



PARACHUTIST INFORMATION MANUAL

Competition Manual

PIM 4A – PART 11

CONFERENCE CUP

PARACHUTING CHAMPIONSHIPS

HOSTING MANUAL

MARCH 2011

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300 Forced Road, Russell, Ontario K4R 1A1
www.cspa.ca

PIM 4A – Part II

The National Championships

"THE NATIONAL CONFERENCE CUP HOSTING MANUAL"

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The Competition Manual has been prepared by the CSPA Competition and National Teams Committee under the authority granted to it by the Board of Directors.

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Readers of this document should understand that :

“National Conference Cup” occurs only in years when Canadian Team selection is not a priority and when a suitable bid for the non-selection Nationals has not been ratified by the CNTC. The National Conference Cup consists of two Conference Cup competitions. The Eastern Conference consists of Nova Scotia, New Brunswick, P.E.I., Newfoundland & Labrador, Quebec and Ontario. The Western Conference consists of Manitoba, Saskatchewan, Alberta, British Columbia, Yukon, Northwest Territories, and Nunavut. Bids will be considered for each conference cup. Competitors may compete in either or both regardless of residence.

Introduction The purpose of the National Conference Cup is to promote sport parachuting, introduce new competitors and new judges to a Level II Championship, provide competition opportunities for existing competitors and officials, determine and recognize Eastern Conference Champions and Western Conference Champions and identify competitive talent. The National Conference Cup will allow for easier access for our members to a National Competition.

Safety is of paramount importance in sport parachuting and CSPA's Basic Safety Rules and recommendations govern the conduct of the National Conference Cup at all times, except as specifically stipulated by the Meet Safety Officer. Safety must never be compromised due to the pressures of weather, schedule, competitor and staff enthusiasm or spectator satisfaction.

Chapter 1: Hosting the National Conference Cup

The National Conference Cup; is conducted by the Canadian Sport Parachuting Association. CSPA, however, relies on interested persons to organize the National Conference Cup (Eastern Conference or Western Conference) and provide the facilities necessary to conduct a successful competition. This chapter will serve as a guide for any person or group wishing to submit an offer to host and organize the National Conference Cup – Eastern or Western.

Submitting Bids to Host National Conference Cup and Bid Deadlines

Bids to host the National Conference Cup must be submitted in writing to the Canadian Sport Parachuting Association, 300 Forced Rd., Russell, ON K4K 1A1 (CSPA HQ) or to the Chair of the Competition and National Teams Committee (CNTC) by the advertised bid deadline. CSPA reserves the right to refuse any bid if it is determined that the bid does not meet minimum standards as set out in this manual.

The Committee will only rely on the written submission received on or before the closing date. Bids received must "speak for themselves" and no material submitted after the closing date will be considered. Applicants who deliver their bid via a BOD or Committee member are cautioned that it remains the responsibility of the applicant that their bid is received by CSPA HQ or the CNTC Chair; on or before the closing date.

How the Bids Will be Assessed

Hosts, in preparing their bids, must stipulate which Competition (i.e. Eastern Conference Cup or Western Conference Cup) they are bidding for and should provide all the information requested in this manual. The Committee will not make assumptions if relevant information is missing.

Applicants are encouraged to seek the aid of experienced individuals in order to elevate the quality of their bid. Such aid might be obtained from previous hosts, meet directors, judges, BOD and Committee members.

The CNTC is mandated to make an objective analysis of the bids. The factors which will be considered are jump costs, registration fee, aircraft, dates, physical plant and facilities, geographical location, when it was last held in the area, judging equipment, organizer's experience and unique qualities of the bid. The objective is to choose the best bid for the general membership and competitors.

The Organizer will be chosen by the BOD, as soon as possible after the specified date, upon recommendation from the CNTC, who will review each bid received by the given date. Upon notifying the BOD of its recommendation, the CNTC will wait the lesser of two weeks or until the BOD has ratified a bid before notifying interested parties of its recommendation. The bid ratified by the BOD, in conjunction with this hosting manual and the Event Rules, will constitute an agreement between CSPA and the host concerning the organization and conduct of the National Conference Cup. If a successful host has their bid ratified and is then bought out or merged into a different entity, then the CSPA shall demand from the new entity a letter of agreement in the terms of the original bid prior to accepting the new entity as the host.

Details of Bids

Events: Organizers will have the discretion to choose which competition events will be offered in their Bid. The events chosen must represent **at least** three of the following skydiving disciplines: Formation Skydiving, Canopy Piloting, Canopy Formation, Accuracy, Style and Freefly. For a full list of possible events see Chapter 2.

Events will be run at the discretion of the Meet Director in conjunction with the Organizer, Competitors and Chief Judge so that athletes are offered a competitive experience in their area of interest.

