

PARAGLIDING WORLD CUP ASSOCIATION


ORGANIZER RULES

PARAGLIDING WORLD CUP

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1 PREAMBLE


This document is the set of additional rules to the Paragliding World Cup International Competition Rules (ICR). The organizer accepts to follow and to fulfil both documents when he presents a bid to run a World Cup event. It is the basis of a contract between the organizer and the Paragliding World Cup Association (PWCA).

In case the organizer does not fulfil its duty as described in this document, he is exposed to financial penalties 

2 SITE APPROVAL

Competitions may only be allocated to organizers based on an approved flying site. Site approval is carried out by the World Cup Committee in accordance with PWCA International Competition Rules (PWCA ICR) and the recommendations of the PWCA Observer or Experts who visited the site during the pre event (see §5).


3 CONDITIONS FOR WORLD CUP ORGANIZERS

World Cup event Organizers must fulfill the minimum requirements of the World Cup Committee in organizational, technical, financial and personnel terms as well as the safety requirements (see ANNEX 5 – SAFETY, EMERGENCY, MEDICAL AND RESCUE ORGANIZATION ). Before and during the competition, the organizer must also fulfill the Technical Delegate (TD) and Technical Advisor's (TA) requirements and follow their advices.

4 APPLICATIONS

The Organizer's application must contain the following :

- approval of the national FAI member (NAC).
- location of headquarters (HQ) of the Organization Committee.
- location and description of the proposed flying area.
- name of General Organizer (GO) and Meet Director (MD).
- one or more proposals for event dates.
- budget and bank coordinates
- organization and personnel structure
- headquarters facilities
- information on accommodation (type, prices, etc.).

- transport facilities.
- planned program.
- average weather conditions over last years (temperatures, wind, rain) around the date of the event
- special insurance coverage information (see §8)
- description of the emergency procedure including (see ANNEX 5 – SAFETY, EMERGENCY, MEDICAL AND RESCUE ORGANIZATION ):
 - english speaking emergency Doctor.
 - proper emergency and first aid equipment defined by the doctor.
 - ambulance(s)
 - helicopter equipped with mountain rescue together with the expected delay.
 - reliable system of communication.

5 WORLD CUP ALLOCATION

The World Cup Committee awards World Cup competitions to individual organizers by the **middle of August** or at a later date of the respective year determined by the World Cup Committee. The Organizers who apply for a World Cup event should send their bid at least 15 months before the proposed event date.

Any new organizer must run a Pre-World Cup event (see Pre World Cup Events).

6 PRE WORLD CUP EVENTS

The World Cup Committee policy is to require a Pre-World Cup event to be run for new organizers and new flying sites prior to grant a World cup event.

A Pre-World Cup event must be submitted with the same information as describe in §4 for approval to the World Cup Office 6 months before the event. All details about the competition will be noted on the World Cup calendar web page.

The organizers may apply the rules and use the scoring/flight verification system they want, but it would be preferable if the World Cup rules and the official World Cup scoring and flight verification programs are used.

The World Cup Committee will at least appoint an **observer** whose travel, accommodation, food and catering expenses must be paid by the organizer.

If necessary, the World Cup Committee may require the organizer to appoint expert(s) approved by the World Cup Committee. In this case, in addition to travel, accommodation, food and catering expenses, an additional cost representing the wages of the expert(s) can be asked.

A World Cup Observer or Expert must be present at each Pre-World Cup event. The duty of the Observer is to check if the organization, the site, flying conditions, rescue, retrieval and any other requirements are acceptable to organize a World Cup event in the future.

The duty of Expert(s) is the same as for the Observer and also to train and teach the organizer and its staff when they are not familiar in organizing international paragliding competitions. One or more Pre World Cup events may be needed in that case prior to run a World Cup event.

At the end of the competition, the observer or expert(s) write a report about the Pre-World Cup that will be sent to the organization and to the World Cup Office. He will also make sure to provide the results of the event to the World Cup Office.

A fixed sanction fee of 500 euros must be paid 3 months before the event to the World Cup Office to cover the event being on the Official World Cup calendar and all work of the World Cup office associated to this event. It is also recommended the organizer to sanction its event as an FAI Category 2 event if possible.

7 SCHEDULE OF WORLD CUP EVENTS

The Paragliding World Cup Tour comprises at least 5 World Cup events. A World Cup event consists of 7 days of competition.

The local pilots registration takes place the day before the first competition day.

The prize giving ceremony takes place on the night of the last competition day.

The day before the first competition day is a practice day for which the organizer has to plan at least shuttles, and if possible a training task and retrieval.

Headquarter facilities must be operational one day before the practice day, and one day after the last competition day.

Typical schedule:

Friday :	HQ Operational
Saturday:	Local Registration and practice day
Sunday-Friday:	Competition days
Saturday:	Last competition day, prize-giving ceremony
Sunday:	HQ Operational

8 CANCELLATION OF A WORLD CUP EVENT

In case of cancellation of a World Cup event, due to meteorological conditions, a part of the entry fee should be reimbursed to pilots by the organizer.

9 ORGANIZATIONAL STRUCTURE AND STAFF

The structure of the organization committee of a World Cup Organizer must have at least the following :

- General Organizer – in charge of all the main logistics of the event
- Meet Director – in charge of all competition related matters
- Safety Manager - in charge of organizing the report back and rescue / emergency
- Launch Manager and his staff
- Goal Manager and his staff
- Transport Manager – in charge of shuttles and retrievals
- Information Manager - in charge of displaying infos, results, etc
- TD Assistant – link between TD and the whole organization
- TA Assistant or HQ manager – link between TA and the whole organization
- Press, Accreditation and Public Relations – also taking care of the Video Team
- Accommodation and pilot information – link between pilots and organization
- Competition Doctor – see ANNEX 5 – SAFETY, EMERGENCY, MEDICAL AND RESCUE ORGANIZATION 📄

The main officials must have sufficient knowledge of English, being the official organization language and be sufficiently qualified to occupy the position required by the World Cup Rules. Management personnel must have sufficient competence in their respective areas with regard to authorities and institutions

10 PREPARATION OF THE COMPETITION 📄

10.1 ACCOMMODATION INFORMATION FOR PILOTS (2 months before)

The organizer must send to the World Cup Office, by email, at least 2 months before the event for pilot's information, several kind of accommodation, information on the competition place & coordinates of the organization, dates & schedules of registration, information on how to reach the competition area on the easiest and fastest way etc...

The organizer can also put these information directly on a web site and submit his web site address to the World Cup Office to be included as a link from PWCA web site.

10.2 TURNPOINTS, MAP AND TASKS (1 month before)

The task setting committee has a key function in the proper conduct of the competition, and in safe flying. To help the task setter and the pilots committee to fulfill this important and difficult mission, the PWCA asks the following :

The local task setter has to prepare the following documents and send them to the World Cup Office at least 1 month before the competition starts :

- A description of the flight area, its characteristics. Especially a description of the valley wind systems for all typical meteorological situation.
- A map of the area with the location of possible danger zones. For each danger (cables, etc), a single document with map and description should be available to be later used during task briefing.
- A set of possible tasks for each typical weather situation. This list should include at least 2 possible tasks for each main wind direction and for thermally good, medium and bad days.
- Turn point list with UTM coordinates in WGS84 (See annex 5)

10.3 ACCOMODATION FOR TD, TA AND VIDEO TEAM AND INFORMATION FOR THE PILOTS (2 weeks)

The organizer must inform the World Cup Office about the location of the accommodation of the TD, TA and the World Cup Video Team at least 2 weeks before the competition start.

The organizer must also send to the World Cup Office details about the local registration (location and schedule) and any other usefull information so that the World Cup Office can forward these details to the pilots.

11 INSURANCE

The World Cup Organizer must have liability insurance to cover the event with an insurance limit of at least 700.000 Euros. The organizer insurance policy must include the PWCA and its officials (TD, TA, Video Team, PR Officer, etc) and the PWCA equipments (computers, etc) as additionally insured.

We remind that pilots must be covered according to the organizer's insurance national law, most of the time the coverage is sufficient, but it can happen that in certain countries either the coverage is not sufficient or it is not possible for the pilot to be insured abroad his own country. It is the organizer's responsibility to provide from their insurer a special coverage for these pilots for this special World Cup event. This special insurance coverage must be describe on the organizer's web site at least 2 months before the event.

