



**COMMISSION AERONAUTIQUE SPORTIVE INTERNATIONALE
(C.A.S.I.)**

*Fédération
Aéronautique
Internationale*

**INTERNATIONAL JURY MEMBERS
HANDBOOK**

2013 – 4th Edition

*Maison du Sport International
Av. de Rhodanie 54
CH-1007 Lausanne
(Switzerland)
Tél. +41 (0)21 345 10 70
Fax +41 (0)21 645 10 77
E-mail: sec@fai.org
Web: www.fai.org*

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THE FAI 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**

FOREWORD

FAI Jurors' duties have become more and more complex, especially so since the Sporting Code General Section introduced the Juries' responsibilities regarding the control of First Category International Sporting Events. (GS 4.3)

Jury duties are well defined by the Sporting Code General Section (GS 4.3.1 & 4.3.2) and, for some Air Sports, by the respective Air Sport Commissions' Specialised Sporting Code Sections. **This Handbook should therefore not be considered a rule book** introducing new regulations or supplementing the Sporting Code, **but an advisory document** intended to help Jurors perform their duties by

- outlining relevant FAI General Section procedures in chronological order, and
- recommending procedures not covered by the Sporting Code.

Its use is not mandatory and it is presented to the Air Sport Commissions with CASI's understanding that the different Commissions may very well find it necessary to adapt some of the recommendations to better suit their respective airports and events.

One of the main objectives of the FAI Sporting Code is to ensure consistency at all Category One events. It is hoped that this Handbook will prove useful in this respect.

CHAPTER 1 - INTRODUCTION

This Handbook is issued by CASI to assist Jurors on International Juries in performing their duties at First Category International Sporting Events.

A Juror (member of a Jury) is an International Official acting on behalf of FAI (GS 4.3.1.1); he may neither be a competitor nor hold any operational position in the organisation of the Sporting Event (GS 4.3.1.2).

A "**nominated Jury**" (GS 4.3.2.3) is one in which the President and the members are appointed by the FAI Air Sport Commission concerned. A "**representative Jury**" (GS 4.3.2.2) is one in which the Jury President is appointed by the FAI Air Sport Commission governing the event and in which the members are one from each competing NAC.

The President of a Jury should not be of the same nationality as the organising NAC, and Jurors must represent different NACs (GS 4.3.1.3).

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 Specialised Section), the respective Event Rules, and this Handbook. The President of the Jury 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.

All Jury members **MUST** possess a thorough knowledge of all the above documents, and in particular the relevant sections governing their position (GS 4.3.2.5). This Handbook should be read in conjunction with these rules and gives further guidance on:

- The function of Jury members during the Event,
- the procedures when hearing a protest,
- Jury duties at the end of the event,
- Appeals to the FAI.

CHAPTER 2 - JURY DUTIES

2.1. The functions of the Jury before the event

2.1.1. Conformity of event entry process with ASC approved entry process

The Jury is responsible for monitoring the entry process and adherence to the entry conditions and deadlines, from the time of appointment. The Jury is not responsible for verifying if individual competitors meet all entry requirements – this is the responsibility of the competitors' NACs and the event organizer. If the Jury finds that the approved entry process is not followed by the event organizer, the Jury should first work with the event organizer to correct the situation. The Jury may ask the ASC President to get involved.

2.1.2. Conformity of event rules with ASC approved rules

The Jury should compare the event rules approved by the ASC with the event rules published by the event organizer 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 organizer and the ASC President, and ask for correction.

2.2 The functions of the Jury during the event

2.2.1. General Observation

Jury members are not Competition Officials and, although they are required to monitor the conduct of the event (GS 4.3.2.1), they should take care not to get involved in any way in the running of the event. The Jury should take every opportunity to observe the general workings of the competition and have a feel for the general atmosphere. At least one Jury member is to be on site during competition operations (GS 4.3.2.5) and should attend all briefings and take notes on information regarding rules and specific data on the tasks. The Jury should also be present at the competition sites whenever possible.

2.2.2. Enforcement of FAI Sporting Code

The President of the Jury has the right to require the organisers to abide by the FAI Sporting Code and the published rules and regulations for the event. If the organisers fail to do so, the **President has the right to stop** the event until a Jury Meeting has considered the situation. The **Jury has the right to terminate** the event if the organisers fail to abide by the FAI Sporting Code or the published rules and regulations (GS 4.3.2.4).

