

## **ANNEX 4A**

### **FAI JURY GUIDELINES 2017-8-17 – V.STM**

**Underlines in yellow the 'should' and 'may' that could become 'shall' and 'must'.  
Every accepted change should be included in the Sporting Code.**

#### **CHAPTER 1 – INTRODUCTION**

These guidelines are issued by CASI to assist jurors on International juries in performing their duties at FAI First Category Events.

The duties and responsibilities of International juries are laid down in detail in:

- The Sporting Code (General Section chapter 5 and Specialised Sections).
- The respective event rules.
- Eventually complementary documents issued by ASC.

This FAI Jury Guidelines should be read in conjunction with the above documents. It gives further guidance on:

- The definition of jury and jurors.
- The function of jurors before, during and at the conclusion of the event.
- The procedures when hearing a protest.
- Appeals to the FAI.

It also provides annexes and templates:

- Jury's report on the validity of the event.
- Jury President's report on the event.
- Jury President's report on protests.
- Pre-event check list.

#### **CHAPTER 2 – JURY AND JURORS**

A juror (member of a jury) is an International official acting on behalf of FAI.

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

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

The President of a jury should not be of the same nationality as the organising NAC, and jurors shall represent different NACs.

Jurors should have a sufficient knowledge of the English language.

The President of the jury is responsible for making sure that jurors have copies of all relevant documents to enable them to carry out their duties.  
Jurors should possess a thorough knowledge of these documents, in particular the relevant sections governing their position.

### **2.1. Nominated and representative jury**

A 'nominated' jury is one in which the President and the members are appointed by the ASC concerned.

A 'representative' jury is one in which the jury President is appointed by the ASC governing the event and in which the members are one from each competing NAC.

## **CHAPTER 3 – JURY DUTIES BEFORE THE EVENT**

### **3.1. Conformity of entry process with ASC approved entry process**

The jury should be responsible for monitoring the entry process and adherence to the entry conditions and deadlines.

The jury **should** verify that the competitors' NAC are in good standing and that individual competitors have a valid FAI Sporting Licence for the duration of the competition.

The jury is not responsible for verifying if individual competitors meet other entry requirements: this is the responsibility of the competitors' NACs, of the event organiser and of the pilot himself.

If the jury finds that the approved entry process is not followed by the event organiser, the jury should work with the event organiser to correct the situation. The jury may ask the ASC President to get involved.

### **2.2. Conformity of rules with ASC approved rules**

The jury **should** compare the event rules approved by the ASC with the event rules published by the event organiser as soon as they become available. If differences are found, the jury **should** check if they are permitted. If non-permitted differences are found, the jury **should** immediately inform the organiser and the ASC President, and ask for correction.

## **CHAPTER 3 – JURY DUTIES DURING THE EVENT**

### **3.1. General Observation**

If jurors are not formally part of the competition organisation, they are competition officials representing FAI and the concerned ASC.

Courtesy dictates that jurors should:

- Meet the key officials of the event before the start of the competition to get acquainted and address any potential issue.
- Ask permission to enter the operation and scoring rooms during the event.
- Keep a low profile at all times and take care not to interfere with any of the staff or their work unless permitted.

Jurors are required to monitor the conduct of the event. They should be present at the competition sites whenever possible. They should take every opportunity to observe the general workings of the competition and have a feel for the general atmosphere. At least one juror shall be on site during competition operations and should attend all briefings and take notes on information regarding rules and specific data on the tasks.

In agreement with the Meet Director, jurors may get involved in the running of the event in administrative or practical matters during the event as long as that assistance does not involve matters that could potentially be the subject of a protest or have influence on the results of the competition.

Each ASC may define in its rules and regulations the extent of the involvement of its jurors.

### **3.2. Enforcement of FAI Sporting Code. Cancellation of events**

The President of the jury has the right to require the organisers to abide by the rules and regulations for the event. If the organisers fail to do so, the President has the right to not allow the event to start or stop the event until a jury meeting has considered the situation. In case the safe and appropriate conduct of the event is no longer warranted, the President of the jury shall give to the organisers a reasonable deadline to remedy the situation.

If the situation is not corrected, the President of the jury shall inform the ASC President and the FAI Secretary General that the jury is considering a cancellation of the event. The FAI Secretary General may forward the issue to the FAI Executive Board.

The decision to cancel the event is made by the FAI President in consultation with the concerned ASC.

### **3.3 Arbitration in case of a protest**

At any time during the event, a complaint may be made by a competitor or a team leader to the Event Director or his designated official.

