Local Procedures Template 2025 Version 1.0c

This template is designed to reduce workload on organisers and standardise Local Procedures in a way to facilitate efficient approval.

This is a working document and no doubt contains errors and/or omissions.

In order to continuously improve this document and process please send any suggestions for alterations to Mandy Temple.

[mandytemple.australia.igc@gmail.com](mailto:mandytemple.australia.igc@gmail.com)

\*\*\*Version 2025 1.0a has been created to incorporate the latest changes to Annex A

(published October 2024), and to include subsequent changes that have been

approved by IGC for use in 2025.

Sections that are updated in this version are;

1. 1.4.1.3 – Time of Contest sunset added
2. 2 - Deputy director replaced by Sporting director
3. D Waivers – subject to Plenary approval March 2025

# Instructions for use

The form has a number of blank spaces for organisers to complete.

Items marked with \* are optional

There are also some drop-down boxes to select from.

There is an opportunity at the end of each section to add additional remarks.

# Process for approval

1. Draft version of blank template sent to CD by Steward
2. Steward and CD work to produce a final version accepted by both
3. Steward sends Draft to Chair of Competition management Working Group (Mandy Temple) for approval
4. Once approved by IGC renamed “Approved 1.0” and Draft watermark is removed
5. May be published and shared with captains and pilots
6. Further changes only permitted with approval of Chief Steward



Insert championship name here

## A CHAMPIONSHIP DETAILS

Name of the Event; Click here to enter text.FAI Choose an item.Gliding Championships Choose an item.

Location of the Event Name of Airfield;

ICAO Identifier;

Latitude;

Longitude;

Elevation; MSL

Time Zone (UTC Offset);

## Time Schedule

|  |  |
| --- | --- |
| Preliminary entries due |  |
| Final entries due |  |
| Reserve Pilots Accepted after |  |
| Deadline for approval of new GNSS FRs |  |
| Airfield availability for training flights |  |
| Registration period begins |  |
| Registration period ends |  |
| Technical inspection period begins |  |
| Technical inspection period ends |  |
| Configuration change closes |  |
| Unofficial training begins |  |
| Unofficial training ends |  |
| Mandatory Safety Briefing |  |
| First official Team Captains’ briefing |  |
| Official training begins |  |
| Official training ends |  |
| Opening Ceremony |  |
| Contest flying begins |  |
| Contest flying ends |  |
| Farewell party |  |
| Closing Ceremony and Prize giving |  |

# \*Other Section 1 remarks

## B SPECIFIED PROCEDURES

## ++1. GENERAL

\*1.1 Additional Objectives of the Championship

1.2.1 Documents applicable to this Championship;

* FAI Sporting Code General Section Version
* FAI Sporting Code Section 3 - Gliding Version
* Annex A to Section 3 Version
* \*Sporting Code Section 3ah Version
* \*Alternative Scoring Document

1.3.1 Championship Classes;

Club Class

Standard Class

15m Class

18m Class

Open Class

20m Multiseat Class

Other

\*1.3.2 Handicaps to be used for gliders or classes not covered by SC3AH Choose an item.

# 1.4 Responsibilities of the Organisers

1.4.1 Name of NAC

Name of National Organisation running the event

Name of the Local Organisation running the event

1.4.1.1 Contact Information for the event

Banking details for the event

\*Additional contact information

1.4.1.2 Units of measurement

Distances -

Altitude -

Mass -

Speed -

Vertical Speed -

Wind Speed –

1.4.1.3 Time of Contest Sunset

1.4.1.4 Primary digital messaging by the organisers will be

\*1.4.2.1 Additional safety rules

An Online Safety Box will be used Choose an item.

Describe how you will ask pilots for a Flarm Range analysis

\*1.4.5 Instructions for obtaining navigational charts

1.4.5.2 Control Point file format

1.4.5.3 Use of Sporting Limits (Airspace Buffer Zones)

Horizontal

Vertical

None

\*Specific Details of Sporting Limit

\* Size of Sporting Limit (Airspace Buffer Zones) if used

\*Height below feet and distance horizontally metres

\*1.4.5.3 Contest Area Altitude Limit will be

## 2. CHAMPIONSHIP OFFICIALS

Championship Director

Sporting Director

Safety Officer

Operations manager

Task Setter

Chief Scorer

Meteorologist

IGC Officials;

International Jury

* President
* Member
* Member

Stewards

Chief Steward

\*Steward

\*Steward

# \*Other Section 2 remarks

## **3.** **NATIONAL** **TEAMS**

3.4.2 The Entry fee is Euros

\*It must be paid in Choose an item.

\*If to be paid in local currency the amount is at an exchange rate current on

Other fees payable are

3.4.3a Number of allowable entries per NAC is pilots in each class.

Note: Only one entry per NAC is allowed in the WGC Multiseat class

3.5.4a Additional documentation required

For Pilots;

\*Membership of

\*Other

3.5.4b Documents required to be carried on board the sailplane as specified in the aircraft Certificate of Airworthiness, Experimental Certificate or permit to fly

\*And

3.6.1 Third Party Insurance coverage is required of at least

\*Particulars of Third-Party insurance required by the Organisers

# \*Other Section 3 remarks

## 4. TECHNICAL REQUIREMENTS

4.1.1c Flight Tracking Devices to be carried on board Choose an item.

4.1.1e Hi vis markings required? Choose an item.

