



# FAI Aerobatics Commission

*Fédération  
Aéronautique  
Internationale*

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# Draft

## CIVA

## Governance



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## FOREWORD

*This document describes the CIVA governance and internal operating regulations. It covers aspects such as structure and organisation, committees and working groups, duties and responsibilities, finances, the Plenary Annual Meeting, championship bidding process, and elections, among a number of other topics.*

*As such it forms an essential piece for CIVA operations as a FAI Commission. It assembles all specific regulations applicable to CIVA bodies, officers and delegations, in complement to the more general FAI applicable documents. It will help new comers grasp how CIVA operates to achieve its purpose, and for all CIVA stakeholders serve as the uniting, go-to place on our common framework.*

*Finally, the existence of such a governance document is a pre-requisite for reviewing and evolving the governance itself in a structured way. By inherently inviting discussions and debates among stakeholders on how internal regulations should be amended to serve CIVA's purpose, this document aims at adapting to the World's changes and developing a continuously better CIVA.*

### Notes for this initial edition:

#### Reserved

with text in grey, indicates items under construction, to be available in future editions.

#### New

with text in purple, flags items that are not already common practice in CIVA. These new governance, policy or internal regulation items address topics necessary to consolidate a comprehensive governance document, but their content can only be considered as proposals at this stage, and will not enter into force until CIVA Plenary approval.

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## TERMS AND DEFINITIONS

<b>Absolute Majority</b> .....	More than half of the possible votes belonging to Members present or represented.
<b>Active Member of FAI</b> .....	A national organisation that represents the greatest number of aeronautic and astronautic disciplines in its Country and has been elected to represent that Country in the FAI.
<b>Associate Member of FAI</b> .....	A national organisation or aero club which represents in FAI only one branch of air sports or astronautics in its Country.
<b>Constitution of FAI</b> .....	The body of fundamental laws and principles that prescribe the nature, objectives, functions and limits of FAI. It consists of two parts. The relatively permanent elements of the FAI Constitution are set forth in the FAI Statutes and may only be changed by the General Conference. The procedural and more detailed elements, and any other matter necessary for the conduct of FAI business and aeronautical and astronautical activities, are set forth in the FAI By-Laws and may be changed by the Executive Board.
<b>FAI Air Sport Commission</b> ...	A Commission established in accordance with the Constitution of the FAI, having authority over the rules governing international competitions and FAI records in a specific aeronautical or astronautical discipline.
<b>FAI By-Laws</b> .....	That portion of the FAI Constitution established by the General Conference or the Executive Board and dealing with awards, badges, publications and procedural rules for the various FAI bodies and any other matter as necessary for the conduct of FAI business and aeronautical activities.
<b>FAI Secretariat</b> .....	The FAI Headquarters staff.
<b>FAI Statutes</b> .....	That portion of the FAI Constitution established by the General Conference and stating the aims, objectives and permanent features of FAI.
<b>Good Standing</b> .....	The status of an FAI Member that has fulfilled its obligations to FAI as listed in FAI Statutes Chapter 2.
<b>Majority</b> .....	(also called <b>Simple Majority</b> ) More than half of the votes cast (i.e. excluding abstentions) by eligible votes present or represented.
<b>Member of FAI</b> .....	(or <b>FAI Member</b> ) A national or international organisation which has been accepted into one of the classes of membership as defined by Statute 2.1.
<b>Observer</b> .....	An individual invited to attend an FAI meeting but without the right to vote.
<b>Plurality Vote</b> .....	In a vote of more than two alternatives, the decision shall be in favour of the alternative gaining the largest number of votes cast.
<b>Proxy</b> .....	A person or delegation duly authorised to act for another person or FAI Member or the written authorisation to do so.
<b>Qualified Majority</b> .....	A majority preceded by a fraction (e.g. two thirds). That fraction indicates the minimum portion of the votes required to carry a motion. A fraction can also be applied to an absolute or simple majority.
<b>Secretary General of FAI</b> .....	The managing director of FAI and head of the FAI Headquarters staff.
<b>Sporting Code</b> .....	A series of regulations consisting of the General Section, which includes all the common rules, and the specific sections which contain the rules governing each aeronautical sport and astronautical activity of interest to FAI.
<b>Sporting Powers</b> .....	The right to organise and conduct FAI Sporting Events, to authorise aeronautic or astronautic record attempts, to appoint officials to supervise FAI competitions and record attempts, to participate in the work of FAI Air Sport Commissions, and to authorise individuals and teams to compete in FAI Air Sport Activities by issuing FAI Sporting Licences.

## **1. Introduction**

### **1.1. Purpose and scope of the CIVA Governance document**

- 1.1.1.1. This document establishes the regulations under which CIVA operates as a FAI Commission. As such it complements the FAI Statutes and By-Laws.
- 1.1.1.2. This document aims at covering all CIVA-specific governance topics, and provides a common framework applicable to all stakeholders.
  - a) Any missing or incomplete governance aspect, as well as any proposal for governance modifications, will be subject to the change process described in chapter 0 of this document.
  - b) In order to help navigate relevant overarching elements of the FAI Statutes and By-Laws in a coherent structure, some (not necessarily all) of these elements are recalled in this document and identified with a reference. In case of discrepancy with respect to these elements, the original FAI Statutes and By-Laws prevail.

### **1.2. Applicable and Reference documents**

#### **1.2.1. Applicable documents**

- 1.2.1.1. The following documents (with any updates) are applicable to CIVA's governance, which means they prevail over this CIVA Governance document in case of contradicting rules (or rules for which no deviation is provisioned):
  - a) FAI Statutes
  - b) FAI By-Laws
  - c) FAI Sporting Code – General Section
  - d) FAI Anti-Doping Rules
  - e) FAI Code of Ethics
  - f) Rules on Advertising for FAI Air Sport Events
  - g) Naming of Competitions: policy for Air Sport Commissions and Competitions Organisers

#### **1.2.2. Reference documents**

- 1.2.2.1. The following documents (with any updates) may be used as a complement to this CIVA Governance document, to the extent they can help understand the context of CIVA's governance. Reference documents do not prevail over this CIVA Governance document:
  - a) About FAI – An introduction to the Fédération Aéronautique Internationale
  - b) FAI Critical Regulations Position
  - c) FAI Manifesto – Preserving Airspace Access for Air Sports
  - d) FAI Jury Guidelines
  - e) FAI Sporting Code – Section 6: Aerobatics
  - f) CIVA Guide to Championship Organisation
  - g) CIVA Plenary Minutes
  - h) CIVA Memos and other CIVA documents

### **1.3. The aims and objectives of CIVA**

- 1.3.1.1. The « Commission Internationale de Voltige Aérienne » (CIVA) is a permanent Commission of the Fédération Aéronautique Internationale (FAI). CIVA was established in 1960 in accordance with the Statutes and By-Laws of the FAI.
- 1.3.1.2. CIVA is responsible for all matters relating to international power and glider aerobatic championships operated under the auspices of FAI. Its work shall be in accordance with these governance regulations, the Statutes and By-Laws of the FAI and the General Section of the Sporting Code.
- 1.3.1.3. As a complement to the aims and objectives of FAI (*FAI Statutes §1.2, and §5.2.3.3 on FAI Air Sport Commissions*), to which CIVA – as a FAI Commission – contributes as an integral part, the specific CIVA aims and objectives are:
- a) to develop aerobatics throughout the world, and support its Members' efforts to further aerobatics;
  - b) to promote physical and moral qualities, technical knowledge and skill as basic to aerobatics;
  - c) to bring together the aerobatic men and women of the world in international competition;
  - d) to ensure adequate means and standards to support aerobatic competition in a safe manner (sporting code, championship organisation, flight safety, judging and judges development, awards,...)
  - e) to co-ordinate its Members' efforts to further aerobatics throughout the world;
  - f) to provide a forum for the exchange of information and discussion on aerobatics;
  - g) to foster proactiveness with respect to societal, sportive and political evolutions around, for sustainability and development of aerobatics.

### **1.4. The functions and responsibilities of CIVA**

- 1.4.1.1. CIVA's functions and responsibilities include:
- a) be the final authority for all international aerobatic competitions including at multi-sport competitions.
  - b) establish and enforce regulations for international aerobatics competitions; keep up-to-date Section 6 of the FAI Sporting Code and its annexes.
  - c) ensure the proper organisation of World and Continental Championships, and other international aerobatic events, including those staged at multi-sport competitions.
  - d) award the organisation of First Category events to capable event organisers.
  - e) develop, maintain and provide tools supporting aerobatics competitions (e.g. scoring software and real-time scoring, wind measurement systems, position in performance zone,...).
  - f) assess, promote and implement in all its activities, conditions for a safe practice of aerobatics.
  - g) drive improvement of judging and training methods.
  - h) support improvement of aircraft and their equipment.

- i) create and promote international standards for aerobatic pilots, judges and event organisers.
- j) reward excellence in performance and outstanding contributions to aerobatics by awarding honours, medals, diplomas, trophies and titles.
- k) develop media and public attraction towards aerobatics.
- l) issue publications and other materials promoting the aims and activities of CIVA.

## **1.5. Sporting powers**

- 1.5.1.1. Sporting Powers for aerobatics are administered by CIVA and the FAI Executive Board, and may be delegated.
- 1.5.1.2. Only FAI Members shall hold FAI Sporting Powers in their respective Countries and represent their Countries' aerobatic air sport within CIVA and FAI, except where they have given their written consent to the FAI delegating Sporting Powers directly to other organisations, or where General Conference has made a specific decision to delegate FAI Sporting Powers for a given event to another organisation.

## **1.6. CIVA logo**

- 1.6.1.1. The CIVA logo is composed of the FAI logo with an additional, CIVA-specific element.
  - a) The FAI logo comprises an image of an eagle in white on top of a golden Earth superimposed on a background of pale blue meridians and parallels symbolising FAI's world-wide reach, together with the abbreviation 'FAI'.
  - b) The CIVA-specific element comprises an image symbolizing power and glider aerobatics, together with the abbreviation 'CIVA' and the text 'Aerobatics Commission'.
- 1.6.1.2. The CIVA logo is the exclusive property of FAI.

## **1.7. CIVA internet areas**

- 1.7.1.1. The official CIVA websites and other internet areas are:
  - a) The CIVA section of the FAI website (<https://www.fai.org/commission/civa>) where the primary copies of all official documents are held.
  - b) CIVA News (<https://www.civa-news.com>) where all official matters of output in respect of documentation, future championships and associated matters of guidance are published.
  - c) CIVA Results (<https://www.civa-results.com>) where the detailed results of all World and Continental Aerobatic Championships are published.
  - d) Social media, where publication of aerobatic content may be uploaded:
    - i) <https://www.facebook.com/worldaerobatics/>
    - ii) <https://www.instagram.com/civanews/>

## **2. Organisation of CIVA**

### **2.1. Generalities**

- 2.1.1.1. CIVA is the FAI Air Sport Commission in charge of administering all matter related to power and glider aerobatics, and developing competition aerobatics.
- 2.1.1.2. The CIVA Constitution consists of the FAI Statutes and By-Laws, the FAI Sporting Code General Section, the FAI Sporting Code Section 6, the FAI Anti-doping rules, the FAI Code of Ethics, together with this CIVA Governance document.
- 2.1.1.3. CIVA shall promote FAI aims and objectives in the field of aerobatics, and shall have voting powers at the FAI General Conference. CIVA shall seek to further the unity of all air sports within FAI through implementation of the FAI Statutes, By-Laws, Sporting Code and FAI Anti-Doping Rules.
- 2.1.1.4. CIVA shall also:
  - a) deal with all technical problems that concern flight safety, training, air space, equipment, and sporting events.
  - b) exercise delegated executive powers with regard to aerobatics and related technical matters.
  - c) exercise delegated executive powers with regard to promotional and financial rights relating to FAI events.

### **2.2. CIVA official languages**

- 2.2.1.1. The official languages of the FAI are: english, french, russian and spanish. They shall be used as prescribed in the By-Laws.
- 2.2.1.2. For practical purposes, and unless agreed otherwise by stakeholders, all official interactions within CIVA will be carried out in english.

### **2.3. Management principles of CIVA**

- 2.3.1.1. All authority and responsibility in CIVA is derived from its Members assembled in Plenary. The CIVA Plenary may delegate certain authorities to the CIVA Bureau.
- 2.3.1.2. Within this delegation, the CIVA Bureau shall run CIVA matters in the best interest of CIVA.
- 2.3.1.3. Differences shall be resolved by the next higher body in FAI prior to the implementation of changes.
- 2.3.1.4. In order to represent a FAI Member (other than by proxy) a person, if not a citizen or resident of that Member's country, shall obtain the prior consent of the FAI Member of the country of which he or she is resident. No person shall represent more than one FAI Member at any one time.
- 2.3.1.5. Any person acting on behalf of CIVA in any capacity shall abide by the FAI Code of Ethics.

### **2.4. Membership and participation in CIVA**

#### **2.4.1. Membership**

- 2.4.1.1. CIVA membership refers to FAI membership as described in Chapter 2 of the FAI Statutes.

#### **2.4.2. Voting rights of active members**

- 2.4.2.1. Active Members shall have voting rights in CIVA as prescribed in Section 3.3. of the By-Laws.

- 2.4.2.2. Active members shall appoint delegates to CIVA when aerobatics is practised in their respective countries, in accordance with By-Laws 3.1.
- 2.4.2.3. Active members may appoint proxies in accordance with Statutes 3.6.1.2.3. and By-Laws 3.1, or should send apologies, if Delegates are unable to attend the CIVA Plenary Annual Meeting.