If dissatisfied with the decision on his complaint, the competitor or team leader has the right of protest. Such a protest must be made in writing, in English, and be handed to the Event Director together with the protest fee within the time limit, both established by the ASC.

The Event Director then presents the protest to the jury President without delay.

The jury should arbitrate the protest in the conditions described in Chapter 5 of this guidelines.

### **3.4. Counselling**

Jury's duty may not be only arbitration in case of a protest, but also counselling and rule interpretation at any time during the competition:

- The jury should be prepared to give advice and answer queries raised by the Event Director regarding the rules and the general running of the event. However, care should be taken to represent the position of the jury as a whole and not just of the position of individual jurors.
- The jury should be prepared to answer queries raised by team leaders and competitors by pointing out the rules and regulations, but refrain from giving advice or interpretation. Team leaders and competitors with such queries may be directed to the concerned competition officials (steward, Event Director...).

### **3.4. Verification of Scores**

The FAI rules stipulate that the last action of the jury is to verify and approve the competition results. Throughout the event, the jury **should** verify that the event is being scored fairly and accurately.

Competition scoring can be complex and the numbers of competitors and tasks flown high. Both may turn the verification of results into quite a daunting task. However, the excellence of computer programs used, the high standard of officials and the fact that competitors and team leaders themselves keep a very careful eye on the results should ensure that most of the scoring process will be correct.

It may be felt, therefore, that the jury can 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.

At least one juror should be expert in event scoring and be able to verify the scoring with little or no disruption to the scoring staff.

A juror with limited scoring experience should take every opportunity to work with other jurors who have experience to verify the scoring.

When appropriate, 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.

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

- Check that the observer/judge's report shows clearly the competitor's result and how it was arrived at. This may include penalties. Check any other notes that may refer to infractions of the rules.
- Check that all references, distance, time limits, etc. have been correctly entered.
- Check out the reasons for penalties and/or no results.
- Remember that errors are most likely to arise from exceptions rather than from routine measured scores.

ASC may want to publish more specific instructions. Following guidelines set out by CASI or ASC should be sufficient to show up any problem and enable the jury to approve the competition results.

## **CHAPTER 4 – JURY 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 the final task and overall results have elapsed.

In case of a protest, the jury will continue its functions until all reports of protest hearing proceedings have been transmitted to the Event Director and decisions have been made public.

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, the 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 A).

The final competition results, approved by the jury, will be made public before the prize-giving is held.

The Jury declaration as per Annex A may be read at the beginning of the award ceremony

Within 24 hours of the conclusion of the event, the Jury President shall make sure that the organisers send to FAI the officially accepted competitors entry list and the complete results of the competition validated by the jury President's signature.

Within 8 days of the conclusion of the event, the jury President shall send to the FAI Head Office:

- The jury President's report on the number of protests made, withdrawn, upheld or failed. (If any. See Annex C.)
- A 'Protest file' including copies of relevant considerations and documentation used by the jury when hearing the protest and determining its outcome. This is often the only source of information available to FAI in case of appeals and it allows the ASC to archive protests and see how they were treated.
- The protest fees or the proof of money transfers.

Within 8 days of the conclusion of the event, the jury President **should** send to the FAI Head Office:

- The jury's report on the validity of the event. (See Annex A.)
- A brief report on the event (see Annex B), including competition facts and a summary of the results.

Within 8 days of the conclusion of the event, the jury President **should** send to the the ASC President:

- The jury's report on the validity of the event. (See Annex A.)
- A brief report on the event (see Annex B), including competition facts and a summary of the results.
- The jury President's report on the number of protests made, withdrawn, upheld or failed. (If any. See Annex C.)
- A 'Protest file' including copies of relevant considerations and documentation used by the jury when hearing the protest and determining its outcome. This is often the only source of information available to FAI in case of appeals and it allows the ASC to archive protests and see how they were treated.

## **CHAPTER 5 – PROCEDURES WHEN HEARING A PROTEST**

### **4.1 Jury meeting and protest hearing**

A jury meeting is a meeting of the jury with or without a protest hearing

A protest hearing is a jury meeting at which the Event Director and the claimant have a right to give both written and oral evidence before a jury.

Although the Event Director and the claimant have a right to be present at a protest hearing, they are not obliged to attend. However, their absence from the hearing should not hold up proceedings and the protest may be dealt with by the jury based on evidence presented during the meeting.

#### **4.2 Attendance**

Attendance at protest hearing is compulsory for all jurors. For special reasons, such as an emergency or personal illness, a juror may be replaced by an eligible replacement.

The jury President may accept a replacement nominated by the juror concerned. In cases where the juror is incapacitated and unable to nominate a replacement, or where the jury President refuses the juror's nomination, the ASC President or his representative **may** make the nomination.

