



# FAI JURY GUIDELINES



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Each FAI Air Sport Commission<sup>8</sup> may negotiate agreements, with FAI Members or other entities authorised by the appropriate FAI Member, for the transfer of all or parts of the rights to any FAI International Sporting Event (except World Air Games events<sup>9</sup>) in the discipline<sup>10</sup>, for which it is responsible<sup>11</sup> or waive the rights. Any such agreement or waiver, after approval by the appropriate Air Sport Commission President, shall be signed by FAI Officers<sup>12</sup>.

Any person or legal entity that accepts responsibility for organising an FAI Sporting Event, whether or not by written agreement, in doing so also accepts the proprietary rights of FAI as stated above. Where no transfer of rights has been agreed in writing, FAI shall retain all rights to the event. Regardless of any agreement or transfer of rights, FAI shall have, free of charge for its own archival and/or promotional use, full access to any sound and/or visual images of any FAI Sporting Event. The FAI also reserves the right to arrange at its own expense for any and all parts of any event to be recorded.



[Link for FAI Statutes and By Laws](#)

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- 1 FAI Statutes, .....Chapter 1, .....para. 1.6
  - 2 FAI Sporting Code, Gen. Section, .....Chapter 4, .....para 4.1.2
  - 3 FAI Statutes, .....Chapter 1, .....para 1.8.1
  - 4 FAI Statutes, .....Chapter 2, .....para 2.1.1; 2.4.2; 2.5.2 and 2.7.2
  - 5 FAI By-Laws, .....Chapter 1, .....para 1.2.1
  - 6 FAI Statutes, .....Chapter 2, .....para 2.4.2.2.5
  - 7 FAI By-Laws, .....Chapter 1, .....paras 1.2.2 to 1.2.5
  - 8 FAI Statutes, .....Chapter 5, .....paras 5.1.1, 5.2, 5.2.3 and 5.2.3.3
  - 9 FAI Sporting Code, Gen. Section, .....Chapter 4, .....para 4.1.5
  - 10 FAI Sporting Code, Gen. Section, .....Chapter 2, .....para 2.2.
  - 11 FAI Statutes, .....Chapter 5, .....para 5.2.3.3.7
  - 12 FAI Statutes, .....Chapter 6, .....para 6.1.2.1.3



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# 1 INTRODUCTION

*Foreword: Guidelines are recommendations and as such do not have mandatory character. However, when the words 'shall' or 'must' are used, it means that this is a requirement as per the Sporting Code.*

*ASC's are encouraged to adopt or adapt these recommendations in their respective rules, if necessary.*

*In FAI disciplines, both men and women participate. Throughout this document, the words "he", "him" or "his" are intended to apply equally to either genders.*

These guidelines are issued by CASI to assist Jurors on International Juries in performing their duties at FAI International 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, if any.
- Eventually complementary documents issued by the ASC concerned.

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 an 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.

## 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 for the event.

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.

Jurors must be residents in countries whose NAC's are not currently suspended from FAI membership.

Jurors shall be from different countries.

The President of a Jury should not be of the same nationality as the organising NAC and Jurors shall represent different NACs.

Jurors must have a sufficient knowledge of the English language.

The President of the Jury is responsible for making sure that Jurors have copies (or access) of all relevant documents to enable them to carry out their duties.

Jurors shall possess a thorough knowledge of these documents, in particular the relevant sections governing their position.

The organisers shall abide by FAI rules and regulations, including ASC rules and local regulations.

The President of the Jury has the right to require from the organiser to abide by these rules and regulations.

### 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.

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

### **3.1 CONFORMITY OF ENTRY PROCESS WITH ASC APPROVED ENTRY PROCESS**

In association with the organiser, the Jury makes sure that:

- The entry process and adherence to the entry conditions and deadlines were followed.
- The competitors' NACs are in good standing.
- Individual competitors have a valid FAI Sporting Licence for the duration of the competition.
- Individual competitors meet other entry requirements.

If the Jury finds that the process and requirements were not followed, the Jury works with the organiser to correct the situation. The Jury may ask the ASC President to get involved.

### **3.2 CONFORMITY OF RULES WITH ASC APPROVED RULES**

In case there are event rules, the Jury compares 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 checks if they are permitted. If non-permitted differences are found, the Jury immediately informs the organiser and the ASC President, and ask for correction.

## 4 JURY DUTIES DURING THE EVENT

### 4.1 GENERAL OBSERVATION

Jurors are not 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 are present at the competition sites whenever possible. They take every opportunity to observe the general works of the competition and have a feel for the general atmosphere. At least one Juror shall be on site during competition operations. He attends all briefings and takes notes on information regarding rules and specific data on the tasks. In agreement with the Event Director (also named as Meet Director or Contest 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.