#### **2.4.3. Exercise of sporting powers**

- 2.4.3.1. Subject to the provisions of Section 1.8. and Paragraph 4.2.2.12. of the Statutes, FAI Active Members shall exercise Sporting Powers in their respective Countries, including the right to issue FAI Sporting Licences on behalf of FAI or to suspend or cancel any that they have issued.
- 2.4.3.2. An Active Member may delegate to another aeronautical organisation within his Country part of his Sporting Powers. FAI shall be notified promptly. Such delegation shall not diminish the Active Member's responsibilities and obligations listed in Paragraph 2.4.2.2. of the Statutes; therefore, all parties concerned shall keep the Active Member involved and the FAI Secretariat informed of all significant developments pertaining to any aerobatic sporting event to be held in that Member's Country.
- 2.4.3.3. The delegated powers cited in Paragraph 2.4.3.2. of the Statutes may be withdrawn by the Active Member at any time. FAI shall be notified promptly.

#### **2.4.4. Voting rights of associate members**

- 2.4.4.1. An Associate Member shall be entitled to vote at CIVA meetings.

### **2.5. CIVA structure**

#### **2.5.1. Overview**

- 2.5.1.1. CIVA is structured in policy-making and executive bodies in such a way that it can efficiently meet the needs of its members. CIVA is a FAI Air Sports Commission with the main responsibilities to promote aerobatics in general and to conduct international aerobatics competitions in particular, see chapter 2.1.
- 2.5.1.2. The CIVA Plenary is the overall policy-making and governing body of CIVA.
- 2.5.1.3. The overarching executive body is made up of the President, up to 4 Vice Presidents, the Treasurer and up to 2 Secretaries, jointly called the Bureau.
- 2.5.1.4. Other executive bodies are the Rules Committee (RC), the Judging Committee (JC), the Catalogue Committee (CC), the Glider Aerobatics Committee (GAC) and the Information and Communication Technology (ICT) Committee.
- 2.5.1.5. Additionally, CIVA is supported by permanent and temporary Working Groups, Advisors, Technical Experts and other domain specialists.

#### **2.5.2. CIVA Plenary**

- 2.5.2.1. The CIVA Plenary is the policy-making body of CIVA and is composed of FAI Members represented through their CIVA Delegates and CIVA Alternate Delegates.

#### **2.5.3. CIVA Plenary Annual Meeting**

- 2.5.3.1. The CIVA Plenary meets once per year for the CIVA Plenary Annual Meeting, preferably during either of the first two weekends in November. It lasts no more than two days and is held preferably physically – otherwise on-line if a physical meeting is deemed not feasible or not practical.



- 2.5.3.2. The place and date of the CIVA Plenary Annual Meeting is selected by voting during the previous CIVA Plenary Annual Meeting from proposals received from FAI Member Nations.
- 2.5.3.3. The CIVA Plenary Annual Meeting is open to CIVA Delegates and Alternate Delegates, Observers, members of the Bureau and the Extended Bureau, select specialists and experts and representatives of the host Nation.
- 2.5.3.4. For all decisions voted on during CIVA Plenary Annual Meetings, FAI Members and FAI Associate Members have one vote through their Delegates or Alternate Delegates present at the meeting or through a proxy vote given by a member who is not present at the meeting to a member who is present at the meeting.

2.5.3.5. For details see chapter 11.

#### **2.5.4. CIVA Delegates and Alternate Delegates**

- 2.5.4.1. FAI Members have the right to designate each a CIVA Delegate and a CIVA Alternate Delegate in order to represent the FAI Member's interests within CIVA. (*FAI By-Laws paragraph 3.1*)
- 2.5.4.2. CIVA Delegates and Alternate Delegates are representatives of their respective FAI Member. They execute the FAI Member's voting rights during the CIVA Plenary Annual Meeting and they assure proper information flow from the FAI Member's aerobatic community to CIVA and vice versa.
- 2.5.4.3. The duties and rights of CIVA Delegates and CIVA Alternate Delegates in their relationship with their respective FAI Member are the responsibility of the respective FAI Member.

#### **2.5.5. CIVA President**

- 2.5.5.1. The CIVA President is responsible for the overall functioning and administration of CIVA.
- 2.5.5.2. He or she is elected for a mandate of two years at the CIVA Plenary Annual Meeting from nominations submitted by FAI members. Candidate must be approved CIVA Delegates or the incumbent CIVA President. (*FAI By-Laws paragraph 3.2.4.*)
- 2.5.5.3. He or she shall execute his or her duties and powers with due diligence as the Chairperson of the Bureau.
- 2.5.5.4. The CIVA President reports to the CIVA Plenary.
- 2.5.5.5. Detailed description see chapter 5.

#### **2.5.6. CIVA Bureau**

- 2.5.6.1. The CIVA Bureau is the main executive body of CIVA. The CIVA Bureau is chaired by the CIVA President, and additionally comprises up to 4 CIVA Vice Presidents, a CIVA Finance Secretary also named CIVA Treasurer, and up to two CIVA Secretaries.
- 2.5.6.2. The Bureau is responsible for the execution of decisions taken at Plenary and the administration and of all CIVA functions.
- 2.5.6.3. The Bureau makes sure that CIVA operates in an ethical and non-discriminatory manner. It further assures that its aerobatics competition activities are conducted with a "Safety First" attitude whilst the impact on the surroundings of competition sites is kept to an acceptable level with regards to safety, environment, nuisance and neighbour relations.

2.5.6.4. The Bureau has the right to mandate internal or third-party support as needed, i.e. for the development of software, technical evaluations, communication tools within approved mandates and budgets decided at CIVA Plenary.

2.5.6.5. The Bureau reports to the CIVA Plenary.

2.5.6.6. CIVA Bureau meetings are held approximately once a month (physical or on-line) at the discretion of the CIVA President.

2.5.6.7. Detailed description see chapter 5.

### **2.5.7. CIVA Committees**

2.5.7.1. CIVA Committees are established to administer and progress permanent core topics of CIVA.

2.5.7.2. CIVA has five committees, the Rules Committee (RC), the Judging Committee (JC), the Catalogue Committee (CC), the Information and Communication Technology Committee (ICTC) and the Glider Aerobatics Committee (GAC).

2.5.7.3. Each committee is chaired by a chairperson and comprises 5 additional members. Committee chairpersons and additional members are elected during CIVA Plenary for a mandate of one year from nominations submitted by FAI members. Candidates for committee chairperson and additional members can be but do not need to be CIVA Delegates or CIVA Alternate Delegates.

2.5.7.4. Committees are responsible for the administration and maintenance of their specific domain processes, documentation and communication, domain specific software, the channelling of improvements and changes from proposals from FAI members to decision making and voting at CIVA Plenary.

2.5.7.5. CIVA Committees meet at least once per year (physically or on-line). Physical meetings are held preferably in connection with a FAI international aerobatic competition in order to minimize additional travels, at the discretion of the chairperson of each of the CIVA committees.

2.5.7.6. CIVA committees report to CIVA Plenary.

2.5.7.7. Detailed description see chapters 6 and 8.

### **2.5.8. CIVA Co-opted Technical Advisors**

2.5.8.1. CIVA co-opted Technical Advisors perform specific tasks such as travel administration, historic data management and other permanent specialist tasks. CIVA co-opted Technical Advisors can be from outside CIVA, and are invited by the Bureau without time limit for their assignment.

2.5.8.2. CIVA co-opted Technical Advisors report to the CIVA President. Detailed description see chapter 5.

### **2.5.9. CIVA Extended Bureau**

2.5.9.1. The CIVA Extended Bureau includes the CIVA Bureau members, the chairperson of each of the 5 CIVA committees, and up to two Bureau-co-opted Technical Advisors.

2.5.9.2. The main function of the CIVA Extended Bureau is to bring a broad set of skills, expertise, experience, technical and organisational know-how to the CIVA executive bodies.

2.5.9.3. The CIVA Extended Bureau allows better and faster communication between the CIVA executive bodies.



2.5.9.4. CIVA Extended Bureau meetings (physical or on-line) are called at the discretion of the CIVA President.

2.5.9.5. Detailed description see chapter 5.

#### **2.5.10. CIVA Permanent Working Groups**

2.5.10.1. In order to achieve CIVA's objectives and for CIVA to function properly, various domains need continuous attention and action on a long term basis. For this reason, CIVA has established a number of Permanent Working Groups, currently the Fairplay System Working Group (FPWG), the Strategic Planning Working Group (SPG), the Known Figures Analysis Working Group (KAWG) and the Contest Organisation Working Group (COWG).

2.5.10.2. The CIVA Bureau and the CIVA Committees evaluate the need for additional, or changes to, Permanent Working Groups, or the closing down of an existing Permanent Working Group, and proposes this to CIVA Plenary. FAI Members can also propose additions or changes to Permanent Working Groups through the submission of proposals for amendments to CIVA governance, see chapter 14. CIVA Plenary decides on those needs and changes during the CIVA Plenary Annual Meeting.

2.5.10.3. Permanent Working Groups work towards the objectives and aims set out in their specific mission, and make recommendations and proposals to CIVA Plenary. CIVA Plenary approves or rejects those recommendations and proposals during the CIVA Plenary Annual Meeting.

2.5.10.4. The chairperson and additional members of Permanent Working Groups are selected from FAI member submissions, CIVA Bureau submissions or from individual persons from the aerobatic or relevant domain community who are volunteering for such positions. CIVA Plenary and the CIVA Bureau are competent to make the selection for those positions. There is no term limit for those positions.

2.5.10.5. CIVA Permanent Working Groups report operationally to the Bureau and directly to CIVA Plenary. They submit their reports at the CIVA Plenary Annual Meeting.

2.5.10.6. Detailed description see chapter 7.

#### **2.5.11. CIVA Temporary Working Groups**

2.5.11.1. In order to address specific topics and issues, Temporary Working Groups will be established on a project basis. The nature of the topics and issues treated through Temporary Working Groups can be from any domain of CIVA, be it technical, organisational, financial, third party relational and more, without restriction.

2.5.11.2. Topics and issues to be addressed through Temporary Working Groups can be identified by the CIVA Bureau, CIVA Committees, CIVA Plenary, CIVA Permanent Working Groups, organisers of international aerobatic championships, from the CIVA community at large and FAI Members.

2.5.11.3. Proponents propose their need for a Temporary Working Group to CIVA Plenary who will decide on the establishing of such Temporary Working Groups during the CIVA Plenary Annual Meeting.

2.5.11.4. The CIVA Bureau is empowered to create Temporary Working Groups within the boundaries of its authority.

2.5.11.5. Temporary Working Groups consist of a chairperson and additional members as needed. Chairperson and additional members are selected by CIVA Plenary or the CIVA Bureau based

on domain knowledge and availability for Temporary Working Group projects. Candidates can be from outside CIVA and can be but do not need to be CIVA Delegates or CIVA Alternate Delegates.

- 2.5.11.6.CIVA Plenary or the CIVA Bureau establishes aims and objectives for Temporary Working Groups with allocated budget and time frame.
- 2.5.11.7.CIVA Temporary Working Groups work diligently to achieve aims and objectives. Resulting actions and recommendations will be presented through a Temporary Working Group report to CIVA Plenary. Approval or rejection of such actions and recommendations will be taken during the CIVA Plenary Annual Meeting.
- 2.5.11.8.CIVA Temporary Working Groups report operationally to the Bureau and directly to CIVA Plenary.
- 2.5.11.9.Once aims and objectives are achieved by any given Temporary Working Group to the satisfaction of CIVA Plenary, it will be discontinued.
- 2.5.11.10.Detailed description see chapter 7.

## **2.5.12. Advisors and Technical Experts**

- 2.5.12.1.The CIVA Bureau and Extended Bureau, the CIVA Committees, the CIVA Permanent and Temporary Working Groups may require the support from subject matter advisors and technical experts for any type of query and for any domain of CIVA's activities.
- 2.5.12.2.Advisors and Technical Experts are people with specific expertise in the domain which is the reason for the request by a CIVA body for support in the subject matter. They should be recognised as subject matter experts by their peers or by the wider public.
- 2.5.12.3.Advisors and Technical Experts come from a broad spectrum of backgrounds and they can be from the FAI and CIVA community or from outside those communities.
- 2.5.12.4.The input of Advisors and Technical Experts should add value to CIVA decisions and actions.
- 2.5.12.5.Advisors and Technical Experts are identified and proposed by the requiring CIVA body and approved and subsequently engaged by the CIVA Bureau on behalf of the requiring CIVA body for a specific project.
- 2.5.12.6.Advisors and Technical Experts will engage with CIVA for a specific project and duration managed by the requiring CIVA body.
- 2.5.12.7.Advisors and Technical Experts work for the requiring CIVA body and report to the CIVA Bureau.

## **2.6. CIVA Decision powers**

### **2.6.1. Governing and Organisation overview**

- 2.6.1.1. See figure 1.

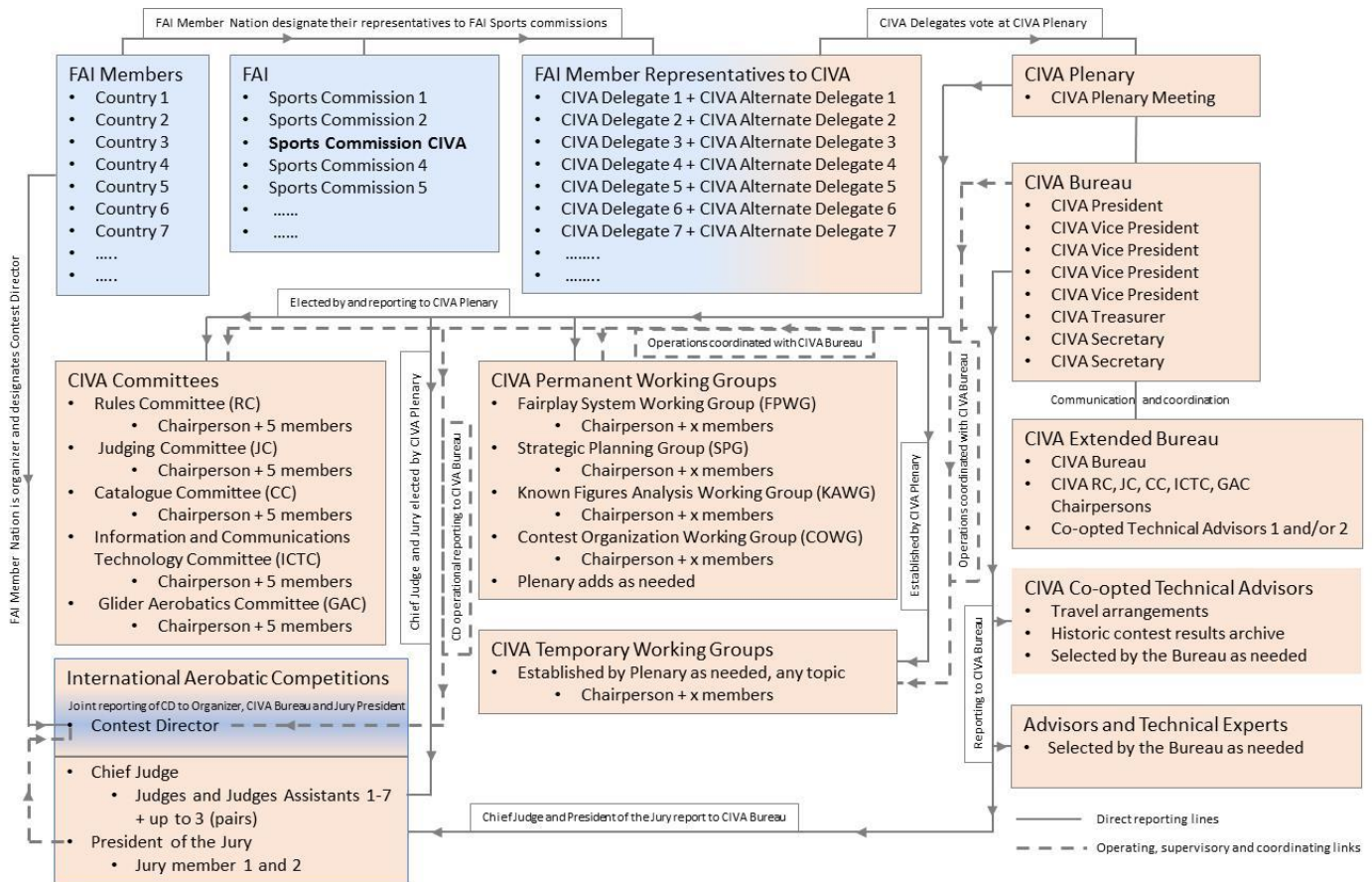


Figure 1: CIVA Governing and Organisational Diagram

## 2.6.2. Description of levels of decision making within CIVA

- 2.6.2.1. **CIVA Plenary** has the highest decision power within CIVA. Decisions taken during the CIVA Plenary Annual Meeting can only be changed by CIVA Plenary at the next CIVA Plenary Annual Meeting, or in case of new developments deemed by the Bureau to require urgent resolution, by approval of the CIVA Plenary, with the exceptions mentioned in 2.6.2.2. This applies in particular to:
- Budget for the year following a CIVA Plenary Annual Meeting
  - Rule Changes and judging criteria to the FAI Sporting Code, Section 6, Parts 1 and 2
  - Free Known Figures selected by CIVA Plenary for the year during a CIVA Plenary Annual Meeting
  - Future aerobatic championship bids which have been accepted during a CIVA Plenary Annual Meeting
  - Elections held during a CIVA Plenary Annual Meeting for CIVA officials
  - Championship officials which have been appointed during a CIVA Plenary Annual Meeting
  - FAI special aerobatic events which have been approved during a CIVA Plenary Annual Meeting
  - List of FAI international aerobatic judges approved during a CIVA Plenary Annual Meeting

- i) Softwares for the conduct of aerobatic championships approved during a CIVA Plenary Annual Meeting
- j) Venue and dates of CIVA Plenary Annual Meetings

2.6.2.2. **The CIVA Bureau**, chaired by the CIVA President, has the power to take actions and decisions in order to implement decisions taken by CIVA Plenary and the diligent administration of CIVA within the framework described in paragraph 2.6.2.1. Such actions and decisions are described in 5.2.

2.6.2.3. The CIVA Bureau is entitled to take decisions for the appropriate administration of CIVA between Plenaries, and which could not wait until the next Annual Plenary meeting.

2.6.2.4. For some CIVA Bureau actions and decisions it is preferred and recommended to consult the CIVA Delegates and Alternate Delegates via e-mail. Such actions and decisions are, but are not limited to:

- a) Managing and approving changes of venue or dates of international aerobatic championships which were approved at a CIVA Plenary Annual Meeting to be held the following year;
- b) Managing and approving changes of venue or dates of the next CIVA Plenary Annual Meeting which were approved at a previous CIVA Plenary Annual Meeting;
- c) In general topics which progress or resolution cannot wait for the next CIVA Plenary Annual Meeting, and which are deemed by the Bureau to have very significant implications for CIVA.

2.6.2.5. Actions and decisions which the CIVA Bureau intends to take between two CIVA Plenary Annual Meetings and which would require a change to decisions taken by CIVA Plenary or would not comply with decisions taken by CIVA Plenary, will have to be approved by CIVA Plenary at the next CIVA Plenary Annual Meeting. Prior CIVA Plenary approval is required for following actions and decisions, but are not limited to:

- a) Changes to the FAI Sporting Code, Section 6, Parts 1 and 2 except for editorial corrections (such as spelling, grammar, syntax errors and improved wording with no actual rule change)
- b) Changes to election results
- c) Changes to the Budget
- d) Changes to Free Known Figures
- e) Changes to championship softwares which would deviate from the approved aims and specifications of such softwares
- f) Actions and decisions which would not comply with FAI By-Laws or Sporting Code

2.6.2.6. **CIVA Committees** fulfil their duties as outlined in chapter 6. CIVA Committees make recommendations to CIVA Plenary. Prior CIVA Plenary approval is required for actions and decisions listed in 2.6.2.5, but not limited to those. Actions and decisions by CIVA Committees remain within the scope of their duties and mandate, such as, but not limited to:

- a) Rules Committee RC: described in chapters 6 and 8.
- b) Judging Committee JC: described in chapters 6 and 9.
- c) Catalogue Committee CC: described in chapter 6.

- d) Glider Aerobatic Committee GAC: described in chapter 6.
- e) Information and Communication Technology Committee ICTC: described in chapter 6.

2.6.2.7. **CIVA Permanent and Temporary Working Groups** have no decision powers. They have an advisory role and make proposals based on their findings. Their proposals are being dealt with by the concerned Committee, by the Bureau and/or by Plenary, based on the level of action and decision to be taken.

2.6.2.8. **Advisors and Technical Experts** have no decision powers. They have an advisory role in their specific field of expertise and/or for the task they have been mandated for. They make proposals based on their findings. Their proposals are being dealt with by the concerned Committee, by the Bureau and/or by Plenary, based on the level of action and decision to be taken.

## **2.7. Proceedings**

**Reserved**

On recordings of Bureau minutes and distribution, on Plenary minutes, etc

## **2.8. Relationship with other FAI stakeholders**

### **2.8.1. FAI Executive Board (EB)**

2.8.1.1. The Executive Board (EB) is the executive body of the FAI. The CIVA President represents CIVA in front of the EB, and like for all other FAI Air Sport Commissions, serves as Vice-President of FAI. (*FAI By-Laws paragraph 3.2.6.6.*)

### **2.8.2. FAI General Conference (GC)**

2.8.2.1. The General Conference (GC) of FAI is its supreme body, dealing with all FAI legislative, executive and financial matters. IN the GC, normally held on an annual basis, each FAI Active Member has one or more voting rights depending on the amount of subscription charged, and FAI Air Sport Commissions have one or more votes as determined by the GC. The Delegate for CIVA is appointed by the CIVA President (as for all other Air Sport Commissions). (*FAI Statutes paragraph 3.*)

### **2.8.3. FAI Office and Secretariat**

2.8.3.1. The Secretary General (Sec.Gen) of FAI is appointed by the Executive Board, and serves as the Managing Director of FAI under the authority of the EB. The Secretariat of FAI comprises a number of officers with specifically designated duties in areas such as IT, Anti-Doping, Finance, Records, Communications, Medals and Awards, and Administration. The CIVA Bureau liaises with the Secretary General and Secretariat on all relevant topics accordingly (for instance, but not limited to: accounting and finances, event calendar, organiser agreement, FAI medals and diplomas ordering, contest results, recognition awards, communication, CIVA-related items on the FAI website, coordination for multi-air sport events,...)

### **2.8.4. FAI Air Sport General Commission (CASI)**

2.8.4.1. The responsibilities of the FAI Air Sport General Commission (CASI) cover Definitions, Measurements Standards and Methods, FAI preferred terminologies, FAI Sporting Licenses, Control of Certified FAI Achievements, World records and Sporting Events. The CIVA Bureau liaises with CASI on all subjects relevant to the Sporting Code General Section, as well as for items of the FAI Statutes and By-Laws within the scope of CASI.



### **2.8.5. Commission Presidents' Group (CPG)**

- 2.8.5.1. The President of CIVA and those of all other FAI Commissions shall serve, ex-officio, as members of the Commission Presidents' Group (CPG). If a President of a Commission is unable to attend, he/she may appoint a current member of his/her Commission to attend in his/her place.
- 2.8.5.2. The CPG arranges online or physical meetings leading to a final review prior to the GC. The CPG aims to develop and align all air sport activities within FAI, encourage the EB to maintain high ethical and managerial standards in all matters, and raise key topics for consideration by the FAI President where necessary.

### **3. CIVA Strategy**

#### **3.1. Strategic Planning Working Group (SPG)**

##### **3.1.1. Roles and Responsibilities**

- 3.1.1.1. The Strategic Planning Working Group (SPG) is one of CIVA's permanent working groups.
- 3.1.1.2. Its structure, members, members selection and assignment are described in the chapter on permanent working groups (paragraph 2.5.10.)
- 3.1.1.3. Decision powers are described in the CIVA governing and decision diagram in paragraph 2.6 and specifically for permanent and temporary working groups in paragraph 2.6.2.7.
- 3.1.1.4. The SPG Roles and Responsibilities, aims and objectives are described in paragraph 7.1.2.

##### **3.1.2. Governance**

- 3.1.2.1. For governance see diagram in paragraph 2.6., and refer to paragraph 2.5.10.5. and to 7.2.5. for expenses management.

#### **3.2. Elaboration of Strategy**

##### **3.2.1. Definition of strategic scope**

- 3.2.1.1. The CIVA strategy is derived by following a Strategy Planning Process. The strategic planning identifies where CIVA wants to be at some point in the future and how it is going to get there.
- 3.2.1.2. CIVA Strategy Planning main steps are:
  - a) Write and publish the "CIVA Vision Statement";
  - b) Write and publish the "CIVA Mission Statement";
  - c) Write and publish the "CIVA Values Statement";
  - d) Write and publish the "CIVA Aims and Objectives";
  - e) Conduct a strength, weakness and threats (SWOT) analysis, externally and CIVA/FAI internally;
  - f) Strategic issues identification;
  - g) Definition of strategic goals;
  - h) Definition of objectives to achieve those goals;
  - i) Definition of metrics of success and Key Performance Indicators (KPI's);
  - j) CIVA Strategic Plan finalization.

##### **3.2.2. Planning process owner**

- 3.2.2.1. The CIVA Strategic Planning Working Group is the process owner for the elaboration of the CIVA strategy.
- 3.2.2.2. The SPG is free to ask for information and support from other CIVA Working Groups, from the CIVA Bureau, from CIVA Delegates and Alternate Delegates, from CIVA Technical Advisors and Experts, from FAI or from outside of the CIVA/FAI community.

#### **3.3. Approval process**

- 3.3.1.1. Validation of the CIVA Strategy is achieved in two steps:

- a) Validation of paragraphs 3.2.1.2.f), 3.2.1.2.g) and 3.2.1.2.h) by the CIVA Plenary.
- b) Presentation of the Strategic Plan to CIVA Plenary for voting at the Plenary Annual Meeting.

### **3.4. Strategy update**

- 3.4.1.1. The CIVA Strategic Plan is validated for the longer term and actions based on the strategy are executed over a period which can last several years.
- 3.4.1.2. CIVA internal and external factors might give reasons to evolve or update the Strategic Plan or one or more FAI member nations would like to see changes.
- 3.4.1.3. Because a strategy is a long term issue, changes to the Strategic Plan should be very well thought through and supported with strong arguments.
- 3.4.1.4. Changes to the CIVA Strategic Plan can be requested as follows:
  - a) FAI Members submit a proposal to CIVA Plenary for voting at the CIVA Plenary Annual Meeting.
  - b) The CIVA Bureau submits a proposal to the SPG, which in turn makes a proposal to CIVA Plenary for voting at the CIVA Plenary Annual Meeting.
  - c) The SPG makes a proposal to CIVA Plenary for voting at the CIVA Plenary Annual Meeting.
- 3.4.1.5. The SPG will update the CIVA Strategic Plan based on the so approved proposals.



## **4. CIVA Finances**

### **4.1. Principles**

#### **4.1.1. Financial Year**

4.1.1.1. In line with the FAI principles, the CIVA financial year shall be the calendar year.

### **4.2. Budgeting**

**Reserved** Description of budgeting governance (preparation, process, approval,...)

### **4.3. Income**

#### **4.3.1. FAI Sanction Fees**

4.3.1.1. CIVA levies Sanction Fees upon organisers at aerobatic championships.

4.3.1.2. Sanction fees are based on a fixed amount per championship entry. The individual sanction fee for the following year is approved by Delegates at the CIVA Plenary Annual Meeting, as part of the CIVA Budget discussion.

4.3.1.3. The individual sanction fee is included in the entry fees fixed by the organiser in the bid for championship award.

4.3.1.4. Any change in the individual sanction fee decided by CIVA after championship bid submission will entitle organisers to adjust entry fees accordingly.

#### **4.3.2. Special events and agreements**

4.3.2.1. Other sources of CIVA income are:

- a) Other official fees and rights provided under separate agreements with championships operated under FAI control with CIVA assistance;
- b) Other official fees and rights provided under separate agreements with special event organisers.