#### **4.3 Quorum**

The quorum for a nominated jury in a protest hearing is three, including the President. This number is the same for all nominated juries whether of three or five members.

The quorum for a representative jury in a protest hearing is 2/3 of the total membership including the President of the jury.

#### **4.4. Important points to remember when handling and hearing a protest**

The Event Director has full discretion to make operational decisions in accordance with the FAI regulations and the rules for the event. These decisions concern all competitors and should not be grounds for protest unless they place a competitor at a disadvantage compared to others.

If there are no rules or predefined penalties applicable to the facts, the jury should look at the decision of the Event Director, ensure that competitors are treated equally and fairly and decide:

- If this was an appropriate and fair decision under the circumstances.
- If the penalties were applied in accordance with the Sporting Code.
- If the penalties were applied in proportion to the violations.

It is not the function of the jury to alter a rule in any way or to change fixed penalties. However, they may alter a variable penalty if they consider the Event Director's award to be inappropriate.

During a protest hearing, the jury shall hear both sides on the matter of any protest and apply the FAI regulations and the rules for the event. The facts of any protest should be established by hearing evidence from the competitor concerned, the Event Director, and any other relevant witnesses. Jurors should make every effort not to prejudge an occurrence.

#### **4.5. Outline of the procedures for handling a protest**

A protest shall be presented by the Event Director to the jury President without delay. The jury President **should** note the time of receiving on the protest document.

The jury President should verify:

- That the dispositions concerning protests and the treatment of protests, as stipulated in the FAI regulations 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 with the Event Director.

A protest made in good faith by a competitor but failing any requirement not under his control should be accepted by the jury President.

When satisfied, the jury President should call a protest hearing within 24 hours of receiving the protest.

All protests should 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 competitors of an officially entered team. It should be identified as such and must have been presented to the Event Director by the Team Leader.

A team protest should be treated in the same way as a competitor's protest, except that all the concerned team competitors need not be heard if they decide to be represented by the team leader.

Before any jury meeting is called to hear a protest, the jury President should make sure that all the relevant information and facts concerning the protest are available.

The Event Director may delegate to the stewards the task to assemble information and facts concerning matters to be considered by the jury.

When calling a protest hearing, the jury President should allow for operational and competition priorities. As a rule, witnesses and other concerned parties should only be called during periods when they are not involved in competition activities.

#### **4.6. Outline of the procedures for hearing a protest**

All proceedings **should** be in English.

The jury President **should** ensure that the proceedings of the hearing are truly recorded.

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.

The Event Director and the protester **should** have a right to give both written and oral evidence before the jury.

The jury President **should** make sure:

- That all interested parties were given notice of the protest hearing in good time and duly called to appear.
- That they have been requested to make presentation and give evidence.

Their absence from the protest hearing should then not hold up the proceedings.

All interested parties **should** be given the right to be assisted by an interpreter or assistant of their choice if needed. All others **should** attend only at the jury President's discretion.

All interested parties **should** be heard by the jury after being requested.

Stewards may attend the hearing as observers or witnesses.

The jury President has authority to conduct the hearing as he sees appropriate. All speakers should address everything they say to the jury President, and only one speaker should be recognised by the jury President at a time. Normally, the hearing will proceed as follows:

- A juror to act as recording secretary. He will take note on those invited, those requested to give evidence, present and absent, and on the hearing.
- Jury President to summarise the protest presented, to state that the protest was made in accordance with the FAI regulations and the rules for the event, that the protest fee was received by the Jury and that it can therefore be admitted.
- 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.
- Jury President to invite the protester to present his protest.
- Jury President to invite the Event Director to present his statement.
- Jurors 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: a juror may ask questions at any time.
- Protester and Event Director to be invited to summarise their respective positions and to make their final statement.
- Jurors to retire for the deliberations and to reach their decisions.

#### **4.7. Decision on a protest**

Decisions shall be reached by a simple majority.

A secret ballot shall be held if requested by a juror.

The protest fee is returnable if the protest is upheld or was withdrawn.

#### **4.8. Protest report**

Jury decisions come into effect with the publication of the jury protest report.

The jury President is responsible for recording the hearing proceedings and he shall report these proceedings in writing to the Event Director without delay. This report shall contain the decisions and a summary of any relevant considerations.

The report should be detailed enough to give persons reading it a full understanding of the reasoning involved. It should include whether the Jury decisions were unanimous or majority votes. All jury members should sign it.