Applicants should provide in their bids specific information and descriptions on the following items in paragraphs 1) to 14):

- 1) Proposed dates: between May and the end of the September. Proposed dates should be discussed with the CNTC Committee. The competition will run with 3 days of competition with a maximum number of 4 days of competition. Consideration should be given to WPC's that may be scheduled in the same year. 30 days prior to the first WPC for that year might be optimum timing for teams training. The length of the meet and specific dates of the competition days must be clearly stated in the bid.
- 2) Fees: state the amount of registration and event entry fees. Event entry fees shall be stated on an individual jump basis and include specific jump costs for each event including type of aircraft and exit altitudes. Registration and event entry fees once quoted in the bid are fixed. Event entry fees may be changed only due to increases in aircraft fuel, no later than 60 days before commencement of the competition and the following must be met:
 - a) The bid contains a statement that clearly states the intention to increase entry fees due to unforeseen future increases in fuel costs;
 - b) Fuel costs have increased more than 10% since the date of the bid;
 - c) The actual amount of the proposed increase in entry fees is no greater than that required to offset the increase in fuel costs;
 - d) Prior to instituting any increase in fees, fuel cost documentation is provided to CSPA that justifies an increase in fees and permission for the increase is obtained from CSPA;
 - e) Once permission for a fee increase has been obtained, and at least 60 days before the commencement of the competition, the host makes every effort to inform the membership of the fee increase.

Registration and entry fees will be set, collected, and administered by the Host. Judges on the competition staff will not be charged the registration fee. If there are judges who are permitted to enter the Team Accuracy event, they will not be required to pay the registration fee.

- 3) Weather: a brief comment on the local conditions and altitude (ASL) of the dropzone;
- 4) Facilities (physical plant): a description of buildings, hangars, runways, packing area, offices, tables and chairs, manifest area;
- 5) Accommodation: a description of competitor camping, shower facilities, toilets, local hotels and motels with approximate costs;
- 6) Food: availability of drinking water, snack bars and local restaurants;
- 7) Banquet facilities: Description and cost of banquet. Dropzone celebrations are permissible. If the banquet is off the drop zone provide capacity and costs of appropriate halls or restaurants;
- 8) Rigging: a description of rigging facilities or plans for rigging support;
- 9) First Aid: information on first aid services, ambulance availability and local hospitals;
- 10) Practice Jumps: whether the site will be available for practice jumping and the dates of same;
- 11) ATC: air traffic restrictions and clearances;
- 12) Student Activity: a brief comment on student operations and what arrangements or steps are planned during the competition, if student activity is ongoing, for the safe conduct of both student activity and the competition. Also, a brief comment with regard to ensuring the student activity will not interfere with the running of the Competition events.
- 13) Boogie: brief description of fun jumping activities (i.e. boogie, if any) during the National Conference Cup, any proposed events and unique activities and appropriate pre-planning to ensure such activities will complement or not interfere with the running of the Competition events.
- 14) Membership Control: a written undertaking to ensure that all entrants to the National Conference Cup possess a current CSPA or FAI affiliated membership and such undertaking to include assurances that if new or renewal CSPA memberships are processed, the applications and fees will be sent to CSPA HQ as soon as possible and no later than 72 hours after processing.

Applicants should provide in their bids specific plans for the provision of the following items in paragraphs 15) to 17). Documentation of plans for the provision of these items would be best presented by inclusion of proof of contract between the applicant and the suppliers of these items. Where the applicant is already in possession of any of these items a description of same and a clear statement confirming ownership is required.

- 15) Aircraft: type and availability including backups for all events. The Host will provide or arrange for sufficient aircraft to complete all events on schedule. Aircraft type and availability will be assessed for their merits in providing the optimum performance and judging conditions for each discipline.
- 16) Judging room: Arrangements for an air conditioned, private, judging room with individual sitting and judging stations as described below under the meet Organizer's Task List (s.2 Site--competition). The judging room must be set up and fully operational no later than 2:00 p.m. on the day prior to the start of the National Conference Cup.
- 17) Judging equipment: as mentioned below in the Organizer's Task List (s.2 Site--competition) and in Appendix A. Be specific and provide information on the provision and the description of each of the equipment items mentioned at the preceding references.

In addition, applicants must provide information and a written commitment to provide and pay for each of the following items in paragraphs 18) to 22):

- 18) the following competition and competitor support equipment:
 - (a) ground-to-air radios (at least two);
 - (b) ground to ground radios (at least four);
 - (c) registration forms;
 - (d) manifest sheets;
 - (e) Scoreboard area: may be actual scoreboards or a prepared area suitably labeled and large enough in size whereupon master score sheets can be attached to report the results;
 - (f) wind drift indicators;
 - (g) shade tents (optional, depending on existing facilities);
 - (h) toilets.

- 19) Officials accommodation: a brief description of plans for official's accommodation including location and type of accommodation (based on double occupancy). Where the intended accommodation is other than hotel or motel type accommodation, a complete description regarding number of beds, number of rooms, number of washrooms, size and type of buildings, distance to drop zone and any other information so that the reader is completely clear about the nature of this accommodation. Accommodation for the Judges should commence the evening prior to the first day of competition. Accommodation costs (if any) of other competition staff and volunteers (listed in Chapter 3) are also the responsibility of the organizers.