#### **4.3.3. Sponsorship**

#### **4.3.4. FAI subsidies**

#### **4.3.5. Special Provision**

**Reserved** Covering for instance the WGP account... and describing governance on how to draw from this account

#### **4.3.6. Other income** **Reserved**

### **4.4. Expenses**

4.4.1.1. CIVA's outgoings comprise officially recognized and approved expenses for goods and services utilized in the operation of the commission, and personal expenses committed in the course of official duties as specified and approved by either the President or the Treasurer, or the Travel Allowance (TA) Officer acting on their behalf.

4.4.1.2. **Reserved**

#### **4.4.2. Travel Allowances**

**Reserved** Description of TA governance

#### **4.4.3. Other expenses**

**Reserved** e.g. Admin expenses

#### **4.5. Flows**

**Reserved**

Covering finance operations (e.g. process treasurer / FAI Secretariat / FAI EB...), Authorizations / Signatures / Approvals,...  
Covering when FAI Sanction fees are due from contest organisers  
etc

#### **4.6. Reporting**

**Reserved**

Reporting to Bureau  
Reporting to Plenary (Year N and Year N+1)

## **5. Bureau governance**

### **5.1. Composition**

5.1.1.1. The CIVA Bureau shall consist of:

- a) The President of CIVA ;
- b) Four Vice-Presidents,
- c) One or two secretaries;
- d) A Treasurer / Finance officer

### **5.2. Duties and Powers**

#### **5.2.1. CIVA Bureau**

5.2.1.1. The CIVA Bureau is the executive body of CIVA, implementing the policies and decisions of the CIVA Plenary and exercising those powers of the CIVA Plenary that are delegated to it by that body.

5.2.1.2. The Bureau, chaired by the CIVA President, is jointly responsible to the CIVA Plenary for all decisions made and actions taken between Plenaries. Its duties shall include, but not be limited to:

- a) Conducting CIVA administration, day to day business, and ensuring general management of all matters affecting the safe and efficient operation of affairs directed by CIVA;
- b) Organising and conducting CIVA Bureau and CIVA Extended Bureau meetings and exchanges, physical or virtual or combined, or by e-mail, as needed;
- c) Ensuring that the FAI Statutes, By-Laws, Sporting Code, Anti-Doping Rules and business conduct ethics are duly observed and enforced, and delegated Sporting Powers correctly exercised; taking appropriate action if any of CIVA related actions are not in compliance;
- d) Communicating to CIVA Delegates and Alternate Delegates;
- e) Liaising with other FAI bodies;
- f) Defining and examining matters concerning CIVA's overall policy and making appropriate recommendations to the Plenary;
- g) Managing and developing all aspects of the FAI Category 1 aerobatic championships;
- h) Approving improvements and bug fixes to championship softwares as needed, but which do not change the approved aims and specifications of such softwares;
- i) Deciding on any matter as necessary for the conduct of CIVA business and activities; e.g. assigning reserve committee chairperson and additional members if an elected chairperson or member is not available for his/her duty between two CIVA Plenary Annual Meetings; assigning reserve championship officials if an elected official is not available for his/her duty at the championship he/she has been elected for; approving changes to championship Contest Director if such a change is requested by the organizer of an approved championship; etc
- j) Spending CIVA money according to budget and rules, and holding responsibility to the CIVA Plenary for all financial and accountancy matters;
- k) Approving changes to venue and dates of CIVA Plenary Annual Meetings if necessary;

- l) Presenting to the CIVA Plenary the accounts for the past year and the proposed budget for the coming year;
- m) Publishing Plenary Conclusions and Minutes;
- n) Keeping current the aerobatic section of the Sporting Code;
- o) Presenting a CIVA report to the FAI General Conference;
- p) Ensuring implementation of CIVA Plenary decisions;
- q) Working with and supporting the CIVA Committees;
- r) Managing Permanent and Temporary Working Groups including establishing, selecting and assigning chairpersons and additional members. Establishing such working groups as it finds necessary to support its work, and disestablishing those whose work has been completed;
- s) Selecting and assigning CIVA co-opted Technical Advisors, as well as other Advisors and Technical Experts.

5.2.1.3. Bureau duties may extend to cover involvement with other air sport events as agreed and approved within CIVA, including for example involvement with the World Championship Air Race (WCAR) series as the official FAI Representative, and historically with the Formation Aerobatic Challenge (FAC) and the World Grand Prix of Aerobatics (WGPA), both of the latter activities currently defunct.

#### **5.2.2. CIVA President**

5.2.2.1. The primary role of the President is to provide informed leadership and direction of CIVA's activities and finances through sound management of the Bureau, the elected Officers and the NAC Delegates, and liaison with FAI. This should be accomplished by the establishment of thorough communication and management practices so that agreed goals and objectives are achieved in an efficient manner. The distribution of information will normally be managed through direct electronic means and via the official websites at FAI, CIVA News, CIVA Results and the World Aerobatics social media presence.

5.2.2.2. The President shall discuss with the Bureau all matters of importance that may require further development, investigation or formal resolution.

5.2.2.3. The CIVA President shall have the following powers and duties:

- a) To represent CIVA;
- b) To serve as FAI Vice-President and represent CIVA at the FAI General Conference and at meetings of the Air Sport Commission Presidents;
- c) To convene the Plenary Annual Meeting and Bureau meetings;
- d) To issue invitations, as appropriate, to attend Bureau meetings;
- e) To ensure that CIVA Committee and Working Group meetings are convened where appropriate;
- f) To establish, in conjunction with the Secretaries and in consultation with the Chairs of the CIVA Committees and Working Groups, the agenda for the Plenary Annual Meeting;
- g) To act as Chair of the Plenary Annual Meeting and Bureau meetings and to ensure compliance with the FAI Statutes, By-Laws, Sporting Code and CIVA Internal Regulations,

and to take part in any vote in a Bureau Meeting but not to take part in any vote in a Plenary Annual Meeting, unless otherwise provided;

- h) To prepare a yearly report on the work done by CIVA for submission to the FAI General Conference either in person or by agreement with one of the CIVA Vice-Presidents. He/she shall also submit special reports as required by the FAI General Conference or the FAI President;
- i) To review the minutes of meetings as prepared by the CIVA Secretaries not later than 30 days after the meeting;
- j) To attend, if possible, all meetings of CIVA Committees and Working Groups;
- k) To approve expense claims made in accordance with the CIVA Travel Allowance (TA) or Expense Reimbursement Policy and to have access to FAI finance systems related to CIVA.

5.2.2.4. Unless agreed otherwise within the Bureau, the President is responsible for the development and upkeep of CIVA's various internet areas mentioned in 1.7.

### **5.2.3. CIVA Vice-Presidents (VP)**

5.2.3.1. Vice Presidents (VP) of CIVA shall be responsible for:

- a) The detection of new areas of interest to CIVA and opportunities for their wider discussion and development, and through discussion within the Bureau instituting appropriate procedures and channels to reach a successful conclusion, or if appropriate to dismiss them where no benefit can result.
- b) Overseeing and development of updates to Sporting Code Regulations Section 6, the CIVA Governance Document and other similar regulatory documents where appropriate. This work is generally actioned on an annual basis following the CIVA Plenary Conference in accordance with decisions approved by delegates. These documents remain unchanged, except for necessary corrections, in order to provide a stable basis for all events during the following year.
- c) General management and direction of CIVA Committees and Working Groups, including but not limited to the following:
  - i) The Rules Committee (RC)
  - ii) The Judging Committee (JC)
  - iii) The Catalogue Committee (CC)
  - iv) The Glider Aerobatic Committee (GAC)
  - v) The Information and Communication Technology Committee (ICTC)
  - vi) The Known Figures Analysis Working Group (KAWG)
  - vii) The Contest Organisation Working Group (COWG)
  - viii) The Strategic Planning Working Group (SPG)
  - ix) The FairPlay System Working Group (FPWG)
  - x) Other ad-hoc Working Groups that may be commissioned by the Bureau and by Delegates at the Plenary Annual Meeting

#### **5.2.4. CIVA Treasurer**

5.2.4.1. The CIVA Treasurer shall be responsible for:

- a) Maintaining an accurate record of CIVA finances;
- b) Reporting on financial matters to the Bureau and to the Plenary Annual Meeting; Report to the Plenary Annual Meeting shall include the current financial status of CIVA and the budget for the coming year, this latter in conjunction with the President and also the Finance Director of FAI.
- c) Providing advice and assistance to the CIVA Bureau on accounting and financial matters, including budgeting, investment management, and the use of CIVA funds.

5.2.4.2. The Treasurer must be able to show relevant skills in the maintenance of statutory accounting procedures at a moderate level, is directly responsible to the President for the accurate upkeep of CIVA's finance related documents, and will in conjunction with the President prepare and submit an annual budget for the commission to FAI.

#### **5.2.5. CIVA Secretaries**

5.2.5.1. The CIVA Secretaries are responsible for the production and central administration of minutes and records of all official CIVA meetings, preparation of the agenda and other official pre and post Plenary documents, and preparation for and management of all election and voting procedures at Plenary Annual Meetings.

### **5.3. Members eligibility**

5.3.1.1. Candidates for the CIVA President position must be approved CIVA Delegates or the existing President. *(FAI By-Laws paragraph 3.2.4.)*

5.3.1.2. Candidates for CIVA Vice President positions must be approved CIVA Delegates. *(FAI By-Laws paragraph 3.2.8.)*

5.3.1.3. Candidates for the position of the CIVA Finance Secretary (CIVA Treasurer) and candidates for CIVA Secretary positions may be CIVA Delegates or CIVA Alternate Delegates, and may also be from outside CIVA Delegations, subject to approval from the respective FAI Member. *(FAI By-Laws paragraph 3.2.12.)*

### **5.4. Appointment and terms**

5.4.1.1. The Bureau members are elected by the CIVA Plenary.

5.4.1.2. The term of office for the entire Bureau will be two years, arranged so far as is possible that half of the Vice-Presidents and Secretaries are eligible for re-election at the mid-term of the other half. The CIVA Bureau members may be re-elected for an unlimited number of terms, and shall take office upon election.

5.4.1.3. During his/her term of office the President will cease to act as the Delegate of his NAC, this duty being transferred to the Alternate Delegate. VPs may continue to represent their NAC with unchanged Delegate responsibilities.

### **5.5. Resignations or Unavailabilities**

5.5.1.1. If the President or a Vice President at any time submits a resignation to the Bureau, it shall be accepted with immediate effect and the position shall remain vacant until the following Plenary Annual Meeting.

- 5.5.1.2. If the President or a Vice President at any time become unavailable, the position shall remain vacant until return from temporary unavailability, or until the following Plenary Annual Meeting, whichever comes first.
- 5.5.1.3. If the President resigns or becomes unavailable, the Vice Presidents shall assume the duties of the President until return from temporary unavailability, or until the following Plenary Annual Meeting, whichever comes first.
- 5.5.1.4. If the Treasurer or a Secretary resigns, the position may be filled by joint agreement between the President and VPs until the following Plenary Annual Meeting.

## **5.6. Extended Bureau**

- 5.6.1.1. The CIVA Extended Bureau is composed of:
  - a) The CIVA Bureau;
  - b) Chairpersons of each CIVA Committee and Working Group;
  - c) Technical Advisors co-opted by the Bureau. Technical Advisors may be appointed to cover various specific topics, e.g.:
    - i) Management and control of the CIVA Travel Allowance (TA) system, whereby the CIVA reserve fund is used to pay travel and other associated expenses to CIVA officials appointed to various championship duties;
    - ii) Maintenance of the Historic Aerobatic Events database.
  - d) On an ad-hoc basis other key people with relevant and potentially useful areas of expertise.
- 5.6.1.2. The purpose of the CIVA Extended Bureau is to ensure that management and development of core activities enjoy a high standard of information review and transfer in all matters relevant to progress in the Commission. It is expected to meet online on a regular basis, though its members should promote and develop matters continuously through direct email and verbal communication to develop and expedite all processes of common interest.
- 5.6.1.3. Members of the CIVA Extended Bureau who are not Bureau members have no voting rights in Bureau deliberations.

## **5.7. Governance and reporting**

- 5.7.1.1. The authority to govern and administrate all matters of relevance to the Commission is vested with the President and the Vice Presidents, where appropriate as instructed and directed by Delegates at the Plenary Annual Meeting.
- 5.7.1.2. The CIVA President and Vice Presidents are jointly responsible for all statutory duties in relation to governance of the Commission and its finances. They shall act and make decisions as a collective body. All Bureau decisions should, if possible, be made by unanimity between the CIVA President and Vice Presidents. If unanimity cannot be reached, the President will call for a vote to decide an issue by simple majority.
  - a) For any Bureau decision, all reasonable attempts shall be made by the President to reach without delay all Vice Presidents with all relevant information.
  - b) The President and each Vice President shall be entitled to one vote. If a Bureau vote results in a tie, the President will have a casting vote.



- c) A quorum of CIVA Bureau shall be not less than three voting members. In case only three voting members are available, any decision of the Bureau must be unanimous.
- d) Silent consent with reasonable notice will be in use in order to avoid unnecessary delays in decision making.

- 5.7.1.3. No single member of the Bureau is entitled to make decisions on behalf of the Bureau (within the realm of powers given by CIVA), unless a specific mandate or delegation, specifying its limits, is given by the Bureau. Any such specific mandate or delegation can be revoked at any time by a Bureau decision.
- 5.7.1.4. Record taking and reporting of discussions and decisions made is carried out by the Secretaries, these formal documents being circulated for review and on conclusion posted at a secure location commonly accessible by Bureau members.
- 5.7.1.5. All matters of interest and relevance to Officers, Delegates and the wider international aerobatic community should, where not confidential, be considered for publication, either 'as-is' or in a suitably adapted format, via one or more of the channels controlled by the Commission. These include but are not restricted to direct email when urgent, though more generally via the CIVA and FAI websites and where appropriate also the Commission's social media outlets.

## **5.8. Expenses**

- 5.8.1.1. CIVA will normally refund personal expenses incurred by Bureau members during the execution of official duties.
- 5.8.1.2. However no travel expenses will be refunded, except for CIVA representation purposes and in accordance with prior instructions from the Travel Allowance Manager.
- 5.8.1.3. In any case, cover for any item of expenditure shall be approved by the President and by the Treasurer before the transaction is made.
- 5.8.1.4. Expense claims shall follow standard accounting practices (invoices, proof of payments,...).



## **6. CIVA Committees**

### **6.1. List and mandates**

#### **6.1.1. Rules Committee (RC)**

6.1.1.1. Mandate and processes: described in chapter 8.

#### **6.1.2. Judging Committee (JC)**

6.1.2.1. Mandate and processes: described in chapter 9.

#### **6.1.3. Catalogue Committee (CC)**

6.1.3.1. The Catalogue Committee is responsible for:

- a) Reviewing NAC proposals for adding new figures, removing existing ones, or other amendments to the Aresti Aerobatic Catalogue, and select for:
  - i) Send to CIVA Plenary for vote
  - ii) Send to CIVA Bureau for action
  - iii) Send to another CIVA Committee for action
- b) Liaising with the owners of the Aresti Aerobatic Catalogue intellectual property rights, and ensuring the Aresti Aerobatic Catalogue is kept up-to-date according to CIVA Plenary approved changes.

#### **6.1.4. Glider Aerobatic Committee (GAC)**

6.1.4.1. The Glider Aerobatic Committee is responsible for:

- a) Reviewing rule change proposals for Glider Aerobatics from NACs and select for:
  - i) Send to CIVA Plenary for vote
  - ii) Send to CIVA Bureau for action
  - iii) Send to another CIVA Committee for action
- b) Updating the FAI Sporting Code, Section 6, Part 2 with CIVA Plenary approved changes and correct spelling, grammar and syntax errors.
- c) Reviewing submissions of Free Known figure sets for Glider Aerobatics and recommend Unlimited and Advanced Glider sets for CIVA Plenary vote.

#### **6.1.5. Information and Communication Technology Committee (ICTC)**

6.1.5.1. The Information and Communication Technology Committee is responsible for:

- a) Reviewing and test IT and communication systems operated or to be operated at CIVA championships and making recommendations to CIVA Plenary.
- b) Ensuring availability / sustainability of critical IT tools for CIVA operations – even in cases where authors / maintenance & upgrade person(s) get not available any more, i.e. championship scoring software owned by CIVA – through organisation of back-up, source code storage, SW user manual, etc

## **6.2. Committees assignment**

### **6.2.1. Composition**

**Reserved** 1 Chairperson + 5 members, except tbd ?

#### **6.2.2. Members eligibility**

**Reserved**

Delegates, Alternate Delegates, other Experts tbd

#### **6.2.3. Appointment and terms**

**Reserved**

Election at each year Plenary, One-year term

#### **6.2.4. Governance and reporting**

**Reserved**

#### **6.2.5. Expenses**

**Reserved**

No expenses reimbursed (travels etc) except non-individual circumstances (e.g. meeting room rental,...)

### **7. CIVA Working Groups**

#### **7.1. Permanent and Temporary Working Groups**

##### **7.1.1. Fairplay System Working Group (FPSWG)**

7.1.1.1. The FPSWG is responsible for:

- a) Ensuring that CIVA has access to a dedicated CIVA results calculation software
- b) Specifications and functionality requirements of this software

7.1.1.2. Aims and Objectives:

- a) Writing and keeping up-to-date a specifications and functionalities document
- b) Collecting and collating software deficiency reports from users, and submitting them to the developer
- c) Managing urgent bug fixes and periodic upgrades
- d) Collecting and collating software functionally proposals from users, FAI Members, CIVA Committees and CIVA Working Groups
- e) Ensuring proper distribution and documentation of bug fixes, upgrades and new versions of the software
- f) Presenting a report to CIVA Plenary each year containing improvements made during the year, outstanding bugs and issues, upgrade plans and recommendations of technical nature, functionality and future developments

##### **7.1.2. Strategic Planning Working Group (SPG)**

7.1.2.1. The SPG is responsible for:

- a) Proposing and reviewing CIVA's overall strategy
- b) Monitoring compliance to and deviations from the approved CIVA strategy
- c) Reporting its recommendations to Plenary each year for review at the Plenary Annual Meeting

7.1.2.2. Aims and Objectives:

- a) Reviewing CIVA strategy matters to develop and promote CIVA international aerobatic competitions

- b) Collecting and collating strategic ideas from FAI Members, the CIVA Bureau, CIVA Committees, CIVA working groups and from CIVA Advisors and Technical Experts
- c) Communicating with FAI and the other FAI commissions with regards to strategic and operational developments of international competitions
- d) Researching other sports, including non air sports, for their way of looking strategically ahead and for good ideas which could add value to CIVA
- e) Reviewing topics such as, but not limited to:
  - i) Competitor base and how to enlarge the pyramid, with the objective to increase the rate of participation at international competitions in all categories
  - ii) Improve gender diversity throughout CIVA and the competitor base
  - iii) Critically review competition formats
  - iv) Improve attractiveness to potential organisers and the public of international competitions
  - v) Communication to the broad public and more effective use of media
  - vi) New technologies and their impact on our sport
  - vii) Motivate sponsors
  - viii) Motivate manufacturers of aircraft and consult them with the aim to have more attractive competitions

### **7.1.3. Known Figures Analysis Working Group (KAWG)**

7.1.3.1. The KAWG is responsible for:

- a) Ensuring that 5-figure master sets of Free Known figures for all CIVA Power championships are presented to Plenary for voting at the Plenary Annual Meeting.
- b) Ensuring that an evaluation of 5-figure master sets proposed by FAI Members is done by the KAWG expert members.

7.1.3.2. KAWG members are appointed by the CIVA Plenary, based on nominations for a KAWG position that may be submitted by NACs or suggested by the CIVA Bureau.

- a) Appointing a KAWG member means a recognition by the CIVA Plenary that the appointee is an expert in aerobatics with capacity, experience and skills to assess Known Figure set proposals for the benefit of the aerobatics community.
- b) The KAWG shall not include several members from the same country.
- c) The CIVA Plenary will appoint the KAWG chairperson among the KAWG members. The KAWG chairperson is responsible for administrating the work of the KAWG.

7.1.3.3. The Known Figures selection process is described in section 10.

7.1.3.4. The GAC is responsible for the same process for Glider Aerobatics Free-Known 5-figure master sets for Unlimited and Advanced categories, and the GAC makes its recommendations to the CIVA Plenary in the same manner as the KAWG.

### **7.1.4. Contest Organisation Working Group (COWG)**

7.1.4.1. The COWG is responsible for:

- a) Ensuring the processes for bidding, awarding and operational execution of all CIVA championships are known and followed by the concerned organisers of such championships
- b) Writing and keeping up-to-date the CIVA Guide to Championship Organisation (GCO)
- c) Reporting its findings and recommendations to Plenary each year for review at the Plenary Annual Meeting
- d) Ensuring that efficient communication paths and tools exist between championship organisers, the CIVA Bureau and Plenary as well as other CIVA executive bodies involved in the championships.

#### 7.1.4.2. Aims and objectives:

- a) Monitoring the processes from bidding to award and to the execution of all CIVA championships
- b) Consolidating non-conformity reports with regards to the FAI Sporting Code Section 6, as well as to other regulations such as the CIVA Guide to Championship Organisation (GCO) for each championship
- c) Recording other occurrences such as:
  - i) Bidding process discrepancies
  - ii) Changes from bidding and award versus actual championship, i.e. entry fee changes, venue changes, hotel changes, hangar availability, opening, closing and medal award ceremonies, and other
  - iii) Operational championship lessons learned, best practices and areas for improvement
  - iv) Reasons for protests during championships
  - v) Championship airfield conditions
  - vi) Weather conditions during championship
  - vii) Reasons for Jury intervention
- d) Analysing data from points b) and c) above
- e) Making recommendations based on analysis in d) above (as part of the report mentioned in 7.1.4.1.c)

#### 7.1.5. Aresti Liaison Working Group

**Reserved**

Guidance from the Aresti Liaison Working Group chairman

#### 7.1.6. Other

- 7.1.6.1. Other permanent Working Groups may be created and appointed by the CIVA Plenary to tackle permanent topics or assignments.
- 7.1.6.2. Other temporary Working Groups may be created and appointed by the CIVA Plenary or the CIVA Bureau to tackle specific topics or assignments.

## **7.2. Working Groups assignment**

### **7.2.1. Composition**

### **7.2.2. Members eligibility**

Reserved

Delegates, Alternate Delegates, other Experts tbd (see also check 2.5.10 and 2.5.11)

### **7.2.3. Appointment and terms**

Reserved

### **7.2.4. Governance and reporting**

Reserved

### **7.2.5. Expenses**

- 7.2.5.1. Unless justified by exceptional circumstances subject to Bureau prior approval, no travel expenses will be reimbursed by CIVA to members of Working Groups for the accomplishment of their mandate.
- 7.2.5.2. Estimated expenses for each Working Group project need to be submitted by the respective Working Group chairperson to the Bureau for prior approval, at the start of the project or before such expenses would be incurred.
- 7.2.5.3. Payment of expenses incurred by individual Working Group members or payments to suppliers shall be signed off by the respective Working Group chairperson and approved by the Bureau.

## **8. The CIVA Sporting Code**

### **8.1. Principles**

8.1.1.1. The CIVA Sporting Code consists of sporting regulations governing all CIVA aerobatic competitions. The Sporting Code includes :

- a) The General Section of the Sporting Code, which contains rules common to all air sports, and is established by the FAI Air Sport General Commission.
- b) The CIVA section of the Sporting Code (aka Section 6), which contains rules for aerobatic competitions, and is established and implemented by CIVA. Section 6 must not conflict with the General Section.
- c) The provisions of the CIVA Sporting Code apply to each participant and official in any CIVA event.

### **8.2. Rule Committees (Power, Glider)**

#### **8.2.1. Roles and Responsibilities**

8.2.1.1. The Rules Committee (RC) and the Glider Aerobatic Committee (GAC) are responsible for:

- a) Reviewing aerobatics sporting code rule change proposals, according to the process described in 8.3. Scope covered by these Committees is all content and themes relevant to the Sporting Code Section 6 (i.e. belonging to a Section 6 headline or paragraph)
- b) Executing the Sporting Code decisions taken at Plenary, and keeping the Sporting Code up-to-date and to a high standard.

8.2.1.2. The RC and GAC chairpersons are responsible for the overall functioning and administration of their respective Committee, and for reporting to the Plenary Annual Meeting.

8.2.1.3. Rule clarifications:

- a) Before a contest: anyone can seek guidance from the RC or GAC for clarification on correct interpretation of a rule. The RC will then give a ruling diligently.
- b) During a contest, any request for rule clarification on site shall be directed to the International Jury.

#### **8.2.2. Governance**

8.2.2.1. The Rules Committee (RC) and the Glider Aerobatic Committee (GAC) act and make decisions as collective bodies. All RC and GAC decisions should, if possible, be made by unanimity between the Committee members. If unanimity cannot be reached, the chairperson will call for a vote to decide an issue by simple majority.

#### **8.2.3. Harmonization process**

**Reserved**

Harmonization Part 1 (Power) and Part 2 (Glider) wherever it makes sense to avoid unjustified divergence => Alignment on relevant items to the best extent following RC and GAC meetings

## **8.3. Rule changes process**

### **8.3.1. Overview**

8.3.1.1. Rules in the Sporting Code Section 6 may be modified based on proposals that can take different forms, with each form following a different process:

- a) Normal proposals (NP)

- b) Urgent proposals (UP)
  - i) Safety proposals (SP)
  - ii) Expedited proposals (EP)
- c) Correction proposals

### **8.3.2. Normal Proposals**

- 8.3.2.1. Normal Proposals (NP) are proposals submitted each year by CIVA Delegates or the President of CIVA before the deadline published by CIVA (usually by the RC or GAC chairperson). These proposals follow the review process.
- 8.3.2.2. By extension such proposals may be submitted on request of CIVA by specially appointed Working Groups.
- 8.3.2.3. Rule proposals shall include the following items:
  - a) Proposal title
  - b) Relevant Sporting Code Part (Part 1 and/or Part 2)
  - c) Proposed text incl. ref paragraphs
  - d) Rationale and, optionally, any other relevant background
- 8.3.2.4. The package with all submitted Normal Proposals will be collated and published by the RC chairperson.
- 8.3.2.5. The RC and GAC mandate is to assess absolutely all proposals impacting Section 6 (Part 1 for the RC, Part 2 for the GAC). These Rule Committees shall make sure proposals undergo detailed scrutiny before declared 'good-to-go-for-plenary-vote'.
- 8.3.2.6. The objective of the RC and GAC work is to guarantee towards delegates (the Plenary) that all proposals submitted for vote are safe, comply with CIVA and FAI standards, are mature enough, thought-through, improved or amended wherever needed, and void of potential adverse consequences.
- 8.3.2.7. To this end, the Rule Committees will, separately, meet (physically or on-line) in order to review, discuss and decide on submitted proposals.
  - a) For practical purposes and to optimize assessment and outcome, the RC and JC may meet together to review relevant proposals.
  - b) The Rule Committees meetings are open to Observers.
    - i) Observers must declare attendance in advance to the respective Rule Committee chairperson for logistics;
    - ii) Observers are not allowed to participate in the debates unless invited to do so by the Chairperson on a specific topic.
- 8.3.2.8. The RC and GAC are entitled to:
  - a) pass proposals as such for Plenary discussion and vote;
  - b) amend proposals before Plenary discussion and vote;
  - c) reject proposals that do not fulfil conditions described in 8.3.2.6;
  - d) make any relevant recommendation.



- 8.3.2.9. Passing the RC/JC and/or GAC review is the result of a consensus or simple majority decision by the attending Committee members, that those proposals shall be considered by the Plenary.
- 8.3.2.10. Passing this review does not necessarily imply that the RC/JC and/or GAC recommend those proposals to be adopted.
- 8.3.2.11. Each Rule Committee (RC and GAC) will issue a report prior to the CIVA Annual Plenary meeting, with proposals submitted to Plenary debate and vote – including the reasoning for all significant revisions and/or rejections.

### **8.3.3. Urgent Proposals**

- 8.3.3.1. Urgent Proposals (UP) are submitted by NACs (through CIVA Delegates) before the deadline published by CIVA, as a result of experiences at Championships and for which discussion is requested at CIVA's next Plenary Annual Meeting in the same year.
- 8.3.3.2. Once the deadline for UP is passed, the President of CIVA shall classify submitted proposals either as Normal Proposals (which would then follow the NP process in the following year), Safety Proposals, or Expedited Proposals.
- 8.3.3.3. Safety Proposals (SP) are classified as such because they relate to safety problems and merit consideration without delay.
- 8.3.3.4. Expedited Proposals (EP) entail minor changes which do not require full Committee consideration.
- 8.3.3.5. Urgent Proposals classified by the President of CIVA as SP or EP are submitted directly to Plenary without any review by the respective RC/GAC.

### **8.3.4. Correction Proposals**

- 8.3.4.1. Correction Proposals (CP) are purely editorial remarks (e.g. typos, missing reference,...) which clarify but do not modify whatsoever existing rules. Such proposals may be sent anytime to the RC or GAC Chairperson as appropriate, and implemented as relevant in the next issue of Section 6 corresponding Part without going through the full-fledged approval process, and hence save time in RC/JC/GAC discussions as well as in CIVA's Plenary Annual Meeting.
- 8.3.4.2. Proposals are classified as CP by the RC (respectively GAC) chairperson; however if anyone of the respective Committee members objects to this classification, the proposal automatically goes into NP status.

### **8.3.5. President's Proposals**

**Reserved**

Description of President's proposals process and criteria:

- Proposals will be submitted directly to Plenary without RC/GAC consideration
- Aiming at not losing time going through the full-fledged NP process
- President using this option wisely, based on consideration that there is no need to go through the full-fledged process (i.e. no lack of maturity, no significant risk of unintended consequences, etc) together with a sense of urgency.
- President's proposals to be published with a two-week notice prior to Plenary in order for Delegates to review and assess.



## **8.4. Rule waivers**

### **8.4.1. Before contests**

- 8.4.1.1. Should Organisers wish to request a waiver on any of the applicable rules in the FAI Sporting Code Section 6 before the opening of an event, they shall submit a waiver application to the CIVA Bureau with sufficient notice. The CIVA Bureau will then decide to grant or dismiss the waiver based on the submitted elements. Only an explicit positive answer from the CIVA Bureau will determine a waiver has been granted. In such case any waived rule shall be announced in the event bulletin and sent without delay to the NACs which have indicated an intention to participate.

### **8.4.2. During contests**

- 8.4.2.1. The International Jury may temporarily vary any rules approved by CIVA during a contest under the following circumstances:
- a) There is an absolute majority within the International Jury, when conducting a vote to introduce a temporary variation to the regulations, and
  - b) There is a two-third majority amongst the participating teams' Chief Delegates, when conducting a vote to introduce a temporary variation to the regulations.

## **8.5. International Appeals Tribunal**

- 8.5.1.1. Disputes of a sporting nature, or related to sporting events, that are submitted to FAI by its Members shall, as a last resort, be settled by an International Appeals Tribunal established in accordance with Paragraph 5.2.3.2.5. of the Statutes and the General Section of the Sporting Code.

## **9. Judging and Judges**

### **9.1. Judging Committee**

#### **9.1.1. Scope**

- 9.1.1.1. The Judging Committee is responsible for the selection and approval of international judges required for: WGAC & WAGAC, WAC, WAAC, WIAC, WYAK52AC, EAC, EAAC, EIAC, WAG, and Special Events.

#### **9.1.2. Composition**

- 9.1.2.1. The Judging Committee (JC) composition is:

- a) 1 Chairperson
- b) 5 additional members

- 9.1.2.2. Members of the committee are elected each year during the CIVA plenary.

### **9.2. Governance**

- 9.2.1.1. Each member of the Judging Committee (JC) is entitled to vote or give his/her opinion on any subject concerning judging, raised internally or by others.

- 9.2.1.2. A quorum of 4 JC members is required to take any decision.

- 9.2.1.3. The majority is set to 4.

- 9.2.1.4. Decisions are determined by simple majority, with the chairperson having the casting vote if required.

### **9.3. Judge selection**

#### **9.3.1. Official CIVA judges list**

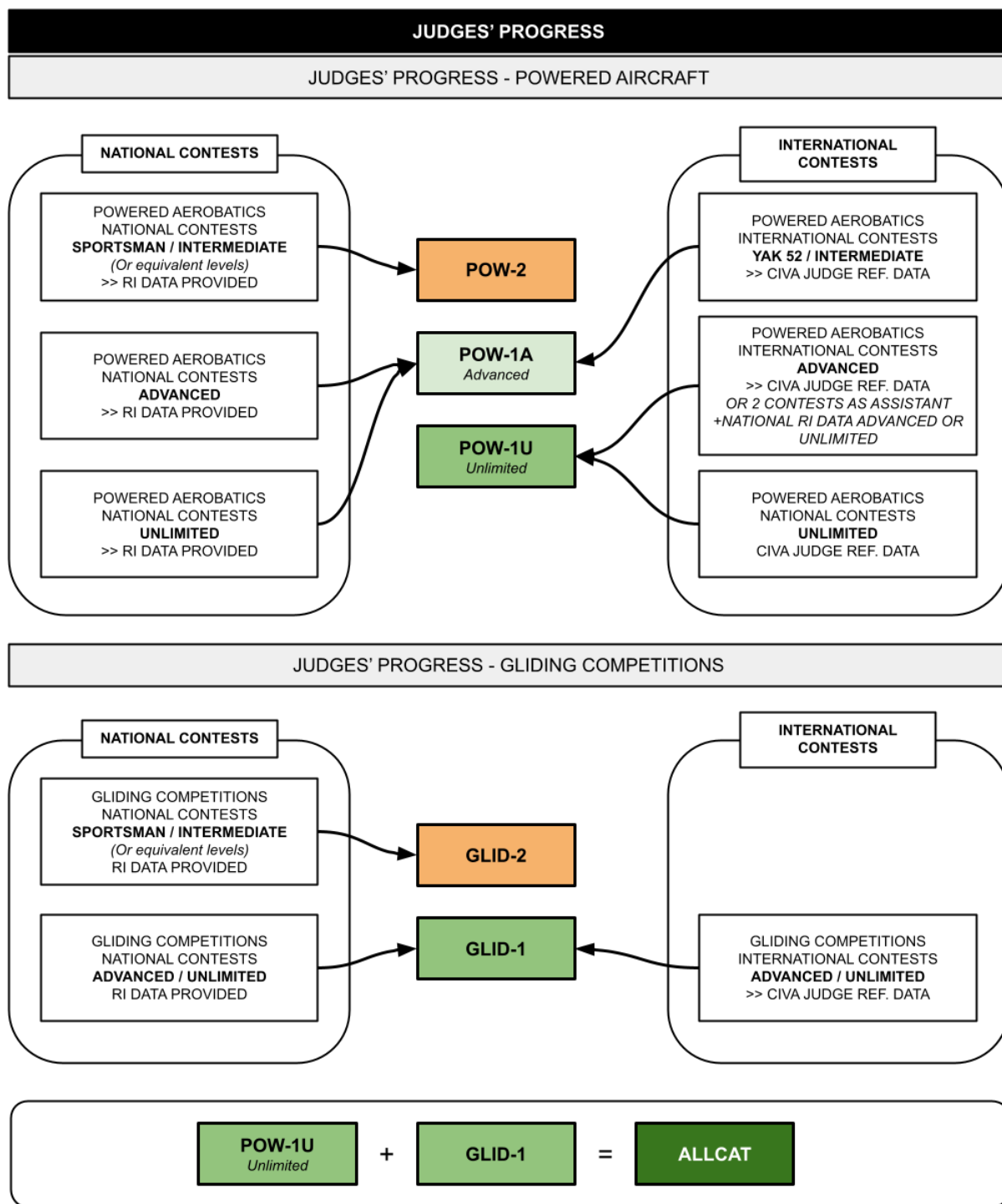
- 9.3.1.1. Three lists are available on the FAI/CIVA websites:

- a) Current judges
- b) Reserve judges
- c) Judges of honour

- 9.3.1.2. To be on the current judges list, judges must provide current RI data from national contests, or have a history (RI) of judging in the World or Continental Championships in past three years.

- 9.3.1.3. After 3 years without providing these data, judges will be removed from the current list and be placed on the reserve list.

- 9.3.1.4. In addition, and regarding the RI data provided (level of the National contest judged) the following codes will be attributed to each judge:



9.3.1.5. Every year, at the CIVA plenary or shortly after, delegates and judges will be asked by the chairperson of the JC to:

- a) Provide data
- b) Add / maintain / remove judges from the lists

9.3.1.6. The lists will be updated, sent to the FAI Secretariat (as per Sporting Code General Section 5.4.3.3) and published by the end of February each year.

### **9.3.2. Progression of the judges (Codes in the International Judges list)**

9.3.2.1. The code of each judge can be upgraded if:

- a) RI data are provided by the judge or the NAC delegate from a NAC contest;
- b) the judge participates as a judge in one International contest;
- c) the judge participates as an assistant in two international contests.

9.3.2.2. The upgrade sequence for power aircraft will be: POW-2 => POW-1A => POW-1U

9.3.2.3. The upgrade sequence for gliders will be: GLID-2 => GLID-1

### **9.3.3. Chief Judge**

9.3.3.1. For each international contest, a Chief Judge will be elected during the CIVA plenary by delegates.

### **9.3.4. Judge selection process and appointment of judge teams**

9.3.4.1. Judges are independent from NACs. A NAC may not remove a judge with a good standing.

9.3.4.2. Following the CIVA plenary, the JC will send an invitation to all judges on the current list. Delegates will also be informed regarding the beginning of the selection process, to:

- a) Add / maintain / remove judges from the lists;
- b) Notify their NAC judges about the beginning of the selection process.

9.3.4.3. Judges may send their application in accordance with the following table:

TAB #1	INT. CONTESTS							
CODE	YAK 52	EIAC	WIAC	EAC	EAAC	WAC	WAAC	WGAC / WAGAC
GLID-2	ASSISTANT	ASSISTANT	ASSISTANT	ASSISTANT	ASSISTANT	ASSISTANT	ASSISTANT	ASSISTANT
GLID-1	YES	YES	YES	ASSISTANT	ASSISTANT	ASSISTANT	ASSISTANT	YES
POW-2	YES	YES	YES	ASSISTANT	ASSISTANT	ASSISTANT	ASSISTANT	ASSISTANT
POW-1A	YES	YES	YES	ASSISTANT	YES	ASSISTANT	YES	ASSISTANT
POW-1U	YES	YES	YES	YES	YES	YES	YES	ASSISTANT
ALLCAT	YES	YES	YES	YES	YES	YES	YES	YES

9.3.4.4. The judge selection process will be done in 3 stages:

#### **9.3.4.5. Stage 1:**

- a) collect the judge applications, and RI data if applicable;
- b) pre-selection by the Judging Committee:
  - i) All members of the JC will check the eligibility of each application, with:
    - RI data
    - Accordance between experience of each judge and the contest

- Number of applications from the same NAC
  - Past behaviour of judges
- ii) Each JC member will validate the application of each judge by a “yes” or a “no”.
- iii) If a judge obtains 4 “no”, he/she will be removed from the selection.

**9.3.4.6. Stage 2:**

- a) Depending on the number of judging positions provided by each organiser, using the names of judges remaining from stage 1, the chairperson of the JC will set judges, depending of their overall standing, in:
- i) 3 groups for power contests
  - ii) 2 groups for glider contests

<b>JUDGES SELECTION POWER (ADVANCED &amp; UNLIMITED)</b>					
	<b>GROUP #1</b>	<b>GROUP #2</b>	<b>GROUP #3</b>		
# of judges	# of current judges (from the “current list”) with an overall standing < 5 or = 5	# current judges (from the “current list”) with an overall standing > 5	New judges, with an assistant in the current judges list with overall standing < 5 or = 5	Judges from the same nation ? POWER	Judges from the same nation ? GLIDER
<b>7</b>	4	2	1	<b>No</b>	<b>Yes, if not enough judges</b>
<b>8</b>	5	2	1	<b>Yes</b>	
<b>9</b>	6	2	1	<b>Yes</b>	
<b>10</b>	6	2	2	<b>Yes, for 1 of group #3</b>	

<b>JUDGES SELECTION POWER (YAK 52 &amp; INTERMEDIATE) / GLIDER (ADVANCED &amp; UNLIMITED)</b>			
	<b>GROUP #A</b>	<b>GROUP #B</b>	
# of judges	# of current judges (from the “current list”)	Other judges, with national datas from a national contest Y-1	Judges from the same nation ?
<b>7</b>	5	2	<b>To avoid, possible if not enough judges</b>
<b>8</b>	6	2	
<b>9</b>	6	3	
<b>10</b>	7	3	

New

- b) The result of stage 2 is called “Final Selection” and is published on [civa-news.com](http://civa-news.com) and [fai.org](http://fai.org) after notification to the Bureau of CIVA for ratification (*FAI Sporting Code Section 6 paragraph 1.3.2.3.f.*). **CIVA Bureau ratification is automatic in absence of objection within four calendar days.**

**9.3.4.7. Stage 3:**

- a) In case of non-availability of judges selected at the end of stage 2 before the contest, the JC has full authority to take the best decision, in coordination with the International Jury and the CIVA Bureau, to appoint new judges to fill any vacant position.

## **10. Known Figures selection**

### **10.1. Governance**

10.1.1.1. The process for selecting Known Figures for CIVA Power championships is under responsibility of the Known Figures Analysis Working Group (KAWG).

10.1.1.2. The Known Figure set for each category of CIVA championships in the following year is decided by the CIVA Annual Plenary Meeting.

### **10.2. Process**

10.2.1.1. Every year and in a timely manner, the KAWG will send a request to all CIVA Delegates for submission of Known Figure sets (Power categories Unlimited, Advanced and Intermediate / Yak-52).

- a) The request will specify the deadline for submission, the e-mail address to which submissions shall be sent, and the format of submissions.

10.2.1.2. Submitted Known Figure sets shall comply with rules set in the CIVA Sporting Code (Section 6 Part 1), e.g. K limits, absence of repetitions...

10.2.1.3. The number of Known Figure sets submitted by any given NAC is not limited.

10.2.1.4. The KAWG chairperson or assigned secretary will check compliance of submitted sets.

- a) In case of non compliance, the KAWG will notify the submitting NAC and request appropriate correction by a given deadline.
- b) In case non compliance is not resolved with a) above, the KAWG will decide to either discard the set or to amend it to make it compliant.

10.2.1.5. The collection of compliant set proposals will then be published on CIVA websites, and sent to KAWG members for expert assessment.

10.2.1.6. KAWG members assess proposed sets taking into consideration a number of factors, such as safety, novelty, technical challenge, and physiological difficulty.

10.2.1.7. Based on findings and internal discussions, the KAWG is entitled to:

- a) dismiss proposals (examples of issues: safety; unfit for category);
- b) amend proposals in order to eliminate identified issues;
- c) create new sets in case of lack of enough satisfactory submissions.

10.2.1.8. Prior to the Annual CIVA Plenary meeting, the KAWG publishes a report with:

- a) assessments and ranking for each category by each KAWG member;
- b) optionally: a synthesis with KAWG recommendations and a shortlist of sets per category.

10.2.1.9. The CIVA Plenary will select the Known Figure set of the following year for each category, among all sets declared eligible in the KAWG report (i.e. all sets not dismissed, or sets in the shortlist in case a shortlist is published).

- a) Selection will be made in two voting rounds for each category:
  - i) In the first round, each Delegate will rank the preferred three sets. Rank #1 will get 3 points, rank #2 will get 2 points and rank #3 will get one point.



- ii) The two sets gathering most points are downselected for the second voting round. In case a tie does not allow to determine two leading sets, a separate simple majority vote is held among the tied sets. In case this method still does not allow to determine the two leading sets, the CIVA President will have a casting vote, guided to the extent possible by the KAWG report.
- iii) The second round will decide the selected set with a simple majority vote. In case of tie, the CIVA President will have a casting vote, guided to the extent possible by the KAWG report.

## **11. CIVA Plenary Annual Meeting**

### **11.1. Generalities**

11.1.1.1. The CIVA Plenary Annual Meeting takes place once a year (preferably early November) in a place agreed by the CIVA Plenum on the Plenary Annual Meeting of the previous year.

11.1.1.2. The Plenary Annual Meeting itself usually lasts for two days – Saturday and Sunday.

11.1.1.3. As CIVA's supreme body, the CIVA Plenary Annual Meeting shall consist of delegates and/or alternate delegates appointed by Active and Associate Members in good standing, designated representatives of International Affiliate Members in good standing, FAI Secretariat and/or EB representatives, Presidents of Honour, and technical advisors appointed by CIVA.

11.1.1.4. Other participants must be approved as observers by their respective Active or Associate Membership organisations, and by the CIVA President. The CIVA Bureau and the organising Member shall be notified in advance. Observers have no vote and may only speak to the meeting with the permission of the CIVA President. *(FAI By-Laws paragraph 3.1.5.)*

11.1.1.5. A minimum of twenty five per cent of Active Members in good standing with CIVA Delegates registered with the FAI, present or represented, shall constitute a quorum.

### **11.2. Powers of the CIVA Plenary Annual Meeting**

11.2.1.1. The CIVA Plenary Annual Meeting shall deal with and decide on all CIVA legislative, executive and financial matters, including:

- a) definition of the aims, objectives and policies of CIVA, and establishment of courses of action to achieve CIVA goals;
- b) consideration of the reports of the President, of the Finance officer, of the organiser, International Jury President and Chief Judge of each CIVA championship held in the reporting year as appropriate;
- c) approval of the CIVA financial statements;
- d) approval of the CIVA business plan and budget for the coming financial year;
- e) decide on the CIVA sanction fee for championships for the coming year;
- f) approval of amendments to the CIVA governance;
- g) establishment of Committees, Working Groups, and other bodies on a permanent or temporary basis as appropriate; and disestablishment of those whose work has been completed ;
- h) decision on aerobatics sporting code rule changes;
- i) selection of Known figures to be used in Free Known sequences for the upcoming year;
- j) assignment of tasks to the CIVA Bureau and other bodies as appropriate;
- k) election of the CIVA President and Bureau according to each member's term;
- l) election of Committees chairperson and other members;
- m) selection of the places and dates of future CIVA Plenary Annual Meetings;
- n) selection of the places and dates of future championships;
- o) election of Chief Judge and International Jury (one President and two additional members) for each CIVA contest to be held in the upcoming year;

- p) approval of awards and honours;
- q) decisions on all other matters brought before it by the CIVA Bureau, Committees, Working Groups and by NACs;
- r) approval of the actions of the CIVA Bureau and release of responsibility for those actions.

### **11.3. Hosting and associated requirements**

#### **11.3.1. Default location**

**Reserved** Lausanne...(use wording in FAI doc)

#### **11.3.2. Selection of location**

11.3.2.1. At the Plenary Annual Meeting, NACs wishing to host the following year meeting present their bids with the required minimum information as follows: location, accommodation possibilities, entry fee, any conditions of admission of participants to the country or location of the event in existence at the time of the bid.

11.3.2.2. The location for the following year Plenary Annual Meeting is then selected during the Plenary by plurality vote.

#### **11.3.3. Requirements**

11.3.3.1. The Organiser of the Plenary Annual Meeting shall publish three months in advance a bulletin specifying the details of the meeting (registration form, entry fee, schedule of the meeting, conference location, accommodation details – booking form, accommodation fees, transport details).

11.3.3.2. The CIVA Plenary Annual Meeting starts on Friday evening with a Gala Dinner, which is generally preceded by a CIVA Extended Bureau Meeting.

11.3.3.3. Unrestricted entry:

- a) A NAC organising a CIVA Plenary Annual Meeting shall make every reasonable effort to provide unrestricted entry to the Country involved for all delegates and delegations.
- b) If the organising NAC finds that a delegate or delegation will be refused entry, the FAI and the affected Member shall be notified immediately.

11.3.3.4. When organising the Plenary Annual Meeting, the organising NAC is responsible for all formal issues of the meeting from the organising point of view:

- a) Pre-arranging accommodation (agreement with the accommodation provider to make a block reservation for approx. 60 bedrooms for a preferential rate – if the booking is made by a certain date);
- b) Invoicing the entry fees, collecting the entry fees at the location or providing details for a bank transfer;
- c) Arranging the conference room for the Plenary Annual Meeting for two days for around 50 participants;
- d) Arranging the conference room for the CIVA Extended Bureau Meeting (usually Thursday afternoon and Friday for approx. 15 people);
- e) Arranging catering during the meeting:
  - i) Friday Gala Dinner;

- ii) Saturday – breakfast, lunch, coffee and refreshment during the meeting as specified in the agenda, and dinner preferably in the city centre or other special venue;
- iii) Sunday – breakfast, lunch, and coffee and refreshment during the meeting as specified in the agenda.
- f) Creating the bulletin with all details of the Plenary Annual Meeting and providing the Bulletin to CIVA for further publication on [civa-news.com](http://civa-news.com) and [fai.org](http://fai.org);
- g) Providing the list of participants (Delegates, Alternate Delegates, Observers and corresponding NACs to CIVA;
- h) Provide country panels according to the instructions;
- i) Provide other associated services to CIVA.

#### **11.4. Agenda**

##### **11.4.1. Generalities**

11.4.1.1. The agenda, which will be established by the CIVA President in conjunction with CIVA Secretaries and in consultation with the Chairs of the CIVA Committees and Working Groups, will be sent out with the notice convening the meeting.

##### **11.4.2. Mandatory agenda items**

11.4.2.1. The CIVA Plenary Annual Meeting agenda contains introductory remarks from the CIVA President, agenda points for information and decision-making as follows:

- a) In Memoriam
- b) Meeting Introduction: Roll call of registered delegations and announcement of proxies validated by the FAI Secretariat, minutes of previous meeting or meetings, declaration of conflict of interest
- c) Report by the CIVA President on his/her activities and the activities of CIVA and the Bureau since the last meeting
- d) Report by the Secretary General of the FAI on the activities of the FAI since the last meeting. If the Secretary General is unable to attend, his/her report will be presented by a FAI Representative.
- e) Report by the CIVA Treasurer on CIVA Finances
- f) Reports on current year championships by Jury Presidents, Contest Directors and Chief Judges
- g) CIVA Working Groups reports by the Chair of each Working Group
- h) CIVA Committees reports and suggested regulation changes by the Chair of each Committee
- i) CIVA Free Known figures report by the Chair of the Known Analysis Working Group (KAWG), and running of selection process for the following year
- j) Future FAI aerobatic championships
- k) CIVA Elections
- l) Appointment and approval of championship officials (International Jury and Chief Judge)
- m) FAI special aerobatic events

- n) List of FAI international aerobatic judges
- o) CIVA governance and internal regulations
- p) Date and place of future meetings

#### **11.4.3. Additional agenda items**

11.4.3.1. Additional agenda items will be included by the CIVA President or the CIVA Bureau as needed.

11.4.3.2. Additional agenda items on themes not already covered by the mandatory agenda items, will be included when requested in writing to the CIVA President or Secretaries, by a CIVA Committee or Working Group, or by a CIVA Delegate, no later than two months prior to the Plenary Annual Meeting together with all supporting documentation, in order for all Delegates to get proper awareness of the topic with sufficient notice.

#### **11.5. Procedural requirements**

**Reserved**

Rules for meeting, agenda and voting – includes e.g.:

- Invitation to all NACs through FAI Secretariat
- Prior notice on invite, on agenda, on documents...
- Bulletins circulated by the Plenary organiser with all practical / logistic details
- Any NAC or CIVA Committee or CIVA WG... requesting to have an item included in the agenda shall transmit such request to the CIVA Bureau, and provide associated documentation for all Delegates to get proper awareness of the topic, with a notice of xxx prior to the Plenary Annual Meeting.
- Agenda to be approved by the CIVA Bureau (majority)

##### **11.5.1. Publication and “sufficient notice”**

11.5.1.1. The final version of the agenda for the entire meeting shall be published on the [civa-news.com](http://civa-news.com) and [fai.org](http://fai.org) websites, as well as sent to Delegates, no later than 45 days prior to the meeting.

##### **11.5.2. Documentation availability**

11.5.2.1. For all agenda items requiring additional materials (reports by contest officials, working groups, committees, etc.), relevant documentation shall be published on the [civa-news.com](http://civa-news.com) and [fai.org](http://fai.org) websites with sufficient time to allow delegations to prepare the Plenary Annual Meeting appropriately. Therefore all material shall be submitted in writing to the CIVA President or Secretaries by the respective responsible, no later than one month for mandatory agenda items, and no later than two months for additional agenda items (see 11.4.3), before the Plenary Annual Meeting in question.

##### **11.5.3. Changes to agenda**

11.5.3.1. During its proceedings the CIVA Plenary may decide by a two third majority vote of the NACs present or represented to discuss action items not appearing on the agenda or to alter the order of the items. (*FAI By-Laws paragraph 3.4.4*)

11.5.3.2. No final decision can be made on items that do not appear on the published agenda. (*FAI By-Laws paragraph 3.4.4*)

## **11.6. Proceedings**

### **11.6.1. Reports**

### **11.6.2. Summary of conclusions**

### **11.6.3. Official minutes**

11.6.3.1. The minutes or records of decision of the Plenary Annual Meeting shall be provided to the FAI Secretariat within sixty (60) days after the meeting and, in conformity with FAI By-Laws 6.1.1., notice of their publication shall be sent by the FAI Secretariat to all CIVA delegations and FAI Members as soon as possible thereafter.

### **11.6.4. Claim / approval process**

Reserved

## **11.7. Voting and Elections**

### **11.7.1. Types of votes**

Reserved

Ref detailed wording in FAI Constitution wrt:

- Open ballots / Secret Ballots
- Simple majority or Absolute Majority ? / Two-third majority
- Single item / Plurality vote

### **11.7.2. Voting rights**

11.7.2.1. Votes can be submitted by Delegates or Alternate Delegates present or represented (see proxy regulations below) only.

11.7.2.2. Each Delegate has one vote. In case the Delegate is unable to exercise this right, and subject to the provisions of FAI By-Laws Sections 3.1. and 3.2., the Alternate may vote on behalf of the Delegate.

### **11.7.3. Proxy Regulations**

11.7.3.1. If no Delegate or Alternate Delegate is available and if no substitute has been appointed under the provisions of FAI By-Laws 3.1.3, a proxy may be given to one of the other Delegates, except to President of CIVA, who shall not have the right to cast proxy votes. (FAI By-Laws paragraph 3.3.2.)

11.7.3.2. All Proxies must be given in writing and be signed by the President or Secretary General of the FAI Member concerned. (FAI By-Laws paragraph 3.3.2.)

11.7.3.3. One Delegate may represent and vote on behalf of only one other Member of the FAI. (FAI By-Laws paragraph 3.3.3.)

Reserved

Ref detailed wording in FAI Constitution wrt:

- Proxies to reach FAI Secretariat xxxx
- Not more than one proxy per NAC present xxxx
- Cases where proxies not considered (e.g. some awards, tbc)

#### **11.7.4. Voting rules**

11.7.4.1. Following the roll call of registered delegations and announcement of proxies validated by the FAI Secretariat at the beginning of the Plenary Annual Meeting, the CIVA Secretaries will establish and announce the total number of votes, the absolute majority and the 2/3 majority.

11.7.4.2. The CIVA Secretaries will check and update the total number of votes, absolute majority and 2/3 majority as necessary prior to every agenda item requiring a vote, depending on the evolution of the number of delegations present or represented in the meeting.

