



PARACHUTIST

INFORMATION

MANUAL

PART 4A

COMPETITION MANUAL

*Canadian National Parachuting
Championships Hosting Manual*

MAY 2016

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Canadian Sport Parachuting Association
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Rockland, ON K4K 1C7
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LIST OF REVISIONS / CHANGES

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May 2016	Full revision
December 2013	
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INTRODUCTION

The purpose of the Canadian National Parachuting Championships (Nationals) is to promote sport parachuting, determine and recognize national champions in individual and team events, determine the composition of a national parachuting team, improve competitive skills and experience, and disseminate techniques and information. The competition also provides a training ground for judges, a National Training Program, which may run throughout the competition.

Safety is of paramount importance in sport parachuting and CSPA's Basic Safety Rules and Technical Recommendations govern the conduct of the Nationals 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 NATIONALS

The Nationals are conducted by the Canadian Sport Parachuting Association. However, CSPA relies on interested persons to organize the Nationals 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 Nationals.

Submitting Bids to Host the Nationals and Bid Deadlines

Bids to host the Nationals must be submitted to:

Mail: Canadian Sport Parachuting Association
204-1468 Laurier
Rockland, ON K4K 1C7

Email: Office@cspa.ca and cntc@cspa.ca

Bid should be sent approximately one year prior to the event on/or before August 31 (the closing date).

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 Competitions and National Teams Committee (CNTC) will 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 CNTC Committee member are cautioned that it remains the responsibility of the applicant that their bid be received by CSPA HO or the CNTC Chair on or before the closing date.*

The following steps and time frame will be used if a previously accepted bid is cancelled or withdrawn or if on August 31, no acceptable bids have been received.

1. First extended deadline November 30;
2. If no bids received by November 30, then the second extended deadline will be: January 31;

3. If no bids are received by January 31, then the CNTC may recommend to the BoD that there not be a National Championship for the year in question. However, an alternate team selection process will need to be addressed and approved by the BoD.

How the Bids will be Assessed

Hosts, in preparing their bids, should provide all the information requested in this manual. The CNTC will not make assumptions if relevant information is missing but may ask for clarifications.

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/or CNTC 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 CSPA Registered Participants and the 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 one month 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 Nationals. 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

Bids must address the following events:

- Accuracy Landing (A) - open, intermediate and junior;
- Canopy Piloting (CP) - open, and intermediate;
- Formation Skydiving (FS) - open, senior, intermediate, junior and women's 4-way, 8-way and Vertical Formation Skydiving (VFS);
- Canopy Formation (CF) - 2-way and 4-way;
- Artistic (AE) - open and intermediate and
- Wingsuit Performance and Acrobatic. (WS)

Optional events: Team Accuracy, Sport Accuracy, Style and 10-way FS speed. The focus is on events whereby the CNTC select athletes to represent Canada at international events.

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

1. **Proposed Dates:** usually between the middle of July and the end of the third week of August. Proposed dates should be discussed with the CNTC. Dates should be chosen to not coincide with World Cups or other significant international competitions where National class athletes may be expected to perform. The competition will run with eight days of competition (Saturday to Saturday inclusive). The length of the meet and specific dates of the competition must be clearly stated in the bid. A schedule of start days for each event is required, as an example: Canopy events including Accuracy, Canopy Piloting and

Canopy Formation will start on the first Saturday; FS and AE events will start on Monday or Tuesday, Wingsuit will start on Friday. Although start dates are mandatory, there are no mandatory end dates for events but it is expected that no event will run longer than five days.

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. The following condition must be met: the bid contains a statement that clearly states the intent to increase entry fees due to unforeseen increases in fuel costs.

Fuel costs have increased more than 10% since the date of the bid;

- a. The actual amount of the proposed increase in entry fees is no greater than that required to offset the increase in fuel costs;
- b. 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;
- c. 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 Registered Participants of the fee increase. Assistance from CSPA HO in the form of an overall email to Registered Participants should be an option or posting of the notice on the CSPA website.

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, swoop pond, packing area, offices, tables and chairs, manifest area;
5. **Competitor Accommodation:** a description of competitor camping and shower facilities, toilets, local hotels and motels with approximate costs;
6. **Food:** availability of drinking water, snack bars, local restaurants;
7. **Banquet facilities:** capacity and costs of appropriate halls or restaurants (on-site dropzone banquets are permissible);
8. **Rigging:** a description of rigging facilities or plans for rigging support;
9. **First Aid:** information on first aid services, ambulance availability, 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 week of 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 that the student activity will not interfere with the running of the Competition events.