- 20) Officials honorarium: a commitment to pay a daily per diem of \$ 60.00 to each Judge for each day of the competition as stated in the bid.

- 21) Officials travel and transportation: arrangements for competition transportation for the judges as follows:
 - (a) travel costs from their home to the appropriate airport nearest the competition site;
 - (b) local airport pickup and transportation to the competition site (hosts are advised that the most economical approach to transportation costs is for them to provide transportation for the judges from the airport to the drop zone and back again. Failure to do so may mean judges will be forced to rent a vehicle at considerable cost to the host);
 - (c) a vehicle dedicated for the use of the judges for transportation between accommodation and the competition site, moving of equipment and for miscellaneous errands;
 - (d) where officials choose to travel by motor vehicle their travel costs shall be calculated as follows: i) mileage will be paid at the current CSPA rate; ii) the maximum mileage paid will be limited to the price of an economy/excursion airfare ticket; iii) only one travel expense claim may be claimed per vehicle regardless of the number of officials traveling in the vehicle;
 - (e) Travel costs (if any) of other competition staff and volunteers (listed in Chapter 3) are also the responsibility of the organizers.

- 22) All potential hosts should include in their bid the following written commitments that they:
 - (a) agree to and it is their intention to provide the equipment and undertake the responsibilities as set out in this manual (CSPA competition manual, s.I, Chapters 1 to 4); and
 - (b) agree to acknowledge the support of the CSPA, to provide a description of the Association and use the CSPA logo in any promotional material or posters that may be produced.

Competition Officials

The Organizer will coordinate the choice of Chief Judge with the C&NT. The Chief Judge, after considering input from the Organizers, will be responsible for selecting the judging team. The organizer shall be responsible for the financial support of the judging team as chosen by the Chief Judge (subject to "CSPA Financial Assistance", see below). The Organizer's financial responsibility shall be limited to **four** judges per Eastern Conference or Western Conference Cup (including Chief Judge, Event and Principal Judges). The Organizer shall not have any authority to mandate a lesser number of Judges than **four** be used. In the event there is a Training Judge, then a Chief of Training Judge shall be required and the minimum number of Judges shall be **five**.

The Organizer will be responsible for the selection of a Meet Director and other competition personnel and any costs associated with providing these volunteers. Organizers are responsible for providing at least two full time assistants to act as recorders, runners and general assistants to the judging staff thus allowing the judges to concentrate on judging duties.

Officials Work Load

Potential hosts should bear in mind that the number of judges for the National Conference Cup – Eastern or Western have been reduced. The judges will only be working a reasonable number of hours each competition day. Potential hosts should bear in mind, when deciding on the number of events and the number of competition days in their bids, that the officials may have to exercise the rule to limit the number of rounds or institute cuts in order to complete events in a timely fashion.

CSPA Financial Assistance: CSPA provides financial assistance specifically towards the travel costs of the Judges. However, such financial assistance is determined on a 'year to year' basis. Potential hosts should check with CSPA or the CNTC to confirm the current level of financial support in order to avoid unworkable demands being stated in their bid. Other relevant factors are:

- 1) Organizers shall be responsible for Judge expenses over and above any financial assistance provided by CSPA;
- 2) any financial assistance provided by CSPA will be paid directly to the relevant officials and not to the Organizers;
- 3) Organizers shall be responsible for the expenses of a maximum of four Judges (including Chief, Chief of Training, Event and Principal Judges);
- 4) the CSPA financial assistance shall go towards covering the travel expenses of the Judges from the officials' home to the competition site and home again.
 - i. In the event there is only an Eastern Conference or a Western Conference Cup only half of the financial assistance provided by CSPA will be available to the host unless otherwise stated by the CSPA BOD; If the total travel expenses of these officials are less than the maximum amount of assistance available, then, the Organizer may request that the unused portion be applied towards official's accommodation and/or daily honorarium expenses;

- ii In the event there is both an Eastern Conference and a Western Conference Cup, if the total travel expenses of these officials from both the Eastern Conference and Western Conference are less than the maximum amount of assistance available, then, the Organizers may request that the unused portion be applied towards official's accommodation and/or daily honorarium expenses;
- 5) the Chief Judge may assemble a larger team of Judges than specified above but the increase in the size of the judging team and the resulting increase in travel, accommodation and other expenses shall not be the responsibility of the Organizer.

Materials Supplied by CSPA

CSPA will provide and pay for score sheets and medals and any shipping or transportation thereof.

Chapter 2: Organization of the National Conference Cup

As the National Conference Cup is only three or four days of competition, early starts will be required for a successful competition and will often compensate for delays caused by adverse weather. Steady and uninterrupted jumping should be maintained throughout the day, and may continue as long as there is, in the opinion of the Chief Judge, adequate light for judging.