The jury President should understand that the protest report will also be sent by the Event Director to the organising NAC and by himself to the FAI, and that in case of an appeal against the jury decision this report is a very vital document.

The jury President **should** make sure that the report is made public by the Event Director and that, where the protest fee is to be returned to the protester, the fee is promptly



returned. 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 is sent to the FAI Head Office within 8 days of the conclusion of the event.

## **CHAPTER 5 – APPEALS TO THE FAI**

Except for matters under GS 4.11.2., the right of appeal to FAI rests 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 Head Office within 90 days from the announcement of the decision leading to the appeal. Should the appeal be admitted, the jury President will be given notice of the appeal in good time, and he should then be prepared to be called as interested party by the FAI Appeals Tribunal.

## **ANNEX A – TEMPLATE FOR JURY'S REPORT ON THE VALIDITY OF THE EVENT**

We, the undersigned members of the jury for the *(name of the event)* declare that:

- In our opinion the event has been conducted in accordance with the Sporting Code and the rules for the event.
- All protests have been dealt with and all jury reports have been displayed *(or 'No protest were submitted to the jury')*.
- The final results have been verified and are valid.

*Date and place*

*Signed by all jurors*

## **ANNEX B – TEMPLATE FOR JURY PRESIDENT'S REPORT ON THE EVENT**

**Name of the competition – Place and date**

### **Organisers**

*Name (of association)*

on behalf of the *(name of NAC)*

### **Event Personnel** *(only the key ones)*

Event Director:

Meet Director:

Safety Director:

Scorer:

Judges:

...

### **FAI Officials**

Jury President:

Jury members:

Steward:

Chief judge:

...

*(Names and nationalities)*

### **Competition facts**

Number of competitors:

Number of nations:

Number of competition days:

Number of tasks (*rounds/runs*):

### **Results**

Individual

1-

2-

3-

Women

1-

2-

3-

Team

1 –

2-

3-

...

The competitions results are available at ... (*competition website address*)

## **ANNEX C – TEMPLATE FOR JURY'S REPORT IN CASE OF PROTEST**

**I, the undersigned jury President, declares that:**

- ... protests were received of which ... were upheld and ... were denied

Of the deposited protest fees received,

- ... were retained and are enclosed herewith,
- ... have been transferred to the FAI.

The jury proceedings pertaining to the above protests are included.

*Date and place*

*Signed by the Jury President*

## **ANNEX D – PRE-EVENT CHECK LIST**

### **All jurors present, set and available**

President: ...

Jury members: ...

*(Names and nationalities)*

### **DOCUMENTATION AVAILABLE TO JURORS**

- FAI Statutes & By-Laws
- Sporting Code General Section
- Sporting Code Specialised Section
- Jury Handbook
- Competition Rules
- Observer/Judge Handbook
- Pilots and team leaders list
- Organisation list
- Competition maps
- ...

### **Jurors' authority documents**

- FAI Sporting Licence or ID card
- Event ID badge or pass...

### **COMPETITION RULES**

- The rules for the event have been checked and they are in accordance with the FAI regulations.
- Pilots' FAI sporting licences checked.
- All NAC in good standing.

### **PRESENTATION OF COMPETITION AND FAI OFFICIALS.**

- A pre-event meeting is organised between the jurors and the key officials from the organisation.
- All required personnel are available.

### **JURY**

- Dedicated meeting room or space.
- Access to operation and scoring rooms.
- Access to equipment (printer, copier...).
- Car (pass, driver, parking, refuelling...).
- Communication (radio, telephone, wifi and data access...)
- Travel issues (reimbursements, shuttle to the airport...).

### **COMMUNICATION**

- Phone numbers and email of key officials, including steward and jurors.
- Phone numbers and email of team leaders.
- Agreement on the official time.

**REGISTRATION**

- Specific space for the jury.
- How the jury may help.
- Issues regarding entries, eligibility, registration.

**BRIEFINGS**

- General pilots' briefing.
- Team leaders' briefing.
- Other briefings (task setting, safety...).
- How the tasks are announced and when.

**OFFICIAL NOTICE BOARD**

- Where is it set up? Is it large enough?
- Procedure for publishing official information.
- Procedure for publishing provisional and official results.

**OTHER NOTICE BOARD**

- Where is it set up? Is it large enough?
- Procedure for publishing other information.

**COMPLAINTS AND PROTESTS**

- How the jury is informed.
- How and where they are published.
- Remind everyone of deadlines on usual days, rest days, final day.

**CEREMONIES**

- Opening, award and closing ceremonies details.
- How the jury is involved.
- FAI anthem and flag available.
- Medals and certificates in good order.
- Other trophies available?