- 13. Boogie:** a brief description of fun jumping activities (i.e. boogie, if any) during the Nationals, 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. Affiliation Control:** a written undertaking to ensure that all entrants to the Nationals possess a current CSPA affiliation or FAI membership and such undertaking to include assurances that if new or renewed CSPA affiliations are processed, the CSPA will be notified on a daily basis of such affiliations and the applications and fees will be sent to CSPA HO as soon as possible and no later than 24 hours after processing. Whenever possible, all new and renewal affiliations will be done immediately online on the CSPA website.

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 these 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. Potential hosts are reminded that the use of turbine aircraft for the running of the Accuracy, Style and Canopy Piloting events will most likely incur considerable cost to the host and the choice by the host to use said aircraft, will have no bearing on the conduct of those disciplines which have specified exit requirements in the Rules.
- 16. Judging room:** Arrangements for an air conditioned, private judging room with individual seating 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 2:00pm** on the day prior to the start of the Nationals.
- 17. Judging equipment:** as mentioned below in the Organizer's Task List, s.2 Site--competition and in Appendix I. Be specific and provide information on the provision and the description **of each of the equipment items** mentioned at the preceding references.

18. The following competition and competitor support equipment:

1. Ground-to-air radios (at least two);
2. Ground to ground radios (at least four);
3. Registration forms;
4. Manifest sheets;
5. Helmet numbers;
6. Scoreboard area: may be actual scoreboards or a prepared area suitably labeled and large enough in size whereupon master score sheets can be stapled to report the results;
7. Wind drift indicators;
8. Shade tents (optional, depending on existing facilities);
9. Toilets; and

10. The equipment listed in Appendix I.

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 dropzone and any other information so that the reader is completely clear about the nature of this accommodation.

Accommodations for the Judges and Meet Director and technical support personnel should commence the evening prior to the first day of competition (i.e. Friday Night) through to and including the evening before the return travel day. 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 the eight days of the competition week. The organizers arrangement for compensation to the Meet Director is negotiable between the two parties.

21. Officials travel and transportation: arrangements for competition week transportation for the judges and meet director as follows:

- a. Travel costs from their home to the appropriate airport nearest the competition site using economy/excursion airfare;
- 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 dropzone 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(s) 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;
 - iv. the type of vehicle (i.e. the number of wheels) has no bearing on the amount paid;
- 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, PIM4A 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 CNTC will coordinate the choice of Chief Judge and Meet Director with the Organizers and the Judging Committee and will then send their recommendation to the BoD for ratification. 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 as outlined in paragraph 19, 20 and 21 above. The organizer's financial responsibility shall be limited to ten judges including Chief

Judge, Chief of Training Judges, Event and Principal Judges). The organizer shall not have any authority to mandate that a lesser number of Judges than ten be used. Ten Judges is the minimum number of Judges that are required to judge a multi-discipline Nationals.

Organizers will also be responsible for transportation/accommodation costs and per diems for a Canopy Piloting Course Director and in the event electronic scoring is used, for a Technical Support person approved by CSPA BoD.

The organizer will be responsible for the selection of other competition personnel. 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 Workload

The judges will only be working a reasonable number of hours each competition day. Factors such as the size of the competition, the weather and other unforeseen circumstances may leave the officials with no option but 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 officials. 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 and Meet Director expenses over and above any financial assistance provided by CSPA as outlined in "Details of Bids", 19, 20 and 21 above;
2. Any financial assistance provided by CSPA will be paid directly to the relevant officials and not to the Organizers; except in the case of reimbursement of approved expenses. All expense claims related to CSPA financial assistance must be submitted to and approved by the Chair of the CNTC;
3. Organizers shall be responsible for the expenses of a maximum of ten (10) Judges including Chief, Chief of Training, Event and Principle Judges; the Meet Director, a CP Course Director and a Technical Support person for the InTime electronic scoring system;
4. The CSPA financial assistance shall go towards covering the travel expenses of the officials from home to the competition site and home again. If the total travel expenses of these officials are less than the maximum amount of assistance available, the organizer may request that the unused portion be applied towards official's accommodation or daily honorarium expenses or the associated expenses of the InTime System. This request must be approved by the CNTC and the BoD;
5. The Chief Judge may assemble a larger team of judges than specified above. However, all expenses of the extra judges including travel, accommodation, per diem and other expenses shall **not** be the responsibility of the organizer or the CSPA. Extra judges shall cover their own expenses.

Materials Supplied by CSPA

CSPA will provide and pay for score sheets and medals and any shipping or transportation thereof. It is the responsibility of the Chief Judge to ensure adequate score sheets are available prior to the start of Nationals. It is the responsibility of the Meet Director to ensure adequate medals are available. The Chair of the CNTC will liaise with the National Office to ensure delivery of the appropriate number of medals to cover all competition events.

