# ANNEX 2 fai/isc – fce bID dOCUMENT fORMAT

*Note 1: Bids for Indoor Skydiving will only be accepted for inclusion in the agenda for an ISC Plenary Meeting if the proposed Wind Tunnel to be used is already built, fully operational and open to the public.*

*Note 2: all information in a bid needs to be completed in accordance with this Annex 2 before a bid can be accepted for inclusion in the agenda for an ISC Plenary Meeting.*

FEDERATION AERONAUTIQUE INTERNATIONALE  


**INTERNATIONAL SKYDIVING COMMISSION**

**“BIDDER’S NAME”**

**OFFICIAL BID FORM**

**“nrst/nd” “Year” FAI “World/Continental” “Skydiving/Indoor Skydiving” “Championships/World Cup” of “event(s)”**

1. Event Organisers

Provide name, address, telephone numbers, e-mail and contact name for:

* 1. FAI Member/NAC

Name:  
Address:  
Zip:  
City:  
Country:  
Telephone:  
E-mail:

* 1. National Parachute Federation (if different from 1.1)

Name:  
Address:  
Zip:  
City:  
Country:  
Telephone:  
E-mail:

* 1. ISC Delegate

Name:   
p/a NAC address:

* 1. Organising Committee (if different from 1.1 or 1.2 above)

Name:  
Address:  
Zip:  
City:  
Country:  
Telephone:  
E-mail:

* 1. Application fee

Proof of payment (scan of bank wire transfer, at the end of the bid)  
Banking information for ISC refunds to the Organiser or the NAC needed for a return of the application fee if the bid is not accepted.  
a) Account Name  
b) Account Number  
c) IBAN  
d) BIC / SWIFT  
e) Bank name and address (including any beneficiary/intermediary bank details if relevant)

1.6 Commercial rights  
As per FAI rulings.

* 1. Distribution of revenue  
     According to FAI by-laws 5.2.1

2 Event Details

2.1 Full Name of the Event

“nrst/nd“ “year” FAI “World/Continental” “Skydiving/Indoor Skydiving” “Championships/World Cup” of “event(s)” (as per FAI naming policy)

2.2 Letters of approval from the FAI Member/NAC, National Parachute Federation, Ministry of Tourism / Interior, Military Authorities, etc. If approval is not forthcoming, then a letter of no objection should be obtained.

2.3 Disciplines to be contested. If Canopy Piloting is included, a full description, with diagrams, pictures etc., of the courses proposed to be used must be included at the end of the bid.

2.4 Event Dates – the time period must comply with that set out in the Competition Rules and the Sporting Code Section 5.

Complete program / Competition dates and schedule:

Official arrival day date time  
Official practice day(s) date time  
Opening ceremony date time  
Competition starts date time  
Competition ends (last take off/flight) date time  
Competitors meeting (provisional) date time  
Award ceremony date time  
Banquet & closing party date time  
Departure day date

2.5 Location of Event (City, Airport, etc.)

A map with the venue, in relation to major cities.

2.6 Details of access to location by air (recommended main airport, other airports, with relevant road and rail connections (including timetables, car rental possibilities, and (if included in the bid) pickup arrangements with costs.

2.7 Weather conditions. Include statistics, based on the previous five years, for period/location covering wind speeds and direction, temperatures, sunshine hours, cloud cover, rainfall, sunrise and sunset times, etc.

2.8 Airspace restrictions, if any. Be very specific on details of NOTAMS, altitude, etc. and include a document or letter from the relevant authorities confirming that no airspace restrictions will apply during the training period and competition.

2.9 Landowner restrictions. If there are any, a guarantee of access, confirmed by letter, is required. If the competition site is on an active military base or other restricted area, confirmation is required in writing from the relevant authorities that unrestricted access will be given to the site for competitors, accompanying persons and spectators.

2.10 Details of event insurance

The Organiser shall arrange insurance coverage in an adequate amount in connection with the event including public liability insurance meeting the applicable legal specifications. This coverage must be presented to the FAI at the earliest opportunity, but at the latest before the start of the event.   
The FAI, its respective directors, employees and assigned event Personnel shall be designated as additional insured parties.