\*Additional Mandatory Equipment

\*4.1.2b Instruments that must be removed or disabled;

\*Additional instrumentation limitations and procedures not covered by SC3A 4.1.2b

4.3 Contest Numbers

**Attention is drawn to this rule.**

The contest numbers, as validated by the Organisers, shall be displayed:

4.3.1a. On both sides of the tail fin and/or rudder. These should be at least 30 cm high.

4.3.1b. On the glider trailer and crew car.

4.3.2 Contest numbers shall consist of not more than three letters or numerals or a combination of letters and numerals in a plain block style with a single colour that contrasts strongly with the sailplane's background colour. 4.3.3 The Organisers may require competitors to modify contest numbers that they deem to be similar, confusing, of low contrast or otherwise illegible. Competitors not complying with the Organiser's requirements shall be denied competition launches.

\*4.4.1 Radio frequencies to be used during the Championships

Are listed below

Will be published in Self briefing

Operations frequency for;

Launch -

Finish -

Landing -

Start gate frequency -

Common Safety frequency -

Other -

# \*Other Section 4 remarks

## 5. GENERAL FLYING PROCEDURES

5.3.1b Additional data communication specifically allowed by the Organisers –

\*Other Section 5 remarks

## 6. TASKS

\*6.3.3Algorithm for calculating OZ radius in DHT

\*Other Section 6 remarks

## 7. COMPETITION PROCEDURES

\* 7.1 e. Procedures for discharging water ballast on the ground after daily weighing (if any):

\* 7.2.2 Contest site boundaries;

Will be published in Self briefing

Attached to this document

\*7.2.5 Conditions for cancelling the task after gate opening

7.3.1e Additional launch procedures

Will be published in Self briefing

Attached to this document

\* 7.3.2 Launch procedures for Motor gliders;

Will be published in Self briefing

Attached to this document

\* 7.3.2a Maximum altitude of climb after self-launch MSL

\*7.3.2c i Procedures for restarting MoP without an intervening landing

\* 7.3.3 Release areas, towing patterns and release heights;

The standard release height will be AGL

A depiction of the release area;

Will be published in Self briefing

Attached to this document

7.3.3d Thermalling direction

\*7.4.2.1b Conditions for closing the start

None

Adverse weather

Smoke

Other

7.4.2.2 Pre-start altitude Choose an item.

7.4.3 Start Geometry to be used Choose an item.

7.4.3.5a Maximum start altitude will be communicated by

7.7.1 a. Procedures for communicating real outlandings to the Organisers will be

7.7.3 Provision of and requirements for aero tow retrieves

7.8.2 Finish geometry to be used a Choose an item.

7.8.4 a. Finish procedures

Arrivals must be announced on frequency MhZ

The following phrases shall be used:

(Contest number), (distance to finish line approximately

and then as necessary to maintain separation and awareness), (direct landing/speed finish).

Call first at from finish ring/line

and then at from finish ring/line

Preferred landing will be a “Direct landing” to the allocated runway.

Gliders with more energy may elect to do a Finish followed by a circuit to the nominated runway

The procedures for joining the circuit of the runway in use for speed finishers will be specified at the briefing,

\*7.8.4c Conditions for closing the finish

None

Adverse weather

Smoke

Other

\*7.10.1 Landing procedures;

Will be published in Self briefing

Attached to this document

7.11 Flight documentation must be submitted within minutes after landing at the home airport.

Flight Log files from the backup Flight Recorder must be submitted minutes after being requested by the Organisers.

7.11.1 Flight log files should be submitted to the scorer by;

hand

filling out a webform

email to –

additional instructions for submitting Flight Log

# \*Other Section 7 remarks

## 8. SCORING

8.1 Scoring System to be used is Choose an item.

8.1.1 Scoring software to be used is

Version of Software is

Scoring Scripts should be uploaded to a github account called “IGCscripts in order to store all the scripts used for scoring at CAT I gliding championships. Standard SeeYou and Strepla scripts will be uploaded here. <https://github.com/IGCscripts>

\*8.2.4 20m Is Multi seat class to be handicapped Choose an item.

\*Other Section 8 remarks

## 9. COMPLAINTS AND PROTESTES

\*Section 9 remarks

## 10. RESULTS AND PRIZEGIVING

\*10.2.3b Additional team awards

\* Other Section 10 remarks

## C ADDITIONAL LOCAL PROCEDURES REQUIRING APPROVAL BY IGC BUREAU

## D WAIVERS AND LIMITATIONS

SUBJECT TO BUREAU APPROVAL MARCH 2025

# 1. Official Information

Information required to be published on the official notice board may be published by other means. The means of publication of official information are as follows:

Official Notice board located… (optional)

Webpage url… (optional)

Text Message Group… (optional)

etc….

The means of publication of official information must be approved by the Chief Steward.

# 2. Contest Sunset

The time of Contest sunset may be a single time valid for the period of the contest, or it may be declared by the Organisers each day. In both cases, the time of Contest sunset must be published on the daily Task Sheet.

This procedure modifies:

• SC3A 1.4.1.3 (publication of Contest sunset in the LP)

• SC3A 1.4.5.5 (items to be included on the Task Sheet)

# 3. Optional use of SC3A 7.4.3.5

The use of Energy Control at the Start is optional at the discretion of the Director. Each day at Briefing and on the Task Sheet, it must be stated whether the procedure described in Annex A para. 7.4.3.5 will be used.

(This procedure extends the 2024 waiver to 2025).