Competition Events

Potential Hosts will choose from the following list of events according to the criteria set out in Chapter I, Details of Bids.

The conduct and procedures of all events will follow the rules set out in PIM4B of the Competition Manual. The number of jumps scheduled for each event is as follows:

Scheduled Event	Rounds	Minimum Rounds for a Complete Event	Altitude feet/ m
Accuracy (Open; Int; Jnr.)	10	3	2800/850
Style (Open; Int.)	5	2	7200/2200
4-way FS (Open; Snr; Int;)	10	3	10500/3150
8-way FS	6	2	13000/3960
8-way CF	6	2	6000/1800
4-way CF (Rot; Seq.)	8	2	7000/2100
Team Accuracy	3	2	3500/1050
Sport Accuracy	3	2	3500/1050
2-way CF	4	2	6000/1800
10-way FS Speed	4	2	11,000/3300
Freefly	6	2	13,000/3900
Canopy Piloting	8	3	4800/1500
(if all 3 events)	9	3	

For further details see under 'Performance Requirements' in Chapter one of the National Championships Summer Rules, PIM4B.

Registration, Opening and Meet Commencement.

Registration will commence on site, at previously advertised times with registration in an event allowed up the end of the first round of competition in that event. The opening briefings should be short, allowing for maximum competition time.

Commencement of the meet will take place after the opening with the competitor briefings. Before the competition can commence the Chief Judge will require time to conduct a pre-meet judges' seminar and to confirm that judging and scoring equipment is operational. In addition, appropriate registration documentation of the competitors or teams needs to be provided to the Chief Judge and Manifest. Reference should be made to the Summer Event Rules (PIM4B) for further information on registration, opening, meet commencement and late registration.

Priority of Events: While it is the intention to complete the minimums in all events, weather and competitor preference may dictate otherwise. Events will be run at the discretion of the Meet Director in conjunction with the Chief Judge, Organizer and Competitors so that athletes are offered a competitive experience in their area of interest.

Meet Organizers Task Check List

Introduction

The following is a listing of items and tasks associated with the running of a National Conference Cup. The delegation of the various issues is a responsibility of the Host; which he must base on the skill and experience of the staff and the resources available. Bearing the overall responsibility of running a smooth meet, the Host, in delegating, must clearly communicate each task and its objective and follow-up each task to make sure it is satisfactorily completed on time. Timing is important. Some tasks take little time to accomplish while others must be started well ahead of time. The list is general and additions and deletions must be made according to the specific circumstances.

1. Staff: Identify competition officials and other personnel and confirm their availability for the specific dates. Identify backup personnel and confirm their availability for the specific tasks and dates. Communicate the tasks, resources, and deadlines to the appropriate volunteer.

2. Site -- Competition

- obtain Department of Transport clearance (if required)
- file a Notam with FSS;
- advise flying clubs and nearby flying operators of the dates of high intensity activities;
- co-ordinate activities with other users of the airport;
- notify neighbours close to the field of the upcoming activity;
- notify local police of the upcoming activity;
- arrange for improvement of the airfield as required;
- prepare and install scoreboards (bulletin board sufficient); - obtain tables and chairs (manifest, judges, registration, etc);
- erect shade tents;
- in consultation with the Meet Director address the issue of air to air videographers and the organizing of a pool for teams arriving without their own videographers.
- have available at the manifest a pickup truck for competitor retrieval;
- establish a medical evacuation procedure and ambulance service;
- ensure drinking water is readily accessible;
- ensure snack bar is accessible and open during hours of operation;
- ensure on site vending machines are serviced frequently;
- arrange for grass to be cut in the packing area;
- distribute garbage cans and arrange for daily pick-up;
- erect direction signs as required along access routes (obtain appropriate permission);
- erect signs to identify emergency routes and keep these clear during hours of operation;
- arrange for dust control for access road;
- arrange adequate toilet facilities and services (paper, cleaning, etc).

Chief Judges Requirements: In addition to the above, organizers are to arrange for the following competition related equipment in accordance with the competition events being offered and the requirements of the Chief Judge (also see Appendix A):

- a) ground to air radio system (at least 2 plus backup);
- b) for the Style event: ground to air video system capable of presenting judgeable images from altitudes up to 7500 ft. AGL (style) including recording equipment, monitors for both operator and observing judge, heading and an angle indicators. System to include a trained, dedicated, experienced operator and assistant;
- c) secure, lockable judging room to accommodate all principle judges, recording device operator, event judge, scoring personnel plus area for training judges if required. Judging room equipment to include:
 - i) two recording/playback devices, one with 1/2 speed slow motion capability (if there is a Style event, otherwise slow motion not required) and one for dubbing purposes (the dubbing device may, in some circumstances, be located outside the judging room); Sufficient monitors for all the judging stations and one for the recording/playback device all with a common connection to the recording/playback device; alternately an overhead projector and large screen may be used instead of the individual monitors. In this case, table space to accommodate all Judges and other personnel. A monitor is required for the playback unit.
 - ii) photocopier and office supplies

- iii)
- iv) a supply of fresh potable drinking water (or bottled water) for all officials that is sufficient for the duration of the competition.

