***Introduction***

*This document is part of the documentation required to ask for a FAI/CIA Sanction for an official event.*

*It helps the Organizer with the event planning, provide detail information to CIA Delegates to approve the event at the CIA Plenary, provide information to competitors and officials so they would be interested in attending the event, etc. so it is important that all information is completed.*

*Before starting to fill in the Sanction Application Form, you may wish to read the following documents to clarify any issues:*

* *FAI First Category Event Sanction Procedures or CIA Sporting Event Sanction Procedures*
* *FAI Sporting Code - Section 1*
* *FAI Sporting Code - General Section*
* *Protocol for FAI and CIA Sanctioned Events*
* *CIA Competition Operation Handbook*

*The NAC Letter of Approval needs to be sent together with this application and no later than the Plenary where the Sanction will be granted.*

*Please, take into consideration that not all information is needed for all types of events. So when the information doesn’t concern your event, please write « not apply » in the respective field.*

*Please use the DDMMYYYY format for all dates in the form.*

*When the Sanction Application Form is completed, please send it to the FAI/CIA Event Development Service –EDS to start the Sanction Process.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 1 - Main Information**  *All the information in this section is mandatory and need to be updated before the CIA Plenary where the event will be asking for a FAI/CIA sanction. No changes are allowed after the sanction is granted.* | | | | | | | | |
| Date of initial submission: ***09/01/2015*** | | Date of last modification:12/01/2016 | | | Date of final version: \_\_/\_\_/\_\_\_\_ | | | |
| Event Title & Sub-Title | ***23rd FAI Hot Air Balloon Championship 2018*** | | | | | | | |
| Event Location *(country, region, city)* | ***Country: Poland Region: Kuyavian-Pomeranian Voivodeship City: Wloclawek*** | | | | | | | |
| Event Dates *(dd.mm to dd.mm.yyyy)* | ***31.08 to 07.09.2018*** | | | | | | | |
| FAI / CIA Sub-class | AX – Hot Air Balloons  BX – Hot Air Airship | | AA – Gas Balloons  AA – WLD - Gordon Bennett | | | | BA – Gas Airships  AM – Rozier Balloons | |
| FAI Type of Event | FAI World Championship  FAI Continental/Regional Championship  CIA Category One International Event | | | CIA Sporting Event  Other: | | | | |
| FAI / CIA Category | General | | Women | | | | Junior | |
| Registration Starts *(date & time)* | ***31.08.2018, 10.00 -20.00*** | | General Briefing *(date & time)* | | | | ***01.09.2018, 20.15*** | |
| 1st Competition Flight *(date & time)* | ***02.09.2018, 6.00*** | | Last Competition Flight *(date & time)* | | | | ***05.09.2018, 18.00*** | |
| Extra Flight if needed *(date & time)* | ***06.09.2018, 6.00*** | | Resting Period *(if some, date & time)* | | | | ***TBA*** | |
| Opening Ceremony *(date & time)* | ***02.09.2018, 14.00 to 16.30*** | | Closing Ceremony *(date & time)* | | | | ***06.09.2018, 12.00*** | |
| Invitation Process Starts *(date)* | ***01.10.2017*** | | Entry Closing Date *(1st round)* | | | | ***TBA*** | |
| Organising National Airsport Control – NAC | ***Aero Club of Poland*** | | | | | | | |
| Organising NAC’s CIA Delegate *(name, email, phone)* | ***Name: Jerzy Czerniawski E-mail:*** [***jczerniawski@poczta.fm***](mailto:jczerniawski@poczta.fm) ***Phone: +48602341397*** | | | | | | | |
| Organising Body  *(Entity / Club / Company)* | ***Aero Club of Wloclawek*** | | | | | | | |
| Main Contact / General Manager *(name, email, phone)* | ***Name: Marek Koziński E-mail:*** [***biuro@aeroklub.wloclawek.pl***](mailto:biuro@aeroklub.wloclawek.pl) ***Phone: (54) 235-54-43*** | | | | | | | |
