| TEL. HOME: | | FAX HOME: | |
| TEL OFFICE: | | FAX OFFICE: | |
| EMAIL: | | MOBILE: | |

**2. FAI SPORTING LICENSE AND NAC APPROVAL**

IMPORTANT: To be approved by the CIA you must hold a **valid FAI Sporting License** in Aerostation, and your application must have been signed by your NAC (the NAC you are allowed to represent in FAI International Sporting Events) or by the CIA Delegate of this NAC, **to certify that you are a member in good standing of this NAC.**

|  |  |
| --- | --- |
| No OF FAI SPORTING LICENSE:  (please enclose photocopy) | ISSUED BY NAC OF: |
| NAME OF NAC OFFICIAL OR CIA DELEGATE  SIGNING THIS APPLICATION: |  |
| NAC OFFICIAL'S POSITION: |  |
| DATE: | SIGNATURE: |

**CIA JURY BOARD - JUROR APPLICATION/REGRADING FORM PAGE 2**

**3. BALLOONING EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TYPE OF LICENSE HELD | YEAR QUALIFIED | CURRENT | VALID UNTIL | HOURS P1 |
| HOT AIR BALLOON: YES/NO |  | YES/NO |  |  |
| GAS BALLOON: YES/NO |  | YES/NO |  |  |
| HOT AIR AIRSHIP: YES/NO |  | YES/NO |  |  |
| GAS AIRSHIP: YES/NO |  | YES/NO |  |  |
| OTHER AEROSTAT: YES/NO |  | YES/NO |  |  |

**4. EXPERIENCE AS A JURY MEMBER**

List every event with a status of National Championship or higher you have attended as a member of the Jury. Give dates and names of events, indicate category and if you were Jury President by ticking the appropriate boxes below.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| YEAR | NAME OF EVENT | WORLD | CONTINENTAL | FAI CAT 1 | NATIONAL Champion-ship | NUMBER OF PROTESTS | PRESI-DENT |
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Please indicate your overall GPS, computer and programming experience level on a scale from 1 to 5, where 1 is no or little experience and 5 is expert level, meaning that you have designed own scoring program or similar. At least one person in an event jury must have enough knowledge as much of the jury work is checking results and scoring programs.

**Computer experience level**

|  |
| --- |
|  |

Figure from 1 to 5 (A2017)

**CIA JURY BOARD - JUROR APPLICATION/REGRADING FORM PAGE 3**

**5. COMPETITION EXPERIENCE**

List all competitive events with a status of National Championship or higher at which you were a competitor.

|  |  |  |
| --- | --- | --- |
| YEAR | NAME OF EVENT | RANK |
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**6. COMPETITION OFFICIAL EXPERIENCE**

List events with a status of National Championship or higher at which you worked as an Official (other than Jury Member listed under 4)

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| --- | --- | --- |
| YEAR | NAME OF EVENT | POSITION HELD |
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**CIA JURY BOARD - JUROR APPLICATION/REGRADING FORM PAGE 4**

**7. ANY OTHER RELEVANT EXPERIENCE OR INFORMATION**

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**8. OPEN BOOK TESTS**

To qualify you must also pass the following CIA JURY BOARD Open Book Tests.

Please indicate below (by circling the appropriate test which Tests you wish to take and, if you have already passed some or all of the Tests, the year and your achieved result(s).

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **JURY** | **ENTRY LEVEL** | | | **INTERMEDIATE LEVEL** | | | **SENIOR LEVEL** | | | **AIRSHIPS - BX** | | |
| **LEVEL** |  | % | YEAR |  | % | YEAR |  | % | YEAR |  | % | YEAR |
| ENTRY | YES |  |  | NO |  |  | NO |  |  |  |  |  |
| INTERM | YES |  |  | YES |  |  | NO |  |  |  |  |  |
| SENIOR | YES |  |  | YES |  |  | YES |  |  |  |  |  |
| BX |  |  |  |  |  |  |  |  |  | YES |  |  |

(A2015)

**Please indicate and rate your linguistic knowledge.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LANGUAGE** | 100% | 75% | 50% | 25% |
| ENGLISH (written) |  |  |  |  |
| ENGLISH (spoken) |  |  |  |  |
| OTHER (specify) |  |  |  |  |
| OTHER (specify) |  |  |  |  |
| OTHER (specify) |  |  |  |  |

Signature: Date: