

ANNEX A.1b

GUIDE FOR SUBMITTING WORLD AND CONTINENTAL CHAMPIONSHIP ORGANISER BULLETIN 0 TO CIAM BUREAU FOR APPROVAL

The Organiser Bulletin 0 is a draft Bulletin which must be submitted by the organising NAC to the FAI office and the CIAM Secretary for consideration by the Bureau at one of the two Bureau meetings not later than:

15th November of the year prior to the Championship for Championship(s) scheduled from May to December.

15th March of the year prior to the Championship for Championship(s) scheduled from January to April

In order to minimise the time taken to approve the Bulletin at the Bureau meeting, the organiser must discuss the Bulletin with the relevant Subcommittee Chairman before submitting the Bulletin 0 to the FAI office and the CIAM Secretary.

The Bulletin 0 must be presented in accordance with and in the order of the following template (see next pages).

A budget covering the total cost of the event must be presented on a separate sheet as information for the Subcommittee Chairman and the CIAM Bureau members in order to enable them to confirm that the entry fees, accommodation and meal charges have been set at a reasonable level in accordance with ABR B.7.2 & B.7.4.

The organising NAC may be requested to attend Bureau meeting on the appropriate day, according to the published Bureau Agenda, to give further information and to answer any queries that may have arisen from the submission of Bulletin 0.

Note: *Bulletin 0 is a draft Bulletin for the benefit of CIAM Bureau and should not be issued, published or publicised outside the CIAM Bureau.*

BULLETIN 0 TEMPLATE

FRONT PAGE

Title of the championship(s): the title must adhere to the CIAM championship naming policy (refer Annex A.1c). The title can be completed by sub-titles with class(es) name(s) and appropriate mention of "Senior" and "Junior".

Logos: FAI logo (not FAI Aeromodelling commission logo), championship logo plus appropriate NAC and sponsor logos. The championship(s) logo design is free in order to encourage creativity but it is mandatory that all the elements of the championship(s) name are included; however, they may be in any order or layout to suit the logo shape.

Other elements to be mentioned on the front page:

- Bulletin 0 (to be replaced by "Bulletin 1" after validation of Bulletin 0 by the CIAM Bureau) and date of the Bulletin (month and year).
- Organising country and/or NAC.
- Place of the championship(s).
- "From" & "to" dates (arrival day & departure day).
- Website address of the championship(s).

NEXT PAGES

ORGANISER AND LOCATION

Name the organiser of the Championship(s) and the location of the flying site (including GPS position)

Give a short description of the area and enclose a diagram or map showing the main routes to the flying site, the accommodation and from the accommodation to the flying sites.

Give some information regarding weather conditions at the time of the championship(s): average temperature, wind, sunrise and sunset, etc.

CLASS(ES)

List the class(es) to be flown by F designation and description.

RULES

State the following text by completing as necessary

"The Championship(s) will be run according to:

- *FAI Sporting Code Section 4 Aeromodelling Volume ABR "Year" Edition.*
- *FAI Sporting Code Section 4 Aeromodelling Volume "Reference of the appropriate specific Volume" "Year" Edition.*
- *FAI General Section and FAI Code of Ethics.*

Include details of any local rules which are to be used during the championship(s).

Anti-Doping Statement: If a competitor has to take, for a medical condition, any of the substances listed on the WADA Prohibited List, he must have a valid Therapeutic Use Exemption (TUE) from the FAI.

FAI Sporting Licence: each competitor and team manager must possess an FAI Sporting Licence valid for the year of the championship. This licence must be registered in the FAI licences database. Include information about which additional attendees such as mechanics or helpers will require a sporting licence.

The holder of a FAI Sporting Licence may be required to produce an official document bearing his photograph and signature as proof of identity.

Protest: any protest must be presented in writing to the Contest Director and must be accompanied by the deposit of a fee of 35 Euros (to be replaced by 50 Euros if the Bureau proposal is approved by the 2015 CIAM Plenary meeting). The deposit is returned only if the protest is upheld.

OFFICIAL LANGUAGE

State the official languages (English language is mandatory).

FAI JURY

List the proposed FAI Jury President and the other two jury members, plus three (to be replaced by two if the Bureau proposal is approved by the 2015 CIAM Plenary meeting) suitable reserve Jury members for approval by the CIAM Bureau.

When selecting the Jury and the reserve Jury members, care must be taken to ensure that the provisions of (ABR B.4.2) can be met at all times.

JUDGES & CONTEST DIRECTOR(S)

List the proposed Judges and reserve Judges for approval by Bureau, and the Event and Contest Director(s) for information. (Refer to ABR B.4.4 and the appropriate Sporting Code volume for the category).

COMPOSITION OF A NATIONAL TEAM

State the total number of participants permitted in each class for each country: (Refer to ABR B.3.5).

- Team manager (one possible in each class for combined championships).
- Assistant team manager when permitted by the rules (refer to ABR B.3.6).
- Official helpers or timekeepers permitted by the rules.

INVITATION TO THE REIGNING CHAMPION(S)

Invite the reigning Champion(s) (stating his name and country) and include the following statement:

- The reigning Champion has the right (subject to the approval of his NAC) to participate in the Championship(s) in that category regardless of whether or not he qualifies for the national team. If he is not a member of the national team, his score will not be considered in the team results.