11.7.4.3. A vote, especially in the case of proposals, is often preceded by a discussion, when the Delegates/ Alternate Delegates and others can express their relevant views and opinions on the topic in question.

11.7.4.4. The voting is carried out:

- a) either by show of hands with country panels provided by the organiser and subsequent counting of hands by CIVA Secretaries;
- b) or by a secret ballot:
  - i) if required by specific provisions in this document or in other FAI applicable documents,
  - ii) or if requested by one of the Delegates or their representatives attending the meeting.

11.7.4.5. If a secret ballot is required, there are several possibilities for carrying out the vote:

- a) Using electronic voting devices provided by the FAI and presenting the final results in a ppt presentation;
- b) Distributing slips of paper, where each delegation present or represented will indicate their vote. Secretaries distribute and collect the slips making sure that each delegation present receives and submits only one paper (two in the case of delegations holding a proxy vote). The secretaries subsequently count the votes manually and present the results;
- c) Using other online platforms dedicated for this purpose and presenting the final results in a form of a chart generated by the service provider (e.g electionrunner.com).

11.7.4.6. If two or more leading options receive the same number of votes, a second vote is required among those leading options. The procedure for the second vote is identical to the first one (regardless of the type of vote).

- a) **In case the second vote does not allow to decide, the CIVA President will have a casting vote.**

11.7.4.7. If only one option is submitted for vote and there are no objections, it is approved by acclamation.

11.7.4.8. For CIVA Officials elections, a dedicated CIVA nomination form is used. Nominations forms must be submitted to CIVA Secretaries prior to the election, however, nominations from the floor can be made as well. Nominations can be made by NAC representatives, eg. Delegates or Alternate Delegates.

11.7.4.9. Rules for election for Bureau President, Vice-Presidents and Secretary (ies) are specified in FAI By-Laws Chapter 3. In short:

- a) For each position, in case there is more than one candidate, the election shall be by secret ballot.



- b) For Bureau President, nominees must be delegates. If an absolute majority is not obtained in the first vote, a second vote shall be taken at which a plurality shall carry the election.
- c) The CIVA Members shall elect by plurality vote one or more Vice-Presidents from among its approved Delegates.
- d) A vice-President is elected for 2-year terms and may be re-elected an unlimited number of times, unless he or she is called upon to act as a President.
- e) The Secretary or secretaries of CIVA shall be elected by plurality vote for 2-year terms and may be re-elected an unlimited number of times. The secretary may be chosen from outside CIVA, subject to agreement by the Member who would be responsible for issuing a Sporting license to the person concerned as per FAI's rights of representation.
- f) The Secretary, if not a Delegate, shall have no voting rights.

11.7.4.10. Committee Chairs, Committee Members and Contest Officials shall be elected by plurality vote for 1-year terms. They may be re-elected an unlimited number of times. The Committee Chairs and members and the contest officials may be chosen from outside CIVA

11.7.4.11. **Reserved**

What if:

- a) No Committee Chair candidate ?
- b) Less Committee members candidates than number of positions ?

11.7.4.12. Other items requiring voting, especially contest bids, have to be submitted to CIVA in advance to secure the bid quality and formal requirements. **Reserved** *[to be clarified]*

11.7.4.13. Unless otherwise specified in this document, decisions shall be taken on an absolute majority basis, meaning more than half of the possible votes belonging to Delegates present or represented.

#### **11.7.5. Election rules**

**Reserved**

#### **11.7.6. Reserves**

**Reserved**

## **12. Championships**

### **12.1. CIVA Championships calendar**

#### **12.1.1. Generalities**

**Reserved**

In particular:

- Frequency / Year N: WAC/EAAC/WAGAC/WGAC ; Year N+1: EAC/WAAC/WAGAC/WGAC; I/Y52: tbd/tbc
- “As far as possible” World and Continental championships should not be held in the same calendar year for a given category
- ADV and UNL CIVA championships – in any order – to be separated by at least two weeks “as far as possible”.

#### **12.1.2. Power / Glider**

### **12.2. Bid process and eligibility rules**

#### **12.2.1. Overview**

12.2.1.1. Hosting Proposals for CIVA aerobatic championship events shall be made in writing by an FAI Member or its Delegate using the CIVA Event Proposal template, and must provide complete details in respect of the items listed therein.

12.2.1.2. The Hosting Proposal must be submitted in sufficient time for inclusion in the agenda for a CIVA Plenary Annual Meeting so that a decision on the proposal can be made no later than the Plenary Annual Meeting held immediately prior to the event subject to the hosting proposal.

12.2.1.3. Upon approval by Delegates at a CIVA Plenary Annual Meeting the proposer will receive from FAI an Organiser Agreement for signature (see 12.5 and 12.6).

12.2.1.4. Once approval has been given at plenary and a championship awarded to an organiser, the Bureau will designate a Liaison Officer to co-ordinate development of the event with the organizing team; after the Plenary Annual Meeting held immediately prior to the event, this person will normally be the President of the Jury appointed for that championship.

#### **12.2.2. Maximum time before championship**

**Reserved**

For championship Year N, Bidding at Plenary not before Year N-3

#### **12.2.3. Priority rule**

**Reserved**

Power: Priority to non-European bids for World Championship Year N in a given category if previous three World Championship of same category held in Europe

### **12.3. Bid package**

#### **12.3.1. Structure / mandatory items**

12.3.1.1. The bid package must use the CIVA Event Proposal template, and must provide complete details in respect of the items listed therein.

#### **12.3.2. Presentation**

### **12.4. Selection process**

**Reserved**

+ quid “formal evaluation system” ?

## **12.5. Organisers commitments**

- 12.5.1.1. A National Airport Control (NAC), or other legal entity<sup>1</sup>, which has applied to be host and Organiser will be entrusted with the organisation of Cat.1 Championships pending approval by CIVA.
- 12.5.1.2. On receipt of information confirming that Delegates at a CIVA Plenary Annual Meeting have approved the date and location for a championship, FAI will create and forward to the relevant NAC an Organiser Agreement (OA) that must be authorized and signed by representatives of the NAC and of the Organiser, then by CIVA, then returned to FAI for acknowledgement. Once this process is complete a copy in either electronic or physical format will be forwarded to the CIVA President, who should inform the Jury President assigned to the event and provide a copy if requested.

## **12.6. Revocation provisions**

- New** 12.6.1.1. Failure from the NAC or Organiser to complete the Organiser Agreement signature process within a given timescale (e.g. one calendar month) shall render the bid invalid, and the Bureau would then take appropriate steps to inform Delegates and seek alternative bid(s) for the affected event(s).
- 12.6.1.2. **Reserved** Other cases tbd

## **12.7. The Guide to Championship Organisation (GCO)**

- 12.7.1.1. A comprehensive guide to the preparation and management of approved CIVA Aerobatic Championships is available from the commissions' websites to provide organisers with an additional layer of direction and control based upon the experience over many years of CIVA Officers and previous successful championship organising teams.
- 12.7.1.2. Potential and intending event organisers should obtain a copy of this document from the very start and employ it throughout to direct their attention toward establishing a high standard of compliance with the procedures and services CIVA expects to be operated at their event.
- 12.7.1.3. In post-event reviews, organisers experience of areas in need of additional advice and guidance should be reported to the Bureau in order that this key document can continue to provide the broad range of information necessary to ensure that competition practices meet or exceed the reasonable expectations of FAI and all competitors and officials.

## **12.8. Ceremonies, trophies, medals and diplomas**

### **12.8.1. Ceremonies**

- 12.8.1.1. Organisers shall ensure in respect of First Category events, that courtesy invitations are issued (e.g. to the Opening / Closing ceremonies) to the FAI President and to the President of CIVA. Such invitations shall make clear the extent of the hospitality, if any, which the Organiser is in a position to offer. *(FAI Sporting Code General Section)*
- 12.8.1.2. For prize giving at First Category events, the FAI flag must be flown and the FAI Anthem played. The flags of the countries of the competitors placed first, second and third in each class must be flown and the national anthem of the countries of the champion must be played.

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<sup>1</sup> For the sake of wording simplification, in the rest of this document the wording "Organising NAC" may refer to a NAC, another type of FAI member as appropriate, or another entrusted entity. Likewise, for participating countries, the wording "NAC" may refer either to the NAC or to the relevant FAI member if not a NAC.

In case there is a tie for the position of the champion then the national anthem of the countries of the champions must be played.

### **12.8.2. Trophies**

12.8.2.1. Trophies are presented to appropriate recipients during the awards ceremony at the conclusion of championships, according to the CIVA Sporting Code (Section 6).

12.8.2.2. Except in case special provisions apply (such as delivery of replicas), CIVA trophies in the main become the responsibility of the recipient until the next running of that event. The safety and security of each trophy and its designated packaging thus rests with the awardee, who is solely responsible for any engraving or titling required to reflect the occasion and for safely returning the trophy in its container to the organisers of the next such event in time for presentation.

12.8.2.3. CIVA provides a Letter of Agreement for Trophy Safety which must be used by the Jury or the organiser to obtain the signature of the recipient, who thereby agrees to accept responsibility for the proper care of the trophy, to keep it in the same condition as it is received, and to insure against its loss or damage.

### **12.8.3. Medals**

12.8.3.1. Medal recipients, protocols and designations of all such medals are described in the CIVA Sporting Code (Section 6).

12.8.3.2. Medals are of three different types:

- a) FAI medals 64mm diameter
- b) FAI medals 50mm diameter
- c) CIVA medals 55mm diameter

12.8.3.3. The CIVA Bureau is in charge of ordering the required amount of medals of each type, with the appropriate dedication engravings, so that they can be available in due time for championships.

12.8.3.4. Dedications on medals will be in french language in order to maintain the historical tradition.

12.8.3.5. Medals awarded at CIVA Championships will be sent to the organiser in advance of the event start date, together with the Diplomas and one FAI flag.

12.8.3.6. The Jury will be responsible for checking the number and type of medals received and all of the engraved dedication scripts to ensure conformity with regulations. In the event that all of the medals are not used, i.e. due to team and/or competitor numbers not meeting regulation requirements, the organiser must ensure that these items are taken by the jury and not left behind or used for alternative purposes.

### **12.8.4. Diplomas**

12.8.4.1. Diplomas purpose and the range of recipients are described in the the CIVA Sporting Code (Section 6).

12.8.4.2. Diplomas awarded at CIVA Championships are normally provided by FAI. The CIVA Bureau is in charge of ordering the required amount so that they can be available and sent in due time for championships.

## **12.9. Site preparation**

- 12.9.1.1. The approved organiser of each event is fully responsible for all aspects of site preparation to fulfil the requirements and instructions promulgated in the relevant CIVA Regulations.
- 12.9.1.2. Throughout the period from initial approval of the Championship until the arrival of officials immediately prior to the start of the event, the Jury President or an alternative appointed by the Bureau will be the designated Liaison Officer, to whom all enquiries should be directed.
- 12.9.1.3. Where specific items of equipment are required to provide technical services such as wind measurement and reporting, aircraft electronic position reporting or for glider events the HMD unit, organisers should request from the Liaison Officer his/her advice regarding suitable persons able to either secure or offer the items or services sought. Beside these high-profile items the organiser is solely responsible for the provision of all other services and equipment such as team or national tents, stationary racks and displays, equipment for the display of briefing information etc. In case of doubt, Organisers should liaise with the Liaison Officer.

## **12.10. On-site operations**

- 12.10.1.1. The key CIVA persons of authority at all championships are the Jury President and his/her team, and the Chief Judge and his/her Assistant. Organisers should take every opportunity to discuss with the Jury President and the Chief Judge all matters relevant to the efficient running of the event at the earliest moment in order that potential interruptions or delays can be assessed and resolved before they are able to cause any impact.
- 12.10.1.2. If in the execution of their duties any member of the organisation becomes aware of elements that may conflict with the correct execution of the event they should immediately bring this to the attention of either the President of the Jury or the Chief Judge.
- 12.10.1.3. The rules, regulations and information circulated to NACs and competitors or issued during the event shall be in English and, at the discretion of the Organisers, French and/or the language of the host country. In all interpretations the English language version shall prevail.  
(FAI Sporting Code General Section)

### 12.10.1.4.

**Reserved**

- International Jury...
- Event Director...
- Complaints, Penalties, Protests and Appeals (see Sporting Code GS)
- Notification of results (as per Sporting Code GS): The results of a First Category Event shall be sent electronically to the FAI Secretariat if possible before the prize-giving and in any case within (24) hours of the end of the event.
- For First Category Events, the FAI Secretariat shall be advised by the President of the Jury, within a maximum of eight days of the end of the event, of the number of protests made, together with the numbers of protests withdrawn, upheld or failed, and the respective Jury decisions.

### **13. FAI Awards**

Reserved

Not repeating everything from Statutes / By-Laws, but summarizing the main elements relevant for CIVA (Air Sports Medal, Biancotto,...) with key deadlines / milestones / process... and referring to Statutes / By-Laws for full details

#### **13.1. Applicable awards and attribution process**

##### **13.1.1. Leon Biancotto Diploma**

Reserved

See Statutes Chapter 9

##### **13.1.2.**

Reserved

## **14. Amendments to CIVA Governance**

### **14.1. Flow-down of FAI documents amendments as applicable**

14.1.1.1. **Reserved** “Automatic” nevertheless will be identified with a change bar

### **14.2. CIVA-triggered amendments**

#### **14.2.1. Process**

**New** 14.2.1.1. Any amendment to the current CIVA Governance document may only be decided at a Plenary Annual Meeting by a majority of two thirds of the Delegates present or represented by proxy, provided the proposed change is put on the agenda notice sent to FAI Members no later than one month prior to the Plenary Annual Meeting in question.

14.2.1.2. **Reserved** Housekeeping vs changes

### **14.3. Waivers**

**Reserved** Exceptional circumstances calling for waivers to this document on a one-off basis (i.e. not permanent, which would justify amendments as per paragraphs above...)



## **Appendix & Back-Up**

## RECORD OF AMENDMENTS

[illegible]