Before any termination decision is made, the relevant FAI Air Sport Commission shall consult the FAI Secretary General who will inform, consult and advise as necessary. Actions will be assessed on a case-by-case basis. In cases with political implications for FAI, the Executive Board may be involved.

2.2.3. Counselling

Matters of advice, arbitration or rule interpretation shall be the responsibility of the International Jury acting on behalf of the FAI and who have been appointed or approved by the Air Sport Commission concerned (GS 4.3.1.1). The Jury President and Jury members should 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 queries are fully covered in the event rules, and a competitor with such a query should therefore normally be directed to the concerned competition official.

2.2.4. Verification of Scores

The General Section of the Sporting Code requires that the Jury "verify and approve the competition results" (GS 4.3.2.7.2). 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 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 formulae and the method of scoring to enable them to overview the accuracy of the results before approving them (see Appendix C).

2.2.5. Checking of Timepieces

The President of the Jury should ensure that the Jury members' timepieces are accurate to the Event Director's official time. Jury members should frequently check their own timepieces.

2.2.6. Relations with Organisers

Jury members directly represent the FAI and are not members of the competition operations or organisation staff (GS 4.3.1.1). Courtesy therefore dictates asking permission from the Event Director (GS 4.3.4.1) 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 fine line between the competitors and the competition officials. You are looking after the interests of both groups. See "Jury PRESIDENT'S CHECKLIST" (Appendix E).

2.2.7. Fairness

The Jury shall ensure that competitors are treated equally and fairly, and that penalties are in accordance with GS 5.2. and in proportion to the violations.

2.2.8. Conflict of interest

The FAI Code of Ethics also applies to Juries at any event. A Juror with a potential 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.

2.3. Procedures when hearing a protest

2.3.1 Attendance and Quorum

Attendance at Jury meetings is compulsory for all Jury members. For special reasons, such as an emergency or personal illness, a Jury member may be replaced by an eligible replacement. The Jury President may accept a replacement nominated by the Jury member concerned. In cases where the Jury member is incapacitated and unable to nominate a replacement, the Air Sport Commission President or his representative may make the nomination (GS 4.3.2.6.1).

The QUORUM (the number of members who must be present for the business done to be legal and binding) for a "nominated Jury" meeting is three, including the President. This number is the same for all nominated Juries, whether of three or five members (GS 4.3.2.6.3).

The QUORUM for a "representative Jury" is 2/3 of the total membership including the President of the Jury (GS 4.3.2.6.3).

2.3.2. Important points to remember when hearing a protest:

- a) The Event Director has full discretion to make operational decisions in accordance with the Sporting Code and the rules and regulations for the event and concerning all competitors (GS 4.3.4.1.2), and these should not be grounds for protest unless they place a competitor at a disadvantage compared to others.
- b) If there are no rules or penalties applicable to the facts, the Jury must look at the decision of the Event Director and decide if this was an appropriate and fair decision under the circumstances, and if the penalties were applied in accordance with the Sporting Code (GS 5.2).
- c) It is not the function of the Jury to alter a rule in any way (GS 3.9.1), or to change fixed penalties.

They may however alter a variable penalty if they consider the Event Director's award to be inappropriate.

- d) The Jury shall hear both sides on the matter of any protest during a protest hearing and apply the relevant FAI regulations and rules for the event (GS 5.5.2). The facts of any protest shall be established by hearing evidence from the competitor concerned, the Event Director, and any other relevant witnesses. Jury members must make every effort not to pre-judge an occurrence.
- e) A Jury meeting is a meeting of the Jury with or without a protest hearing
A protest hearing is a Jury meeting at which all Jurors must be present (GS 4.3.2.6.1.), and where 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 however not obliged to attend. However, their absence from the hearing shall not hold up proceedings and the protest may be dealt with by the Jury based on evidence presented during a Jury meeting.

2.3.3. Outline of the procedures for **handling** a protest:

- a) 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 (GS 5.5.1).
- b) The Jury President shall verify (GS 5.4.2):
 - 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 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 shall call a Jury hearing within 24 hours of receiving the protest (GS 5.5.1).

- c) 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.
- d) 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. Normally, the Event Director will delegate the task to assemble information and facts concerning matters to be considered by the Jury to the Stewards (GS 4.3.4.2.1).
- e) When calling a protest hearing, the President of the Jury 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.

2.3.4 Outline of the procedures for protest hearings:

- a) The Jury President shall ensure that the proceedings of the hearing are truly recorded (GS 4.3.2.6.2).
- 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 hearing in good time and that those concerned have been duly called to appear at the protest hearing (GS 5.5.2). Their absence from the hearing shall then not hold up the proceedings.

- d) The Event Director and the protester have a right to give both written and oral evidence before the Jury (GS 4.3.2.6.1 & 4.3.4.1.2). They shall attend the hearing and give evidence if requested (GS 5.5.2). Stewards may attend the hearing as observers or witnesses. The concerned parties shall be heard by the Jury (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 to attend only at the Jury President's discretion.
- e) 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:
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 summarise the protest presented, to state that the protest was made in accordance with the Sporting Code rules, that the protest fee was received by the Jury, and that it can therefore be admitted.
 3. 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 (GS 5.4.3).
 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: A Jury member may ask questions at any time.

7. Protester and Event Director to be invited to summarise their respective positions and to make their final statement.
8. Jury to retire for the deliberations and to reach their decisions.
9. Decisions shall be reached by a simple majority. A secret ballot shall be held if requested by a Jury Member (GS 4.3.2.6.4).

The last decision to be made by the Jury concerns the question whether or not the protest fee is to be returned to the protester (GS 5.4.3). The Sporting Code stipulates that "normally" 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 hearing proceedings (GS 4.3.2.6.2) and he shall report these proceedings in writing to the Event Director without delay (GS 5.5.3). This report shall contain the decisions and a summary of any relevant considerations. 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 should understand that the detailed report of the proceedings must also be sent by the Event Director to the organising NAC and to the FAI (GS 4.3.4.1.3), and that in case of an appeal against the Jury decision this report is a very vital document. The report should also include whether the Jury decisions were unanimous or majority votes, and all Jury members should 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 (GS 5.5.3) and that, 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 (GS 5.4.4), 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).

2.4 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 final task- and overall results has elapsed. 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 (GS 4.3.2.7.1).

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 for the Jury Report Form). The final competition results, approved by the Jury, must be made public before the prizegiving is held (GS 3.16.1 & 4.3.2.7.2).

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 (GS 3.16.2.2, see Appendix B). It is recommended to include the protest fees (or the proof of money transfer) in this report. It is also recommended to Jury Presidents to include the mandatory record of Jury actions (GS 4.3.2.6.2). Again, these reports are often the only source of information available to FAI in case of appeals.

CASI recommends that, in addition to the report to the FAI, Jury Presidents at all Category 1 events should submit a report to the Air Sport Commission concerned (see Appendix D), to allow the Air Sport Commission to establish case histories of protests handled. The Jury President is asked to mail this report, together with a copy of all documentation used by the Jury when hearing a protest, to the President of the Air Sport Commission concerned. This includes (if applicable) the complaint and the answer to the complaint, protest and protest decision, summary of statements of officials and witnesses, etc. If the protest involved scoring, a copy of the Task Sheet and all the relevant published task- and overall results (all the documents that determined the outcome of the protest by the Jury).

3. APPEALS TO THE FAI

Except for matters under GS 3.11.2, 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 (GS 9.1).

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 (GS 9.3).

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

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

JURY FINAL EVENT REPORT FORM

We, the undersigned members of the Jury for the

(name of the event)

declare that:

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

Signed: _____ Jury President

_____ Jury member

_____ Jury member

_____ Jury member

_____ Jury member

(extend list if necessary)

Date and place: _____

APPENDIX B

IMPORTANT NOTE: *This Report has to be sent by the Jury President to the FAI Secretary General within 8 days of the conclusion of the event.*

To the Secretary General of the
FEDERATION AERONAUTIQUE INTERNATIONALE
Avenue de Rhodanie
CH-1007 Lausanne
Switzerland

(place and date)

REPORT OF THE PRESIDENT OF THE JURY

for the _____
(name of the event)

The Jury at the above event received _____ protests 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

Also included you will find the JURY PROCEEDINGS pertaining to the above protests.