2.11 Details of insurance required by participants:

* Personal medical & repatriation insurance requirements (including minimum amount of coverage)
* Third party liability insurance requirements (including minimum amount of coverage)

2.12 Proposed Entry Fees (with required currency), late Entry Fees (if any), for Competitors (including Alternates if different and specifying Entry Fees for Competitors entering in more than one even), Officials, Accompanying Persons and Judges attending the Training Course referred to in SC5, 4.3.3. Full details must be given of what is to be covered by the Entry Fee paid. (hotel, breakfast, lunch, dinner, transport from airport to venue, local transport, banquet, competition jumps/performances, official training jumps/performances, re-jumps/re-performances, tie-break jumps/performances)  
  
Entry fees need only to appear in the final application (FCEAD 2.1.1)

Entry fees can include or exclude accommodation and/or dinner  
example table:

|  |  |  |
| --- | --- | --- |
| Competitor / official / accompanying person / judge in training | Entry fee (in the currency of choice) – plus FAI Sanction Fee | Jumps, Performances, competition and official training |
|  |  |  |
|  |  |  |
|  |  |  |

The Organiser shall bear all costs necessary for the proper organisation and staging of the event and shall be solely liable therefor.  
The Organiser represents and warrants that it has and will maintain the financial capability to properly organise and stage the event as per its bid.

2.13 Facilities

Ground and aerial photographs of Airfield / Dropzone / Wind Tunnel  
Brief description of competition layout (landing zone measurements and altitude) registration area / manifest / judging area / dubbing area / media area / photocopier capacity / computer and printer availability / internet connection / competitor indoor-outdoor area(s), dropzone TV, official bulletin board, rigging services, on site food services, drinking water, toilets, showers, packing area, creeper area, mock-up.   
Previous event(s) experience at the particular venue(s)

2.14 Aircraft – number to be used, details of type, exit speed, flight time for competition round.

Photographs showing the exit door and handles are recommend.

* + Belts/restraints: the Organiser will advise if there are belts or restraints installed to be used by the competitors while on board.
  + Weight and Balance & Pilot Currency / Safety Procedures: the Organiser will confirm that the aircraft to be used in the FCE and training periode will be operated in full compliance with the applicable Air Regulations.

Wind Tunnel details: chamber diameter, wind speed settings including maximum sustained wind speed available to a VFS team during competition, temperature when running this maximum sustained speed (maximum 35º C allowed – measured at the net with display outside), height, door measurements, cameras (position and screen image), music system, provision of information to spectators about competitors currently flying, etc.  
Photographs showing chamber and door recommended.

*All equipment required must be ready and operational for all competition jumps/performances and all official training jumps/performances. Conditions for training jumps/performances should be as close as possible to those during competition (including lightning, curtains and signalling for indoor skydiving performances)*

2.15 Pre-event training jumps/performances  
Aircraft: number, types, dates, costs, etc.   
Wind Tunnel: dates, cost, time reservation procedure, allotted training time per team/competitor.

2.16 Accommodation

Name, location, contact details, website  
Prices (if not included in the entry fee).  
Photographs of accommodation, both outside and of rooms.

2.17 Local transportation provided – shuttle to hotels, travel times, schedule, cost (if not included in the entry fee).

2.18 Outline of media plan, media contacts, publicity arrangements and appointment of a Media Officer, work plan with ISC Media Liaison Officer.

2.19 Accommodation details for FAI/ISC officials.

Location and travel time, contact details, website.  
Photographs of accommodation, both outside and of rooms.

2.20 Details of all judging equipment, measuring and scoring system(s) to be provided.

Approved electronic scoring system(s), listed per event. For indoor skydiving events provision should also be made for competitors to view video of their performances as soon as possible.

2.21 Details of Public Address system to be used by Manifest and for the general public.

2.22 Safety

Safety plan (at the site, emergency contacts)  
The medical/emergency cover provided by the organiser:

General medical services.  
Available emergency medical personnel at the event including general description of medical equipment.   
Available emergency response services (ambulances, helicopters etc.) including average response times.   
Available medical facilities (hospital etc.) including average time for evacuation from event venue.

2.23 Proposals for Event Officials (Meet Director (with details on competition experience), Assistant to the Chief Judge plus, when applicable, the CP Technical Course Director, the SP Scoring Technical Director, WS Technical Scoring Director and Media Officer).

2.24 Details of on-site communications (radios, telephone, etc.) and method(s) of information dissemination to competitors/delegations.

2.25 Full details of any National, State, Provincial, Local or Aeroclub / Organiser Legislation and/or Rules that apply to the Event, the Competitors and their equipment, including use of AADs, helmets, etc.

2.26 Full details of applicable Visa requirements (including online government information) and assistance to be provided to Delegations to obtain such Visas and any cost for such a service.

2.27 Whether all necessary medals will be obtained from the FAI or supplied by the Organiser, as per 3.4.

2.28 Details of any Anti-Doping requirements and systems and/or process to be in place or to be expected.

2.29 Date of post event report.

2.30 In addition the following information may be provided, but is not essential for the granting of Sanction. The applicant may submit this information and any proposals for other Event Officials at a later time, if more convenient.

a) Details of Opening and Closing ceremonies (if available).

b) Planned social events (if available).

c) Ability to accommodate persons in addition to the official delegation and entry fee for them (if available).