Electronic Scoring Systems

CSPA will provide, at the request of the organizer, the electronic scoring system 'In-Time' for use in freefall disciplines and Canopy Piloting at the Nationals. Costs of using the system (including transporting the system and the transportation, accommodation and per diem costs of an approved Technical Support Operator) are the responsibility of the organizer. For information regarding availability, cost and requirements of using the InTime please contact CSPA HO. It is also highly recommended to have a volunteer video dubber located outside of the judging room to receive videos from cameramen.

Costs for other electronic systems and operators ie: Flysight for Wingsuit and AMD's for Accuracy Landing are also the responsibility of the organizer. As these systems are privately owned, arrangements should be made directly between the Organizer and the owners of the equipment. The CSPA/CNTC may be able to provide contact information of owners.

CHAPTER 2 – ORGANIZATION OF THE NATIONALS

The Nationals will run with eight days of competition. Early starts are mandatory 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

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

Event	Scheduled Rounds	Minimum Rounds for a Complete Event	Altitude feet/metres
Landing Accuracy	10	3	
• Team (4/pass)	9		4000ft / 1210m
• Individual (4/pass)	1		2800ft / 1050m
Sport Accuracy	3	2	3500ft / 1050m
Canopy Piloting (Open, Int.)	9 (3 of each event)	3 (1 of each event)	5000ft / 1500m
Freefall Style (Open, Int.)	5	2	7200ft / 2200m
4-way FS (Open, Snr., Int., Jr.)	10	3	10500ft / 3150m
VFS	8	2	13000ft / 3960m
8-way FS	6	2	13000ft / 3960m
10-way FS Speed	4	2	11000ft / 3300m
2-way CF	8	2	6000ft / 1850m
4-way CF (Rotation)	8	2	7000ft / 2150m
4-way CF (Sequential)	8	2	8200ft / 2500m
Artistic (Open, Int.)	6	2	13000ft / 3960m
Wingsuit Performance	6	3 (1 of each task)	13000ft / 3960m
Wingsuit Acrobatic	6	2	13000ft / 3960m

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

Registration, Opening Ceremonies and Meet Commencement

Online pre-registration is strongly encouraged. Registration will commence on site, at previously advertised times, at least two days before the meet starts. The opening ceremonies shall begin on the first Saturday of the meet or may, if advertised, be held on the Friday evening before to facilitate an early start on Saturday. Registration will close during the opening ceremonies and will re-open at the end of the opening ceremonies. Competitors may register in any event up until the first 30-minute call of that event.

Commencement of the meet will take place after the opening ceremonies 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. Officials will be required to arrive the day before the start of competition.

In addition, appropriate registration documentation of the competitors or teams needs to be provided to the Chief Judge and, Manifest. Registration statistics must also be delivered to the Competition and National Teams Committee.

Reference should be made to the Canadian National Parachuting Championship Rules (PIM 4B) for further information on registration, opening ceremonies, meet commencement and late registration.

Priority of Events

When national teams are being chosen, the Meet Director in consultation with the Chief Judge, will determine the order of the events with reference to the mandatory start dates for canopy and freefall events.

For FS: whenever possible, the Meet Director, will run FS 4-way to completion before starting FS 8-way, in order to encourage registration in the 8-way event. Depending on the overall interest, it may be advisable to run 10-way speed prior to the 8-way event.

Travel Day

Competition jumping will end at the close of jumping on the last competition day. The day after the eighth day of competition is a travel day for officials and no competition will take place on that day. There may be an exception to this when it is necessary to complete the minimum number of rounds for an event or to complete tie-breaking jumps in disciplines where national teams are being chosen. In this case, jumping will continue into the ninth day if the officials are available. Competitors will be required to make no more than the jumps needed to complete a valid event, if jumps are continued in this manner. Under no circumstances will Team Accuracy, Sport Accuracy or 10-way speed jumps be subject to this extension.

Meet Organizers Task Check List

Introduction

The following is a listing of items and tasks associated with the running of a national championship. The delegation of the various issues is a responsibility of the host, which must be based 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 by mail or email. Identify back-up personnel and confirm their availability for the specific tasks and dates. Communicate the tasks, resources, and deadlines to the appropriate volunteers. Publish personnel list well ahead of the meet in CanPara and/or other advertising on the CSPA website.

- 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;
 - Coordinate 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 availability of videographers for teams arriving without their own videographers. Provide video operators for the CP and Style events.
- 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).