CLASSIFICATION AND AWARDS

This refers to all classes at combined championships.

INDIVIDUAL CLASSIFICATION

State that FAI medals and FAI diplomas will be awarded to the competitors placed first, second and third. When a separated Junior classification is made state that FAI medals and FAI diplomas will be awarded to the competitors placed in first, second and third and that in order to award the title of Junior Champion, junior competitors from at least four nations must compete in the class.

TEAM CLASSIFICATION

State that FAI medals and FAI diplomas will be awarded to each member (including the fourth competitor and the team manager) of the teams placed first, second and third.

Note: for Space Modelling championships, only one medal shall be awarded per team per class per age division.

FAI TROPHIES

If any class has a perpetual trophy allocated to it, then state the class, the trophy name and the current holder's name and country.

Note: these data are available on the FAI website.

OTHER AWARDS

State if additional organiser prizes will be awarded.

SCHEDULE

State the detailed competition schedule in sequential order by day and date starting with the arrival day and finishing by the departure day; mention which days are registration, processing, official practice, eventual reserve day, opening and closing ceremonies, prize-giving and banquet.

ENTRY FEES

List the entry fees (in Euro) for:

- Team manager (and assistant team manager if permitted by the rules).
- Senior competitor.
- Junior competitor.
- Official helper or mechanic as permitted by the rules (must not exceed 20% of the entry fee for a competitor).
- Supporter (must not exceed 20% of the entry fee for a competitor).

Specify that a competitor who is also a team-manager (or assistant team manager if permitted by the rules) will only pay the higher entry fee.

For combined championships, state if a discount will be applied to the entry fee for additional classes if a competitor is flying in more than one class.

DEADLINES

State the deadlines for:

- Preliminary Entry form (intent to enter team with number of competitors for each class).
- Final entry Form (official entry including competitor's names and FAI license ID number.).
- Payment of entry fees.

State that entry fees will not be accepted on arrival except in exceptional circumstances and with the agreement of the organiser.

Give information if a discount will be given for an early payment and if and when penalties will be applied on payments made after the deadline for payment of the entry fees.

State clearly the criteria for the full or partial refund of the entry fees paid, or not, should a competitor or team withdraw from the event after having had their entry accepted. (see General Section 4.15.2)

LODGING AND FOOD

List the types of accommodation and whether the rooms are single, twin or multiple bedded with the cost per person of each variation. Offer a camping option if possible.

State whether there will be official meals (breakfast, lunch and dinner) and, if so, list the cost. If there are no official meals then include a guide on the price of local restaurant meals.

State the price of the banquet; if the banquet is included in the entry fee quote the price for an extra banquet ticket.

All costs must be stated in Euro.

INSURANCE

State the following text, if necessary add any specific conditions required by legislation of the country:

- The organiser will provide a limited third-party liability insurance covering all competitors for model accidents involving injury to others and damage to property.
- It is recommended that individual health and travel insurance is purchased before travelling.

For Championships held in within the European Union state:

- For EU citizens, health care is covered under Social Health Care on presentation of an EU 11 form which is available in the country of residence.
- Citizens from outside of EU should provide their own health insurance to cover illness.

FREQUENCIES

State the frequencies and maximum transmission power which are legal for use to control model aircraft in the country where the Championships are to be held.

SUPPLEMENTARY INFORMATION

This paragraph can be adapted and completed as necessary by the organiser.

MODEL AIRCRAFT SPECIFICATION CERTIFICATES

State the following text:

All models must be processed by the competitor's NAC in accordance with ABR B.17. Model aircraft not properly processed by their NAC, with FAI certificates and stickers, will be processed by the organiser at a cost of 8 Euro for each model (refer ABR B.17.8).

PRACTICE SITES

Mention if practice sites will be available and if so where they will be and what is the estimated travel time to reach them.

MODEL AIRCRAFT FUEL

Fuel will be provided in accordance with ABR B.5.6

Prices for fuels and/or components will be defined later (Bulletin 2 for example).

VISA REQUIREMENTS

State whether or not a visa is required for a visitor to enter the country.

If a visa is not required from most countries, then state: *"In case of doubt, please enquire in your own country."*

REGISTRATION OF THE NATIONAL TEAMS

Mention what the team-manager needs to bring the following to registration:

- Copy of banking payment receipts.
- Two National flags (approx. 1 m x 1.5 m).
- CD with the national anthem.
- A list of the team members' FAI License database ID numbers.

Mention that the Model Aircraft Specification Certificates will be required for processing.

Mention what the team manager will receive at the registration: ID Cards, souvenirs, meal and banquet tickets, etc.

TRANSPORTATION

Indicate if any transportation will be provided by the organiser and what the cost will be for each person.

TOUR

It is not mandatory to offer tours or visits. If a tour or visit is proposed, then it must be made clear that they are optional. Mention the fees which will be charged for each person for the tour or visit.

SPECTATORS & MEDIA

Detail the arrangements aimed at attracting and managing spectators and the media.

BULLETIN 2

Mention if a Bulletin 2 will be published and at which date.

ORGANISER CONTACT DETAILS

List the name, address, telephone, fax and e-mail address of the person to whom all correspondence concerning the championship(s) should be addressed.