Signed _____

Jury President

APPENDIX C

VERIFICATION AND APPROVAL OF RESULTS

GS 4.3.2.7.2 stipulates that the last action 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/Judge Report Forms show clearly the competitor's result and how it was arrived at.
 - b) Check the computer setup for the task to ensure all references, distance and time limits etc. have been correctly entered into the computer from the task sheet.
 - c) Check out the reasons for all penalties and the NO RESULTS shown on the task results sheet.
 - d) Check each Observer/Judge Report Form for any notations in red (Chief Scorer) and follow through penalties.
 - e) Check out all Observer/Judge 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.

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.

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

REPORT BY THE JURY PRESIDENT TO THE AIR SPORT COMMISSION

EVENT DETAILS

TITLE/NAME: _____

DATE: _____ LOCATION: _____

ORGANISING NAC: _____

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

EVENT PERSONNEL

EVENT DIRECTOR: _____ DEPUTY EVENT DIRECTOR: _____

CHIEF SCORER: _____ CHIEF JUDGE: _____

STEWARDS: 1. _____ 2. _____ 3. _____

FAI JURY

PRESIDENT : _____ MEMBER 1: _____

MEMBER 2 : _____ MEMBER 3: _____

MEMBER 4 : _____ MEMBER 5: _____
(extend list if necessary)

COMPLAINTS AND PROTESTS

NUMBER OF COMPLAINTS: _____ TOTAL NUMBER OF PROTESTS ADMITTED: _____

NUMBER WITHDRAWN: _____ NUMBER UPHELD: _____ NUMBER REJECTED: _____

AMOUNT OF PROTEST FEES RETAINED: _____

DATE & PLACE: _____ signed: _____
Jury President

Note: Please give your general comments on this event, and your Jury's recommendation (if any) regarding rules and regulations on a separate sheet. Attach full details of all protests heard by the Jury and return this form to the Air Sport Commission President concerned.

APPENDIX E

CAT 1 EVENTS - JURY PRESIDENT's CHECK-LIST

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, finances)

- ☐ Jury President : _____
- ☐ Jury member : _____
- ☐ Jury member : _____
- ☐ Jury member : _____
- ☐ Jury member : _____
- ☐ Jury member : _____
- (extend list if necessary)

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

- ☐ - FAI STATUTES & BY-LAWS
- ☐ - SPORTING CODE GENERAL SECTION
- ☐ - RELEVANT SPECIALISED SECTION OF THE SPORTING CODE
- ☐ - JURY HANDBOOK
- ☐ - COMPETITION RULES
- ☐ - LAST MINUTE COMPETITION RULES INFORMATION (if any)
- ☐ - OBSERVER/JUDGE HANDBOOK (if any)
- ☐ - OFFICIAL ENTRY LIST (pilots entered)
- ☐ - OFFICIAL COMPETITION MAP(S) (contest area, common launch point, prohibited areas)

- c) **Jury members' authority documents:**

- ☐ - FAI Sporting Licence or ID card (if required)
- ☐ - Event ID badge or pass
- ☐ - Event car pass (if any)

- d) **Conformity of COMPETITION RULES with FAI ADOPTED RULES**

- ☐ Compare both documents and if differences are found, check if they are permitted

CAT 1 EVENTS - JURY PRESIDENT's CHECK-LIST (continued)**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, judges)
- ☐ - All FAI medals and certificates available (if any)
- ☐ - Respective FAI Trophy available (if any)
- ☐ - FAI flags available
- ☐ - FAI anthem available

b) Jury meeting room arrangements

- ☐ - Availability, access, keys

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 Event Director)
- ☐ - 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
- ☐ - Refueling 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 the start of the event)
 - 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)

CAT 1 EVENTS - JURY PRESIDENT's CHECK-LIST (continued)**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 and place for replies to complaints
 - ☐ - Information on rules and regulations
 - ☐ - Announcement of shortened time limits for complaints and protests
 - ☐ - Announcement of SAFETY and COMPETITION LIMITATIONS
 - ☐ - OFFICIAL TIME and timing source (make also sure that Jurors' time pieces are set accordingly)
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