3. Chief Judges Requirements: In addition to the above, **organizers are to arrange** for the following competition related equipment in accordance with the requirements of the Chief Judge (also see Appendix I):

- a. Ground to air radio system (at least 2 plus backup);
- b. 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 angle indicators. System to include a trained, dedicated and experienced operator and assistant;
- c. Secure and lockable judging room to accommodate five principle judges, media playback operator, event judge, scoring personnel plus area for training judges if required. Judging room equipment to include:
 - i. Two DVD recorders, one with 1/2 speed slow motion capability and one for dubbing purposes (the dubbing VCR/DVD may, in some circumstances, be located outside the judging room);
 - ii. 6 monitors in total - 5 for the judging stations and one for the 1/2 speed DVD playback all with a common connection to the 1/2 speed DVD; alternately an overhead projector and large screen may be used instead of 5 individual monitors. In this case, table space to accommodate six persons. A monitor is required for the playback unit.
 - iii. Photocopier and office supplies
 - 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 2:00 pm on the day prior to the start of the Nationals.

- 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 DVD/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's as appropriate): approximately 24.
- f. Suitable means (chalk or paint) to mark out circles for accuracy, sport accuracy and crowd control. The target area and concentric circles for sport accuracy must be prepared by the organizers prior to the start of the competition. This task is too laborious and time consuming for judges to contend with.
- g. For canopy piloting
- i. In the case all events in CP are running, a pond is required: refer to FAI Canopy Piloting rules for dimensions.
 - ii. As a minimum: Four video cameras plus backups – two to be mounted at video entry gate at 3 metres height and 1.5 metres height mounted on tripods and one to record first point of contact or extensions etc. In the speed event, two cameras for the entry gate and two for the apex of the arc. The cameras for the apex must be capable of slow motion plus frame-by-frame playback. Camera operators are also required.
 - iii. Metric tape measures capable of measuring metres and centimetres to run along entire course. Re: FAI Canopy Piloting rules.
 - iv. Flash cards large enough to be visible to the recorders showing point values of water gates and scoring zones in the zone accuracy event.
 - v. not used.
 - vi. A designated Course Director appointed to set up and maintain the course
- h. An artificial pit (accuracy tuffet - foam or air bag) which has the following specifications:

Diametre	Approximately 5m
Thickness	A minimum of 30cm
Compressibility	0.15-0.20 kp/sq cm
Colour	Any colour
Cover	Continuous to prevent snagging

- i. 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
- j. Electrical power outlets as required for judging room and ground to air video area, power bars and extension cords;
- k. Operational anemometre, recently calibrated which will be mounted 6 metres high within 20 to 25 metres of the accuracy target and/or the canopy piloting course. A hand held anemometre is not acceptable;
- l. Appropriate windsocks and streamers: one portable wind indicator at least 8 feet high capable of responding to winds of less than 2 metres/sec and mounted within 25 metres 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.

- m. Clip boards;
- n. 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.
- o. A computer, printer and software (MS Word and Excel) for computer tabulation and scoring of results.

Note: some electronic requirements may vary based on the use of the InTime System. The organizer is to liaise with the Chief Judge and the CSPA HO well in advance to verify what equipment is needed.

- 4. 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 4);
 - 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 coordinate with the Organizer with regards to the shipment of the trophies to and from the site and ensure arrangements have been made with CSPA HO for the shipment of an adequate number of medals.

5. 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;
- Assure accessibility of a pay phone (24 hours -- every day) 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.

6. 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.

7. 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;

8. Public Relations - Publication

- Advertise in CanPara;
- Prepare a pre-meet press release;
- Inform local press;
- Inform local tourist information sources (12 months in advance);
- 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 for publication on the CSPA website or its social media, as appropriate.

9. 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 Manifest and Meet Director;
 - Arrange for firefighting 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.

10. Manifest and Aircraft Loading

- a. **Appoint Manifestor(s)** and inform responsibilities as follows:
 - i. List events -- competitor/team per event;
 - ii. Assign competitor/team to appropriate aircraft in sequence;
 - iii. Collect payment for re-jumps;
 - iv. Prepare aircraft load sheets and distribute to:
 - Judges/video,
 - Announcer (public address),
 - Aircraft pilot
 - v. Call competitors for loads

Announcements should be in both official languages wherever possible.

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 manifestors 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 airtime to a minimum.

- b. **Appoint Aircraft Loader** and inform responsibilities as follows:
 - i. Supervise aircraft loading;
 - ii. Check off names on load sheet;
 - iii. Check gear tag, helmet, shoes, altimetre, etc.

11. Judging

Coordinate judges' requirements with the Chief Judge and make arrangements as required. Pre-meet preparations should include contact with the Chief Judge 6 months, 3 months and 6 weeks prior to the Nationals with discussions and updating on the following matters:

- a. Review preparations to provide the judging equipment (see the list in this chapter and Appendix I) with the Chief Judge and clarify any questions. Also, review preparations with CSPA HO regarding the InTime system;
- b. Review set-up and organization of the judge's 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 by 2pm on the day prior to the first day of competition;
- e. Review with the Chief Judge his/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 FS/AE video downloading and dubbing, and judging room judging systems (including the InTime system, monitors, playback and true half speed mode) Ensure Accuracy Landing, Canopy Piloting, Wingsuit electronic scoring equipment, anemometre and any other electronic judging and scoring systems are in place and functional.
- g. Judges will expect to be paid their daily per diem for the duration of the competition (\$60.00 per day – subject to change) prior to the start of the meet.
- h. Review the travel budgets for the judges with the Chief Judge and make arrangements for payment of these expenses to the officials if the travel costs for the judges and the Meet Director exceeds the allotted financial assistance provided by CSPA.

12. 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.

13. Event – Registration

- In the event of competitors arriving without their CSPA affiliation cards, use the CSPA online portal to verify affiliations;
- Secure tables, chairs, location;
- Coordinate specific requirements with CSPA HO
- 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.

14. Opening Ceremonies

- Determine the day, time and location;
- Determine the program, (for proposed program see Appendix II);
- Compose a list of special guests (local dignitaries, politicians, etc.) and make appropriate invitations;
- Invite the news media;
- Arrange for playing of the National anthem;
- Arrange for flag poles and flags;
- Arrange for chairs, P.A. system, etc;
- Rope off areas as required.

15. Event – Competition

- Cooperate 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.

16. 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:
 - Fun jumpers and boogie participants are flying and landing well away from the accuracy area during accuracy competition;
 - 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;
 - 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.

17. Closing Ceremonies

- Determine the program (for proposed program see Appendix III);
- Note that medals may be awarded at the conclusion of each event at the end of the day jumping
- Obtain a list of winners and recipients of prizes and awards;
- Double check the list for inaccuracies and omissions;
- Identify Master of Ceremonies and assist as required, (bilingual);
- Arrange for photographer for CanPara and media coverage.
- Photograph the new National Team members for CanPara.

18. 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 and trophies (separate table);
- Arrange for any special seating/table requirements (if desired) for officials, owners, etc.

19. Post Nationals ‘Mop-up’

- Arrange for return, in good order, 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 people's names and addresses;
- Prepare a report for the CNTC; 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.
- **Supply CSPA office with a comprehensive list of all entrants, their contact information, team names, CSPA numbers, etc**

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 appointed by the CNTC and the Judging Committee and 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 timetable 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 behavior, 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 the closing ceremonies, award: (when available)

- i. Certificate of Appreciation to outstanding volunteer efforts; and
 - ii. Sportsmanship Award Certificates to the competitor(s) who have displayed exemplary sportsmanship.
- i. Provide wind drifts and wind test jumpers for the accuracy event and a DZ map to show the competitors where the wind drifts landed. Provide wind drift jumpers for the style event to check on drift at the start of the style event.
 - j. 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 at the discretion of the Chair and will be submitted to the BoD.

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 and Judging Committee Chairs 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 judges' travel keeping in mind that the Meet Director is also an official covered by allotted financial assistance from CSPA and advise the Meet Director, the organizer and the CNTC Chair of the expected costs six weeks prior to the start of the competition.
- e. Communicate with the judging team to ensure that:
 - i. 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, pencils, whistles);
 - 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; and
 - iv. All judges are aware of CSPA's policy regarding travel expenses and the amounts that can be claimed.

- f. Make preparations for the conduct of a Judges Training Clinic and Qualified Evaluators Course during the conduct of the competition.
- g. Provide to CSPA HO 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 CNTC committee members at the discretion of the Chair and will be submitted to the BoD.
- i. Give copies of all score sheets to the CNTC Chair 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 may 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 tapes, return the video tapes to CSPA for safekeeping for a period of two months after which they are to be returned to the host of the Nationals.
- k. Return to CSPA HO any excess medals not awarded to competitors.

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/she 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 freefall style event is recorded on a ground to air system. The FS and CF and Wingsuit Acrobatic events utilize 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 team's 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 also required for the CP event.

Video personnel are as follows:

- a. Ground to air operator and assistant for VCR operation. The operator must be a dedicated and 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 is run at the same time;
- b. VCR and score sheet assistants for the judging room;
- c. FS, CF, Freestyle and Wingsuit air to air team videographers; and
- d. Downloading and dubbing assistants.
- e. Video operators for the CP event

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 Manifestor 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 CNTC oversees the Nationals from when bids are first solicited through to the completion of the competition. In the months leading up to the Nationals the Chair shall:

1. 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.
2. Ensure that CSPA HO sends the appropriate number of medals to the Nationals site to the attention of the Chief Judge (approximately 100+ medals each of gold, silver and bronze are required for a Nationals with all events fully registered).

3. After completion of the competition, review with CSPA HO, the Meet Director and the Chief Judge the total monies paid out by CSPA with respect to the CSPA Nationals Subsidy budget. For more information, see CSPA Financial Assistance in Chapter 1.
4. Collect reports from the Chief and Event Judges and the Meet Director and accept input from other related sources for discussion within the CNTC with a view to considering proposed rules changes and updating the hosting manual.
5. Collect registration lists, score sheets and lists of placings in all events from the Chief Judge/organizers.
6. Arrange for posting of scores to the CSPA website and liaising with the editor of CanPara regarding publication of results, stories and pictures related to the Nationals.

APPENDIX I – JUDGING EQUIPMENT AND REQUIREMENTS

Judging Room Facility

- a. A private, secure, air conditioned room large enough to comfortably sit five principal judges at their judging work stations, one event judge, two scorers, one recording media operator and a training judge.
- b. Sufficient tables and chairs to seat 12 persons with additional space for storage of equipment, score sheets etc. (laid out according to the CJ's wishes).
- c. Judging stations for the judges should be cubicles with separating dividers (may be cardboard) between each.
- d. A playback unit with true 1/2 speed capability (Panasonic AG7330 or equivalent).
- e. Six monitors (13 - 19-inch size with at least 500 lines of resolution).
- f. Alternately (to c and e) an overhead projector and large screen may be used instead of individual monitors. Table space to accommodate six persons, in this case one monitor is required for the playback unit.
- g. Photocopier.
- h. HD DVDs: approximately 24.
- i. A video feed to an outside monitor for public viewing.
- j. A computer, printer and spreadsheet (MS Works or Excel) software for computerized scoring.
- k. Facility should include fridge, coffee maker, kettle and a supply of fresh potable water or bottled water.

Note: some electronic requirements may vary based on the use of the InTime System. The organizer is to liaise with the Chief Judge and the CSPA HO well in advance to verify what equipment is needed.

Video Downloading and Dubbing Area

- a. A secure area free from competitor traffic.
- b. High quality recording unit with monitor or TV – 19” to 21”.
- c. Chalk board or dry ink slate with chalk or marking pens

Note: some electronic requirements may vary based on the use of the InTime System. The organizer is to liaise with the Chief Judge and the CSPA HO well in advance to verify what equipment is needed.

Accuracy Pit

- a. Target: an artificial pit (accuracy tuffet - foam or air bag) which has the following specifications:

Diametre	Approximately 5m
Thickness	A minimum of 30cm
Compressibility	0.15-0.20 kp/sq cm
Colour	Any colour
Cover	Continuous to prevent snagging

- b. Automatic Measuring Device with 2cm dead centre and at least one backup pad. Where a 2cm pad is not available a 3cm pad may be used
- c. Operational anemometre, recently calibrated which will be mounted 6 metres high within 20 to 25 metres of the accuracy target. A hand held anemometre is **NOT** acceptable
- d. Wind indicators: one portable wind indicator at least 8 feet high capable of responding to winds of less than 2 metres/sec and mounted within 25 metres 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.

- e. Photo of DZ and surrounding area - 16x20 or 20x24.
- f. Ground to air radio
- g. Shade for judges, recorders and AMD equipment (beach umbrellas or small tent)
- h. A flat disc approximately 20 cm. in diameter for the swoop event made of a durable material (ie. thin rubber like car mat).
- i. Suitable material (chalk or flour) for marking circles on the ground for swoop event.

Canopy Piloting Event

- a. Course should be 15 metres wide and 50 metres longer than the current world record (pond would be 65m x 15m x 1m). The course markers placed 12 metres apart. Top of entry gate to be 3 metres high for Intermediate event, 1.5 metres high for open class.
- b. As a minimum: Four video cameras plus backups – two to be mounted at video entry gate at 3 metres in height and 1.5 metres in height mounted on tripods and one to record first point of contact or extensions etc. In the speed event, two cameras for the entry gate and two for the apex of the arc. The cameras for the apex must be capable of slow motion plus frame-by-frame playback. Operators for the cameras. A minimum of three backup batteries and a minimum of 6 memory cards.
- c. Metric tape measures capable of measuring metres and centimetres to run along entire course – 300 metres.
- d. Lines must mark the area separating each zone in zone accuracy so they are clearly visible. The lines should be approximately 8 centimetres in width and preferably elastic.
- e. Flash cards large enough to be visible to the recorders showing point values of water gates and scoring zones in the zone accuracy event.
- f. Whistle or other sound making device to warn all judges etc. of incoming competitors.
- g. Personnel to set up the courses and maintain them during competition.
- h. It is strongly advised that the organizer coordinate the structure of the course with input from experienced CP competitors.
- i. In addition, the following course equipment is required:
 - i. For the Speed event - sensors and a table in the shade for laptop;
 - ii. For the distance event - orange spray paint to mark edges of course (minimum 15 cans) and marking stick for spraying the paint as well as stakes for the measuring tape (minimum 30);
 - iii. For the Zone accuracy event – a minimum of 12 extra lengths of bungee cord cut as well as left over bungee as backup and a rake for the pit.
 - iv. In general - a minimum of 16 dog anchors for the water buoys as well as a minimum of 55 heavy duty rubber bungee cords for the water buoys. A minimum of 25 large spikes with washers for the ground buoys and a rubber mallet.
- j. Wind sock, streamer and an anemometric wind metre as required by the event rules;
- k. A Course Director designated to set and maintain the course
- l. It is the responsibility of the organizer to set up and maintain the courses for the CP event.

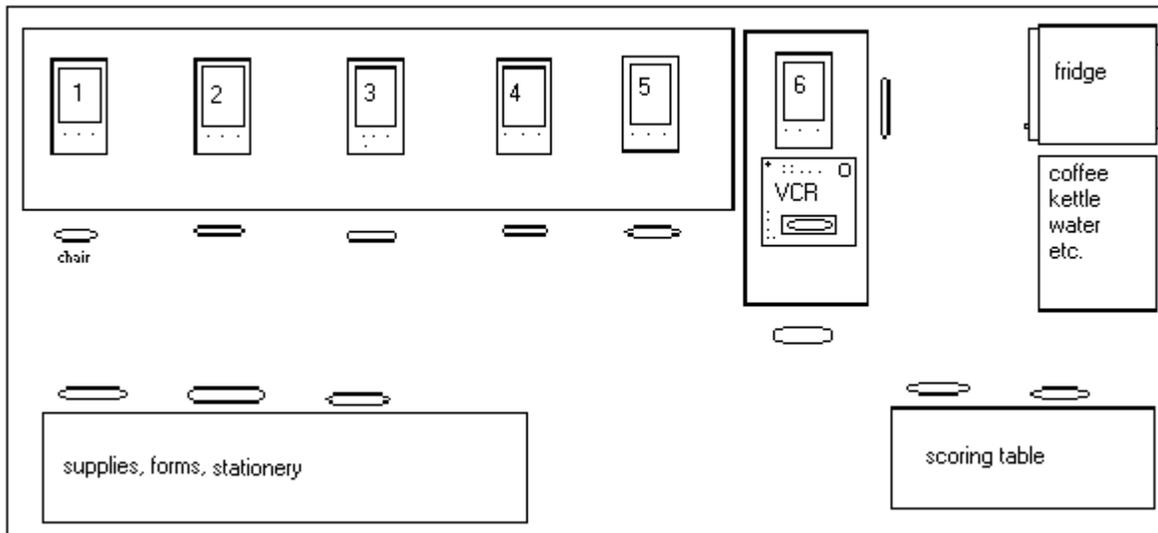
Additional Equipment and Supplies

- a. Wind drift indicators (10).
- b. Marking pens - 6 (at least 2 black), clipboards (4), staplers (2).
- c. Electrical power outlets as required for judging room and ground to air video area, power bars and extension cords.
- d. Ground to ground radios (4).

Notes:

Appendix A

JUDGING ROOM LAYOUT SAMPLE



1. During the judging process, the judging facility should comfortably seat: 5 principal judges, the event judge, 2 scorers, 1 playback operator and 1 training judge.
2. The judging facility should be secure, private and air-conditioned.
3. Ensure tables for judges are not placed in a position where there would be glare on the monitor screens (suggest covering windows with cardboard or black plastic.)
4. Individual judging stations should be partitioned off from each other (cubicles with separating cardboard dividers).
5. 6 monitors in total - 5 for the judging stations and one for the 1/2 speed playback unit all with a common connection to the 1/2 speed playback unit.
6. Alternately (to 4 and 5) an overhead projector and large screen may be used. Adequate table space to accommodate 6 persons and arrangement to provide suitable viewing distance and angles. One monitor is required for the playback unit.
7. Adequate space required for the judges' gear, personal items, etc.
8. The judging room must be set up and fully operational no later than 2:00 pm on the day prior to the start of the Nationals (i.e. 2:00 pm Friday).