The judging room must be set up and fully operational no later than 2:00pm on the day prior to the start of the National Conference Cup.

- d) arrangements should be made so that either:
 - i) the judging room mentioned above is large enough to accommodate a public gallery capable of seating 20 to 30 spectators so that the judging is carried out in a live public format; or
 - ii) there is a cable feed from the judge's recording device/monitor to an outside monitor in an area where competitors and the public can watch the jumps as they are judged;
- e) video media (DVD discs as appropriate): approximately 2 per event – to be co-ordinated by the Chief Judge and Organizer
- f) for Classic Accuracy: automatic measuring device with a 2 cm. dead centre (with backup pad); however if a 2cm dead centre is not available a 3cm dead centre may be used
- g) a suitable means (chalk) to mark out ground circles for the accuracy target area and crowd control;
- h) an artificial pit (accuracy tuffet - foam or air bag) which has the following specifications: i) Diameter: approximately 5 m. ii) Thickness: a minimum of 30 cm. iii) Compressibility: 0.15 – 0.20 kp/sq cm iv) Colour: any colour v) Cover: continuous to prevent snagging.
- i) electrical power outlets as required for judging room and ground to air video area, power bars and extension cords;
- j) operational anemometer, recently calibrated which will be mounted 6 metres high within 20 to 25 meters of the accuracy target. A hand held anemometer is not acceptable;
- k) appropriate windsocks and streamers: if Accuracy is run one portable wind indicator at least 8 feet high capable of responding to winds of less than 2 metres/sec and mounted within 25 meters of the target and one windsock capable of measuring winds from 2 to 9 metres/sec, mounted at canopy height within 100 metres of the target.
- l) clip boards;
- m) large tarp for style event (min. 20x20) of a colour different from packing mat tarps for ease of identification by style competitors at altitude and in freefall.
- n) a computer, printer and spreadsheet (MS Works or Excel) software for computer tabulation and scoring of results.

Meet Director's Requirements: in addition to the above, Organizers are to arrange for the following competition related equipment in accordance with the requirements of the Meet Director:

- a) ground to ground radios for communication between manifest, judges and aircraft loader (at least 2);
- b) prepare a map of the site and obtain an aerial photograph
- c) on the map identify and mark the following:
 - aircraft boarding areas;
 - aircraft parking areas;
 - refueling areas;
 - packing areas;
 - spectator areas;
 - acceptable and unacceptable landing areas;
- d) the Meet Director will arrange with CSPA head office the shipment of an adequate number of medals.

3. Site -- Competitors Accommodation (Camping)

- mark camping area (map/signs);
- arrange for grass to be cut;
- arrange for regular garbage pick-up;

- patrol campsite daily to identify health hazards (toilets, improve garbage disposal, etc.) and take appropriate action;
- arrange for toilets and daily servicing;
- arrange for showers and daily servicing;
- arrange drinking water source and inspect daily for cleanliness, quantity, etc. Take appropriate action;
- ensure accessibility of a pay phone (24 hours --everyday with posted emergency numbers);
- establish guidelines for campfires in regards to fire safety;
- prepare and distribute information on:
 - local store hours;
 - list and store hours of local convenience stores;
 - list and store hours of local drug stores
 - hospital and emergency medical services;
 - restaurants;
 - list of nearby banking services;
 - laundry facilities.

4. Site -- Transportation

Provide information on transportation assistance.

- international airport to and from competition site;
- bus/rail terminals to and from competition site;
- transportation to and from town/hotels.

5. Staff Accommodation and Feeding

- identify needs (numbers and exact dates); -book lodgings as required;
- identify restaurants (make arrangements) where breakfast can be obtained as early as required, (e.g. 0500 hrs) and dinners as late as 2200 hrs;

6. Public Relations -- Publication

- advertise in Canpara;
- prepare a pre-meet press release;
- inform local press;
- inform local tourist information sources
- distribute posters in the local area;
- give visiting press the VIP treatment;
- if possible, submit daily reports of competition and meet activity to the CSPA list serve.

7. Aircraft and Related Support Systems

- arrange for aircraft and pilots;
- arrange for back-up aircraft and pilots;
- appoint Chief Pilot and inform responsibilities as follows:
- establish aircraft roster;
- establish pilot roster;
- ensure airworthiness (keep records);
- ensure insurance validity;
- conduct initial and daily briefings;
- establish flight patterns;
- establish radio procedures;
- calculate and ensure adequate supply of fuel;
- monitor flight times;
- coordinate flight operations with manifestor and Meet Director;
- arrange for fire fighting equipment to be available around hangars and refueling areas;
- supervise refueling procedures;
- arrange for appropriate emergency equipment to be available;
- arrange for contingencies in case of pilot sickness, aircraft break-down, fuel pump break-down;
- have access to appropriate documents for DOT inspection.