| Official Mailing Address Postal  *(postal address, email, fax, phones)* | ***Postal address: E-mail:*** [***biuro@aeroklub.wloclawek.pl***](mailto:biuro@aeroklub.wloclawek.pl)  ***Aeroklub Włocławski Phone: (54) 235 54 43 Lotnisko Kruszyn Fax: (54) 235 54 44***  ***87-853 Kruszyn*** | | | | | | | |
| Organiser’s previous event organisation experience  *(list of main events and all FAI events with year, place, number of competitors, number of flights and tasks flown)* | ***2005 - Polish Balloon Cup – Wloclawek (CIA Sporting Event)***  ***2006 - 17th Ladies World Cup (FAI Category One Event)***  ***XXII Polish Championship***  ***2007 - 8th International Hot Air Balloon Competition***  ***2007 FAI World Championships for Model Helicopters for Seniors and Juniors in class F3C***  ***2008 – 20th FAI World Championship for Scale Model Aircraft***  ***9th International Hor Air Balloon***  ***2009 – 10th International Hor Air Balloon***  ***VII European Championships for Soaring Models F3J***  ***2010 - 11th International Hot Air Balloon Competition and Ladies World Cup Fiesta Sport FAI***  ***2011 -******Polish Balloon Cup – Wloclawek (CIA Sporting Event) and 12th Hot Air Balloon***  ***Competition of Wloclawek***  ***2012 - 13th Hot Air Balloon Competition of Wloclawek (Pre-Europeans)***  ***2013 - 18th FAI Hot Air Balloon European Championship***  ***2013 FAI World Championships for Model Helicopters for Seniors and Juniors in classes***  ***F3C & F3N – Wloclawek, Poland***  ***2014 - 14th International Hot Air Balloon of Wloclawek***  ***2014 FAI World Championships for Control Line Model Aircraft for Seniors and Juniors in***  ***classess F2A,F2B, F2C and F2D*** | | | | | | | |
| Event with Observers *(The Organizer is invited to present two proposals for the Event to be held with or without Observers)* | Yes  No Up to the Plenary to decide | | | | | | | |
| GPS Loggers  ***All GPS Loggers should be of the same type. For category 1 events they should meet the minimum quality requirement of the COH (Chapter 2).*** | Type of GPS Logger to be used: ***TBA***  Details: ***TBA*** | | | | | | | |
| Event Director*(name, country, email, attach CV)* | ***Name: Eugenijus Komas Country: Lithuania E-mail:*** [***augis@ilsanta.lt***](mailto:augis@ilsanta.lt) | | | | | | | |
| Deputy Director  *(name, country, email, attach CV)* | ***Name: TBA Country: E-mail:*** | | | | | | | |
| Safety Officer  *(name, country, email, attach CV)* | ***TBA*** | | | | | | | |
| PR Officer / Media Officer  *(name, email)* | ***TBA*** | | | | | | | |
| Main Common Launch Area  *(CLP coordinates & description)* | ***Kruszyn Airfield*** | | | | | | | |
| Entry Fee for Competitors  *(amount, currency and what is included)* | ***Amount: 400 Currency: EUR – loggers only***  ***Amount: 800 Currency: EUR – observers and loggers***  ***For every competitors pilot + 3***  ***The amount includes:***  ***- Pre-breakfast and morning coffe;***  ***- Propane gas for each competition flight + 1 practical;***  ***- Two sets of competition maps;***  ***- Meteorological service;***  ***- Prizes for the winners;***  ***- Pilot pack tickets for social events*** | | | | | | | |
| Maximum number of entrants | ***104 pilots*** | | | | | | | |
| Number of eligible NACs ***Every European NACs with*** | ***membership in the FAI*** | | Equal number of competitors / NAC | | | | | ***3*** |
| Dates for Invitation process ***01.10.2017 – 01.05.2018*** *(dd.mm.yyyy)* | Letter to NACs will be sent on ***TBA*** | | | | |  | | |
| Deadline for NACs to send nominations ***TBA*** | | | | |  | | |
| Individual Invitation to Competitors will be sent on ***TBA*** | | | | |  | | |
| 1st round deadline for Competitors application and entry fee ***TBA*** | | | | |  | | |
| 2nd round deadline for Competitors application and entry fee ***TBA*** | | | | |  | | |
| Reserve List and/or Standby List will be used? ***TBA*** | | | | |  | | |
| Remarks: | | | | | | | |
| Additional Invitations Procedure | ***Not expected*** | | | | | | | |
| Eligibility Conditions | ***Standard FAI/CIA procedures*** | | | | | | | |
| Registration Method and Details –  *(mail, fax, email, online)* | ***Information, documents, invitations and other services available only by internet.*** | | | | | | | |
| Official Language ***English, Polish*** |  | | Protest Fee *(amount, currency)* | | | ***100 EUR*** | | |
| Proposed Jury members *(at least 6 names for the Plenary at the year of the event)* | 1. ***TBA***  2. ***TBA*** | | 3. ***TBA***  4. ***TBA*** | | | | | 5. ***TBA***  6. ***TBA*** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 2 - Additional Information**  *The information in this section is important for the evaluation of the event in the Sanction Process. Additionally it provides competitors information on how they can plan their participation. Therefore, please fill in all information as complete as possible.*  *Changes are allowed after the Sanction is granted only in order to improve the event.* | | | | | | | | |
| Official Event Website | ***TBA*** | | | | | | | |
| Event President *(name, email)* | ***Name: Mathijs De Bruin E-mail:*** | | | | | | | |
| FAI Authority shown on | Rules  Logo  Program  Official documents  Other: ***Promotional Materials*** | | | | | | | |
| Courtesy Invitations sent | FAI President:  Yes  No Date: ***TBA***  CIA President:  Yes  No Date: ***TBA***  Remarks: | | | | | | | |
| Event Prizes Offered and Details | ***There will be FAI medals for top 3 pilots and diplomas for the top 10 and material prizes*** | | | | | | | |
| Opening Ceremony  *(Location & Coordinates)* | ***Location: The Opening Ceremony will take place on the Airfield Kruszyn***  ***Coordinates: 52° 35'04,62'' N 19° 00' 55,78'' E*** | | | | | | | |
| Closing Ceremony / Prize-giving *(Location & Coordinates)* | ***Location: The Opening Ceremony will take place on the Airfield Kruszyn***  ***Coordinates: 52° 35'04,62'' N 19° 00' 55,78'' E*** | | | | | | | |
| CIA and FAI Protocol will be followed? | Yes  No  Remarks: | | | The organisers will respect the FAI Environmental Code of Ethics? | | | | Yes  No  Remarks: |
| Entry Fee Method of Payment and Details | Money order  Cheque  Cash  Credit card  Other:  Details: | | | | | | | |
| Country Admission Conditions *(Visa’s required, etc.)* | ***Information about Visas: http://www.msz.gov.pl/en/travel\_to\_poland/visa/visa*** | | | | | | | |
| Preferred Place of Entry & Closest Major Cities *(Special custom clearance & directions and distances to main cities)* | ***Warsaw, the capitol of Poland about 120km***  ***By road: It takes about 3 hours to get to the Włocławek from Warsaw***  ***By bus. Buses leaves Warsaw every hour.***  ***By train: A journey from Warsaw to Włocławek takes abut 2,5 hours.***  ***There are about 7 direct trains a day.***  ***By air: Air entry via Internationa Airport WARSAW.*** | | | | | | | |
| Local language | ***Polish*** | | | | | | | |
| Location Description & Characteristics | General Description: ***European Union, Poland, Kuyavian-Pomeranian Voivodeship (Province), Włocławek is 120 km to NW from Warsaw at latitude 520 38' north and longitude 190 04' east. We have very attractive and flat area for ballooning. Good road’s network and lot of places appropriate for take-off and landings are our advantages.*** | | | | |  | | |