Note: some electronic requirements may vary based on the use of the InTime System. The organizer is to liaise with the Chief Judge and the CSPA HO well in advance to verify what equipment is needed.

Last Updated - April 2016

APPENDIX II – PROGRAM FOR OPENING CEREMONIES

Canadian National Championships - Opening Ceremonies

The time that registration will close and/or the Opening Ceremonies will begin should be listed in each advertisement of the upcoming Nationals. This lets competitors know when to be at the DZ.

The following is the suggested sequence for the Opening Ceremonies:

1. The playing of 'O Canada' in both English and French.
2. The organizer welcomes everyone to the DZ.
3. The Meet Safety Officer gives a safety briefing.
4. The Chief Pilot gives a safety briefing.
5. The Meet Director gives a briefing and then introduces the Chief Juror.
6. The Chief Judge gives a briefing and introduces the judging staff.
7. The Event Judge, for the first called event, gives a competitor briefing.

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APPENDIX III – PROGRAM FOR CLOSING CEREMONIES

The following is a sample of suggested order for the closing ceremonies at the Nationals. Selection events hold greater significance than non-selection events. Although this is an example of an order of events, the host may choose how and when medal presentations take place. It has become the norm over several years to award medals at the closing of each event. This facilitates competitors who need nor want to leave at the closing of their event. This is meant to be a guide:

1. Master/Madam of Ceremonies (MC) - Organizer Thank you
2. Meet Director Thank you and Presentation of Meet Director Awards: (when available)
 - Sportsmanship Award
 - Certificate of Appreciation
3. Chief Judge - Thank you
4. Presentation of CSPA Awards (5, 10 year pins, hrs. freefall etc) (if applicable)
5. MC - Presentation of Medals and Trophies: (Announcement is made regarding availability of trophies - if trophies are being shipped back to CSPA, then anyone wanting photos will have to do so during the ceremonies)

Sport Accuracy	3rd, 2nd, 1st
Team Accuracy	3rd, 2nd, 1st
Accuracy Landing Event <ul style="list-style-type: none"> • Junior • Intermediate • Open Male • Open Female 	3rd, 2nd, 1st 3rd, 2nd, 1st 3rd, 2nd, 1st 3rd, 2nd, 1st
Freefall Style Event <ul style="list-style-type: none"> • Intermediate • Open Male • Open Female 	3rd, 2nd, 1st 3rd, 2nd, 1st 3rd, 2nd, 1st
Overall Freefall Style and Accuracy Landing <ul style="list-style-type: none"> • Male • Female 	3rd, 2nd, 1st 3rd, 2nd, 1st
Canopy Piloting <ul style="list-style-type: none"> • Open Distance • Open Zone Accuracy • Open Speed • Open Overall • Intermediate Distance • Intermediate Zone Accuracy • Intermediate Speed • Intermediate Overall 	3rd, 2nd, 1st 3rd, 2nd, 1st
Artistic Events <ul style="list-style-type: none"> • Free flying • Intermediate 	3rd, 2nd, 1st 3rd, 2nd, 1st
10-Way Speed	3rd, 2nd, 1st

Canopy Formation	3rd, 2nd, 1st for each CF event held
4-Way FS: <ul style="list-style-type: none"> • Junior • Intermediate • Senior: • Open 	3rd, 2nd, 1st 3rd, 2nd, 1st 3rd, 2nd, 1st 3rd, 2nd, 1st
8-Way FS	3rd, 2nd, 1st
Wingsuit Performance	3rd, 2nd, 1st
Wingsuit Acrobatic	3rd, 2nd, 1st

6. Not used

7. MC to announce evening's events.

Last Updated - April 2016

APPENDIX IV – PRESENTATION OF MEDALS AFTER EACH EVENT

Medal ceremonies should not commence prior to the end of jumping on any given day.

1. Master/Madam of Ceremonies (MC) - Organizer Thank you
2. Meet Director/ Chief Judge Thank you
3. Presentation of Medals for the event held
 - 3rd, 2nd, 1st for each category of the event (e.g. male, female, junior, intermediate, senior, open)
4. Overall medals (if applicable)
5. Not used.
6. Consideration need also be given to CSPA trophies/plaques (e.g. after the event or at the closing ceremonies)
7. MC to announce evenings events
8. Consideration also for a closing ceremony at the end of the Nationals. Competitors may have departed, however, it would be deemed appropriate to present CSPA trophies.