8. Manifest and Aircraft Loading

Appoint Manifestor and inform responsibilities as follows:

- list events -- competitor/team per event;
- assign competitor/team to appropriate aircraft in sequence;
- collect payment for rejets;
- prepare aircraft load sheets and distribute to 1) Judges/video, 2) announcer (public address), 3) aircraft pilot;
- call competitors for loads.

(all announcements should be in both official languages.)

In the event there is a boogie or fun jumping taking place at the same time as the competition events, serious consideration should be given to having separate manifests for the competition and boogie/fun jumpers. For example, one manifestor overseeing and controlling the manifest of accuracy and style being run out of the Cessnas and a second manifestor overseeing the FS fun jumps out of the large aircraft (i.e. Otter). The two manifestors would therefore be sharing the workload and would coordinate their activities to keep air time to a minimum.

Appoint Aircraft Loader and inform responsibilities as follows:

- supervise aircraft loading;
- check off names on load sheet;
- check gear tag, helmet, shoes, altimeter, etc.

9. Judging: coordinate Judges' requirements with the Chief Judge and make arrangements as required. Pre-meet preparations should include contact with the Chief Judge with discussions and updating on the following matters:

- a) review preparations to provide the judging equipment (see the list in this chapter and Appendix A) with the Chief Judge and clarify any questions;
- b) review set-up and organization of the judges room with the Chief Judge to ensure it will be adequate;
- c) review with the Chief Judge the list of judges attending to ensure adequate plans are in place for accommodation, airport pickup and local travel;
- d) Judges normally have a private pre-meet seminar to discuss any rule changes, interpretations, judging methods and operation of the judging team. This normally takes place on the day prior to the first day of competition. Therefore, the judging room and its equipment as well as the accommodation and transportation needs of the judging team must be in place on the day prior to the first day of competition;
- e) review with the Chief Judge his or her requirements for volunteers in support of the Judges. The provision of volunteers for the duration of the competition who will act as assistants to the judging team is essential to the overall effectiveness and efficiency of judging the competition;
- f) setup and test run the ground to air video system (if required), downloading and dubbing, and judging room judging systems (including monitors, playback and true half speed mode) prior to the arrival of the Judges.
- g) Judges will expect to be paid their daily per diem for the duration of the competition (\$60.00 per day) prior to the start of the meet.
- h) review the travel budgets for the Judges with the Chief Judge.

10. Practice Week

- arrange for appropriate personnel;
- arrange for documents and equipment check;
- establish manifesting procedure;
- establish system for payment for jumps;
- supervise or appoint supervisor.

11. Event -- Registration

- obtain a current CSPA list for membership verification;
- secure tables, chairs, location;
- coordinate specific requirements with CSPA headquarters
- identify personnel -- rigger, assistants, cashier;
- prepare and post signs;
- arrange for registration of non-competitor jumpers who wish to fill loads etc.;
- prepare and distribute information packages;
- ensure service in both languages is available.

12. Opening Briefings

- determine the day, time and location;
- determine the program The opening briefing should be short, allowing for maximum competition time.
- invite the news media;
- arrange for playing of the National anthem;

13. Event -- Competition

- co-operate with the Meet Director, Chief Judge and Judging staff.
- obtain sunrise/sunset hours;
- determine hours of operation and conduct the meet according to the published hours;
- determine sequence of events in cooperation with the Meet Director, judges and competitors;
- announce events, standbys, and stand-downs;
- keep track of meet progress and make adjustments as necessary in cooperation with appropriate officials and competitors;
- have rules at hand;
- identify Jury members.

14. Boogie/Fun Jumps/Special Events

- If there is a concurrent boogie or special jumps planned, the Meet Director and Chief Judge must be informed in advance to ensure proper coordination and attention to potential problems (if any).
- take steps to ensure that fun jumpers or "boogie" participants are informed of alternate or assigned landing areas. The competitors must not be interfered with while performing. Particular care must be taken to ensure that:
 - i) fun jumpers and boogie participants are flying and landing well away from the accuracy area during accuracy competition;
 - ii) fun jumpers and boogie participants are not flying in the line of sight for the ground to air video during style and canopy formation events;
 - iii) pilots are flying their aircraft with adjusted jump runs so as not to interfere with competition aircraft and performing teams in freefall and are still allowing for jumpers to achieve a safe landing area.
- have in place a briefing system that informs fun jumpers and boogie participants of the appropriate behavior and respect to be shown to the competitors and is a system that will be ongoing throughout the competition week for jumpers arriving after the initial briefings.