### 4.2 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 of the Jury has the power to interrupt the event until the situation has been reviewed by the Jury.
- 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.
- The Jury has the right to cancel the event if the Organizer fails to abide by the FAI Sporting Code and published regulations. Consequences pursuant to the Organizer Agreement which may be applicable are in any event reserved. They may recommend to the FAI Secretariat that all entry fees be returned.

### 4.3 ARBITRATION IN CASE OF A PROTEST

A competitor or a team leader may present a complaint to the Event Director or his designated official.

If dissatisfied with the decision on his complaint, the team leader, or the competitor if there is no team leader, has the right to protest. Such a protest shall 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 presents the protest to the Jury President without delay.

The Jury arbitrates the protest in the conditions described in Chapter 5 of these guidelines.

### 4.4 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 is 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 is 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...).

#### 4.5 VERIFICATION OF SCORES

Throughout the event, the Jury makes sure that the event is being scored fairly and accurately. As its last action, the Jury shall verify and approve the competition results.

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 in use, the high standards of officials and the fact that competitors and team leaders themselves keep a very careful eye on the results should ensure the scoring process will be correct.

It may be felt, therefore, that the Jurors 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 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 is verified after the first task scores are made 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's 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.

## 5 JURY DUTIES AT THE CONCLUSION OF THE EVENT

At the end of an event, the Jury shall 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 shall 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 shall be 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 declares the event valid and reports this declaration to the Event Director in writing (see Annex A).

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

The Jury declaration as per Annex A is 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 Secretariat 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 Secretariat:

- 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 transfer.

Within 8 days of the conclusion of the event, the Jury President sends to the FAI Secretariat:

- 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 sends to 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.

## 6 PROCEDURES WHEN HEARING A PROTEST

### 6.1 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 the right to give both written and/or oral evidence before a Jury.

Although the Event Director and the claimant have the 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.

### 6.2 ATTENDANCE

Participation at Jury meetings is compulsory for Jury members, either in person or remote or as specified on the Specialized volumes of the Sporting Code, except for special reasons such as illness or emergencies. In such cases an eligible replacement nominated by the Jury member concerned, or by the President of the ASC or his representative may be accepted by the Jury President.

### 6.3 QUORUM

The quorum for a nominated Jury in a protest hearing shall be three (3), 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 shall be 2/3 of the total membership including the President of the Jury.

### 6.4 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 rules and regulations and the rules of 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 all sides on the matter of any protest and apply the FAI regulations and the rules for the event. The facts for 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.

### 6.5 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 notes 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 shall make sure that all the relevant information and facts concerning the protest are available.

The Event Director may delegate to the stewards or any other officials, 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.

## 6.6 OUTLINE OF THE PROCEDURES FOR HEARING A PROTEST

All proceedings are in English.

The Jury President ensures that the proceedings of the hearing are truly recorded.

The protest file, including all the relevant documents, information and facts, has been studied and understood by the Jury before inviting interested parties to make their presentation or to give evidence.

The Jury shall hear both sides on the matter of any protest.

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

The Jury President makes 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 are to be given the right to be assisted by an interpreter or assistant of their choice if needed. All others attend only at the Jury President's discretion.

All interested parties can be heard by the Jury after being requested.

Stewards or other officials 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.

## 6.7 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.

## 6.8 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 is detailed enough to give persons reading it a full understanding of the reasoning involved. It includes whether the Jury decisions were unanimous or majority votes. All Jury members have to sign it.

The Jury President understands 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 makes 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.

## 7 APPEALS TO THE FAI

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 addressed to the FAI Secretary General 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 parties by the FAI Appeals Tribunal.

## 8 ANNEX 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: \_\_\_\_\_

## 9 ANNEX 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 54  
CH-1007 Lausanne  
Switzerland

### REPORT OF THE JURY PRESIDENT

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

\_\_\_\_\_  
(place and date)

## 10 ANNEX C

**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: \_\_\_\_\_

Senior Competitors: \_\_\_\_\_ Junior Competitors: \_\_\_\_\_ Women Competitors: \_\_\_\_\_

#### **EVENT OFFICIALS**

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.



**Fédération Aéronautique Internationale**

Avenue de Rhodanie 54

CH-1007 Lausanne

Switzerland

Tel: +41 21 345 10 70

Fax: +41 21 345 10 77

[www.fai.org](http://www.fai.org)

[info@fai.org](mailto:info@fai.org)