| Geographic Position  ***TBA*** *(coordinates of competition map center)* | | | | |  | | |
| Topography: ***Flat area -*** [***http://en.wikipedia.org/wiki/W%C5%82oc%C5%82awek***](http://en.wikipedia.org/wiki/W%C5%82oc%C5%82awek)  *(mountains, sea, lakes, rivers)* | | | | |  | | |
| Landing Areas: ***Good road’s network and lot of places appropriate for take-off and landings – harvested fields.*** *(open fields, wooded area, farming, crops, cattle)* | | | | |  | | |
| Main villages around the flying area: ***Kruszyn, Brześć Kujawski*** | | | | |  | | |
| Other Description | | | | |  | | |
| Additional Common Launch Areas *(coordinates & description)* | ***Kruszyn Airfield (Aero Club of Wloclawek) Coordinates: 52° 35'04,62'' N 19° 00' 55,78'' E*** | | | | | | | |
| Landowner Restrictions | ***We have organised balloons event for many years and we have never had any landowner restrictions.***  ***On the competition map there is one main, native road from S to N and it is out of bounds area.*** | | | | | | | |
| Meteorological characteristics *(as expected for the period of the event)* | Weather conditions:  ***The hot air balloon flying condition in Wloclawek during September is favourable because calm weather: sunny days  with very little cloud cover and weak wind. We have got a local meteorological service on the airport but Włocławek  is situated between two meteorological stations 50 km apart from each.***  Prevailing winds (speed / directions): ***Speed 4 m/s from west and southern west***  Temperatures: ***min: 12 oC, mid: 18 oC , max: 25 oC***  Sunrise & Sunset time for the first competition day: ***05.45am / 07.40pm*** | | | | | | | |
| Airspace Structure & Limitations | NOTAM Description ***TBA*** | | | | |  | | |
| Flight Limitations ***No flight limitations*** | | | | |  | | |
| Number of PZs expected & Descriptions ***1 – the area of Anwil factory***  [***http://www.anwil.pl/products.php***](http://www.anwil.pl/products.php) | | | | |  | | |
| Competition Area Altitude Limitations ***10000ft*** | | | | |  | | |
| Competition Area Dimensions ***north/south: 32km*** *(based on CLP, in km – north/south & east/west*) ***east/west: 42km*** | | | | |  | | |
| Competition Map Details | DATUM ***TBA*** |  | | | | | | |
| Scale ***TBA*** |  | | | | | | |
| Grid lines ***TBA*** |  | | | | | | |
| Paper Size ***TBA*** |  | | | | | | |
| Electronic Version Available ***TBA*** | | No  Yes – expected on date: | | | | | |
| Electronic Version File Format ***TBA*** | | JPEG  PNG  Other: | | | | | |
| Remarks |  | | | | | | |
| Driving Particularities *(Right hand, left hand, speed limitations, International Driver’s License required, etc.)* | ***Polish driving law, similar to the european law*** | | | | | | | |
| Road Network and Infrastructure | ***We have very attractive and flat area for ballooning. Good road’s network and lot of places appropriate for take-off  and landings are our advantages.*** | | | | | | | |
| Venue Description, Coordinates & Characteristics | Competition Center *(coordinates & description)*  ***The Competition Center will be at the Kruszyn Airfield. There are a lot of different rooms what can be use for operational and headquarter offices. The following equipment is easy to access: computers (PCs) with printers and internet connection (wired and wireless), copiers, FAX, etc.***  ***Coordinates : 52° 35'04,62'' N 19° 00' 55,78'' E*** | | | | |  | | |
| Briefing Facilities ***TBA* - *Probably Hangar of the Aero Club of Wloclawek***  ***Coordinates : 52° 35'04,62'' N 19° 00' 55,78'' E***  *(coodinates & description – tent, hall, etc.)* | | | | |  | | |