15. Medal Awards

- determine the program (for proposed program see Appendix C);
- obtain a list of winners and recipients of prizes and awards;
- double check the list for accuracy and omissions;
- arrange for medals, etc. to be available;
- identify Master of Ceremonies and assist as required, (bilingual);
- arrange for photographer for Canpara and media coverage.

16. Drop Zone Party or Banquet

- determine the approximate number of attendants well in advance;
- book facilities well in advance if not on dropzone;
- set price for meal in writing;
- make final confirmation (usually 24 hours prior) with organizer;
- arrange procedure for selling tickets;
- obtain non-copyable tickets (name and number) for competitors and non-competitors;
- have a list of ticket holders available at the banquet;
- arrange door personnel for the banquet hall including back doors and emergency exits.
- arrange for display of medals (separate table);
- arrange for any special seating/table requirements (if desired) for officials, owners, etc.

17. Post Nationals "Mop-up"

- arrange for return in good order of borrowed, leased, and CSPA owned equipment;
- arrange for site clean-up;
- arrange for repair or compensation for equipment that was damaged or disappeared while CSPA was responsible for it;
- follow-up payment of bills;
- arrange for letters of thanks, especially to donated services, volunteers and goods. Keep a list of these persons - names, addresses;
- prepare a report; submit an article to Canpara on how much fun it was. Arrange for scores to be published in Canpara and on the CSPA web site.

Chapter 3: Competition Officials

The competition staff is selected by the Meet Organizer and/or the Chief Judge; with the approval of the BoD. The Meet Director and the Chief Judge are ratified by the BOD and may not be competitors in the meet. Occasionally it may be necessary for one person to take on two jobs; in which case duties and considerations of safety must always take precedence over other duties.

Meet Director

The Meet Director, in conjunction with the Chief Judge, is responsible for the conduct and running of the competition, and decides the schedule of events and number of rounds to be run in any event. The Meet Director works closely with all competition officials and staff and must be aware of the progress and status of the competition at all times in order to ensure the smooth running of the meet.

Some of the Meet Directors duties are as follows:

- a) monitor the organizer's preparations in the months leading up to the meet;
- b) make a pre-meet statement and conduct a pre-meet briefing to include the drawing of manifest numbers at the appropriate times;
- c) in coordination with the Chief Judge, set the competition event time table on a daily basis taking into account the progression of the competition, team selection priorities and current and forecasted weather patterns;
- d) monitor the manifesting of competitors and the pace of the aircraft drops paying particular attention to aircraft take-off times, time spent at altitude in orbit and overall flight times in order to maximize efficiency and keep costs to a minimum;
- e) conduct an inspection of aircraft with the safety officer and arrange for a pilots briefing to cover safety, flight patterns, communications, competitor concerns and behaviour, manifest and judging requirements;
- f) stay in radio or personal communication with the judges, manifest and other officials;
- g) be prepared to make decisions at various times throughout the course of the competition in conjunction with other competition personnel and in accordance with and as mandated by the rules.
- h) monitor competition activities and, at Medal Awards, present:
 - i) Certificate of Appreciation to outstanding volunteer efforts; and
 - ii) Sportsmanship Award Certificates to the competitor(s) who have displayed exemplary sportsmanship.
- i) at the end of the competition submit a brief report to the CNTC summarizing the event and making recommendations, if any. This report may be copied to the CNTC Committee members and the BOD at the discretion of the Chair.

Chief Judge The Chief Judge is responsible for all matters pertaining to judging and the determination of results. In all matters pertaining to the actual competition, the Chief Judge, after consultation with the Meet Director, makes the final decision.

Some of the duties of the Chief Judge are as follows (see the Judges Manuals and Sporting Code S.5 for further details):

- a) select the judging team. The judging staff must be of sufficient competence and ability to ensure the best evaluation possible of the competition events. The Chief Judge will choose the judging team by balancing:
 - i) the level of expertise of the officials and the need to provide a high level of judging competence for our National athletes;
 - ii) the need to provide Canadian Judges the opportunity to exercise their skills and gain judging experience; and
 - iii) the need to keep travel costs to a minimum.
- b) communicate with the CNTC Chair regarding preparations with respect to the Judging team, travel and accommodation preparations and costs, CSPA financial assistance and judging equipment.
- c) communicate with the Organizers and the Meet Director with respect to site preparations, judging equipment and concerns.
- d) prepare a pre-meet budget of the judge's travel endeavoring to keep the travel costs within the allotted financial assistance from CSPA. The Chief Judge will communicate with the Organizer the amount, if any, of travel expenses not covered by the CSPA financial assistance.
- e) communicate with the judging team to ensure that:
 - j) the flight arrival information of the principal judges is known and that they will be arriving in time for pre-meet briefings;
 - ii) the judges will be bringing necessary personal equipment (i.e. Stopwatches, manuals, pens and pencils); and
 - iii) the Accuracy Event Judge will be bringing or be responsible for organizing the accuracy measuring tape, fichets, red flag, masking tape and dead centre cookies.
- f) make preparations for the conduct of a Judges Training Clinic, a Level II course and/or a Qualified Evaluators Course during the conduct of the competition.
- g) provide to CSPA HQ and to the CNTC Chair a complete copy of all scores of all competitors including full names of all team members, alternates and videographers.
- h) provide a post competition report to the CNTC Chair. The report will provide a brief summary of the events and any recommendations thought appropriate. This report may be copied to the C&NT Committee members and the BOD at the discretion of the Chair.
- i) Return the score sheets to CSPA for safekeeping for a period of two months after which, if there has been no request for them or if there is no ongoing dispute or question regarding the scores, they are to be destroyed.
- j) With regard to the video media, if there has been no request for them from CSPA rated judges or if there is no direction from the CNTC regarding the production of training media, return the video media to CSPA for safekeeping for a period of two months after which they are to be returned to the Host of the Conference Cup.
 - j) Return to CSPA HQ any excess medals not awarded to competitors.
 - k) The Chief Judge will deal with the reduced number of judges in relation to PIM4B event rules as follows:

For video judging of FS, Style, AE and CF: 3 judges will be on the monitors, the CJ will roll the video, answer questions from jumpers, answer questions from the judges, supervise the downloading, liaise with the MD and video person, make sure the scoring is done in a timely fashion, double check scores, and handle video reviews.

For accuracy, 3 judges will be situated around the tuffet. The CJ will do the rest.

Regarding AE having 4 rounds please follow the sequence of F - C - F - C

Safety Officer The Meet Safety Officer is responsible for:

- a) the inspection of equipment at the beginning of the competition;
- b) conducting a pre-meet safety briefing; and
- c) for the maintenance of safety standards throughout the competition. This will include monitoring of winds and ensuring competitor safety, and after consultation with the Meet Director and Chief Judge, stopping jumping as necessary.

Manifestor

The Manifestor ensures that competitors are efficiently organized into aircraft loads, and keeps competitors advised of their manifest and boarding status. In the event there is a boogie or considerable recreational jumping activity taking place at the same time as the competition, there should be two manifestors - one for the competition and one for the recreational or other jumping activities.

Chief Pilot

The Chief Pilot is responsible for ensuring the efficient operation of all aircraft. He sets a work schedule for all pilots, and works closely with the Chief Judge to ensure that jump runs and intervals between jump runs are conducive to fair judging.

Video Personnel

The video personnel include both air to air and ground to air camera people (videographers) and their assistants. They work under the supervision of the Chief Judge and Meet Director and are a necessary integral part of the judging process. The style events are recorded on a ground to air system. The FS event utilizes air to air videographers jumping with each individual team. The rules state that FS teams register team members plus a videographer. To encourage FS teams without their own videographers to register and compete, hosts should consider inviting videographers to be available on site upon the teams arrival. The effort made by the Organizer to encourage videographers to be available for teams arriving without their own videographers and the marketing of those efforts by the Organizer will help boost registration in the FS events.

Video personnel are as follows:

- a) ground to air operator and assistant for VCR operation. The operator must be a dedicated, experienced operator. He or she should not be registered in any event that would conflict with the operation of the video if more than one event was run at the same time;
- b) VCR and score sheet assistants for the judging room;
- c) FS air to air team videographers; and d) FS downloading and dubbing assistants.

Aircraft Loaders

The aircraft loaders direct competitors to their correct aircraft. Aircraft loaders should be aware of exit points, landing areas and exit order. They should be in communication with the manifest and Meet Director.

Jury Members

The organizers will arrange to have 3 to 5 jury members available as needed by the Meet Director.

Other Personnel

The following positions should also be designated:

- Public Relations Officer, (preferably bilingual);
- Assistant Manifestors;
- fuel handlers;

- pilots;
- Radio Operators;
- Recorders and Scorers;
- General Assistants as required from time to time and situation to situation.

Competition and National Teams Committee

The Committee oversees the Nationals from when bids are first solicited through to the completion of the competition. In the months leading up to the National Conference Cup the Chair shall:

- a) communicate with the Meet Director and the Chief Judge to monitor preparations and offer assistance as appropriate with regard to matters concerning competition preparation, equipment requirements, the Judges roster, travel costs, CSPA financial assistance and to be aware of relevant communication between the Host/Organizer and these officials.
- b) ensure that CSPA HQ sends the appropriate number of medals to the Nationals site to the attention of the Chief Judge (approximately 30 medals each of gold, silver and bronze are required for a Eastern Conference or Western Conference Cup
- c) Communicate with the Meet Director and the Chief Judge to ensure medals are shipped to the National Conference Cup site to the attention of the Chief Judge
- d) After completion of the competition, review with CSPA HQ, and the Chief Judge the total monies spent by CSPA with respect to the CSPA financial assistance budget and direct that either, the unspent balance be paid out to the Host/Organizer, or, any over expenditure be billed to the Host/Organizer.