| Media centre *(description)* ***TBA – Probably the Aero Club’s Office*** | | | | |  | | |
| Internet connection ***Easy access to WIFI on the Airfield*** | | | | |  | | |
| Social activities | | | | |  | | |
| Other information | | | | |  | | |
| Stewards *(name, country, email, attach CV)* | ***TBA*** | | | | | | | |
| Chief Scorer *(name, country, email, attach CV)* | ***TBA*** | | | | | | | |
| Chief Debriefer *(name, country, email, attach CV)* | ***TBA*** | | | | | | | |
| Chief Observer *(name, country, email, attach CV)* | ***TBA*** | | | | | | | |
| Technical Support Officer *(name, country, email, attach CV)* | ***TBA*** | | | | | | | |
| Scoring Program *(name, developer, email, brief description, last FAI events using the program, link for downloading)* | ***TBA*** | | | | | | | |
| Special Arrangements and Assistance for Competitors *(Details on balloon equipment rental services, additional crew available, rent-a-car assistance, accomodation, meals, travel allowance, etc.)* | Equipment rental services:  ***We will provide addresses of persons in Poland willing to rent balloon equipment***  Additional crew available: ***TBA***  Rent a car assistance: ***TBA***  *Accomodation:* ***Hotels in Wloclawek (more info TBA)*** | | | | | | | |
| Equipment Limitations | ***TBA*** | | | | | | | |
| Special Safety Requirements | ***TBA*** | | | | | | | |
| Insurance Requirements for Competitors and Details | Third party: ***1 500 000 SDR***  Passenger: ***100 000 SDR*** | | | | | | CSL:  Other: | |
| Insurance Provided & Covered by Organisers | Third Party: ***As per EU Regulation*** | | | |  | | | |
| Air Display Public Liability: ***TBA*** | | | |  | | | |
| Organisers & Officials On-ground Risks: ***TBA*** | | | |  | | | |
| Observer On-board: ***TBA*** | | | |  | | | |
| Other: ***TBA*** | | | |  | | | |
| Travel & accommodation arrangements for officials | Travel Arrangements ***TBA*** | | | |  | | | |
| Travel Allowance *(amount and currency)*:  ***Polish officials: 100 EUR***  ***Neighbouring countries: 200 EUR***  ***Overseas officials: 300 EUR*** | | | |  | | | |
| Vehicles Provided:  ***as much as will be needed*** | | | |  | | | |
| Type of Accommodation: ***hotel*** | | | |  | | | |
| Meals Provided: ***3 per day*** | | | |  | | | |
| Other Information / Remarks:  ***Participation in every official social event*** | | | |  | | | |
| Travel & accommodation arrangements for observers | Travel Arrangements: ***by observer*** | | | |  | | | |
| Travel Allowance *(amount and currency)*: ***No*** | | | |  | | | |
| Vehicles Provided: ***as needed*** | | | |  | | | |
| Type of Accommodation: ***simply hotel / hostel*** | | | |  | | | |
| Meals Provided: ***3 per day*** | | | |  | | | |
| Other Information / Remarks: | | | |  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **For EDS use only**  *This section if for EDS use only and the Organizer will get an update* ***when*** *change****s******are*** *made.* | | | |
| Document submitted to |  | Date |  |
| Status / Report on new versions |  | | |
| CIA Technical Delegate *(name, email)* |  | | |
| NAC Letter of Approval Status |  | | |
| Organizer Agreement Status |  | | |
| Event Logo Status |  | | |
| Sanction Fee (CHF) |  | Performance Bond Fee (CHF) |  |
| Sanction Fee Status |  | | |
| Performance Bond Status |  | | |
| Event Rules Status |  | | |
| Jury approved by Plenary *(names, emails)* | Jury President:  Jury Member:  Jury Member: | | |
| CIA Sanction Status | Approved:  Yes  No Date: | | |
| FAI Sanction “Kit” Status | FAI & CIA Flags:  Medals:  Diplomas:  Remarks: | | |
| Opening and Closing Ceremonies Agenda Reviewed |  | | |