If it is not possible it MUST be notified in the World Cup event application (see §4).

12 PILOTS REGISTRATION

12.1 Pilots Registration / Selection

The registration and selection process is performed by the World Cup Office according to the Internet Competition Rules (ICR) published by the World Cup Office prior to the event.

12.2 Number of pilots competing

125 pilots is the number of pilots that can take part in a World Cup event. However overbooking and cancellations are a common practice that could lead to a bigger or smaller number of pilots (maximum of 135 pilots). In any case, only selected pilots can enter the competition.

12.3 Organizer Wildcards

The 7 Organizer Wildcards applications are subject to the organizer's approval.

The wildcard pilots must register and entry fees must be paid to the World Cup Office according to the ICR as any other pilot.

12.4 World Cup Wildcards

The 3 World Cup wildcards must be submitted to the World Cup Office by email or by post or fax at least 2 months before the competition starts.

12.5 Pilot entry fee payment

Payment of pilot's competition entry fees (186 euros) are made directly to the World Cup Office according to the ICR. This includes the pilots having been granted a wild card.

12.6 TEAM LEADERS AND OTHER NON COMPETING PARTICIPANTS

The organizer can ask for a reduced inscription fee including (less than the organizer's fee):

- Transportation (at least to takeoff and parties)
- All documents concerning the competition.
- Daily results especially printed for them.
- Participation to parties, dinners, lunch packet, etc.

This applies to non competing team leaders.

Registration of non competing participants will be directly handled by the organizer. The organizer will have to publish information well in advance if such a fee is asked.

13 FINANCIAL ASPECTS

13.1 Budget

The Organizer must have the necessary funds to provide a prestigious background for the event.

The organizer fee should not be the only financial resource to run the event but only a part of it.

The budget must be submitted to the World Cup office when presenting the application to run the event, showing a subsequent local sponsorship.

13.2 Organizer fee

For each selected pilot taking part to the event, the organizer will get 129 euros (organizer fee).

The World Cup office will retain 186 Euro (amount of one entry fee) for the payment of FAI Category 2 sanction fee.

The World Cup office will also retain the shared costs for the TD and TA travel (see §22.6).

13.3 Payment of the organizer fee

The organizer's fee will directly be paid by the World Cup Office to the Organizer :

- 70% (based on actual number of pilots) minus the TD & TA travel shared costs and the FAI sanction fee will be paid to the organizer 1 month before the beginning of the event
- the final balance will be paid after settlement of the financial aspects.

The last payment is done in regard to possible financial penalties.

The organizer fee covers, but is not limited to :

- transport to all flying sites and retrieval on main roads
- a map of the area with all necessary documentation (including turn point location on the map)
- a goodie (T-Shirt or equivalent) for “competition souvenir”
- at least one dinner and party
- safety, first-aid and emergency rescue
- organizational structure and HQ facilities

Lunch packet are highly recommended.

13.4 Financial Penalties

In case of failure from the organizer to fulfil all or part of its duty, part of the organizer's fee can be retained by the World Cup office as a penalty.

14 HEADQUARTERS (HQ) FACILITIES

The HQ of each World Cup Organizer must have the following facilities in stationary or mobile buildings that can be locked (tents not allowed as HQ) :

- A large room where pilots will come for registration, GPS control, etc.
- A smaller closed room used for private meetings (jury, World Cup Committee, organization, etc) and for equipment storage

Single desks must be provided for TD, TA and Video Team with light, electricity, access to phone lines and Internet.

For the competition scoring, flight checking and web site updates, the TD & TA need:

- 2 Windows compatible printer (USB or Parallel) : one laser printer, the second backup printer can be inkjet both with additional toner and ink cartridges and at least 2000 sheets of paper.
- Internet connection (free dialup accounts with a dedicated phone line, or an Ethernet based connection)
- Phone line with international calls
- power supply

For the press :

- free phone line with fax and internet access

For the pilots :

- computers with free internet access

For general use:

- Copy machine (A4 & A3 paper size)
- Fax machine
- Ballot box, papers and pens (for pilots committee election)
- Information panels for the pilots (at least 1 m²)
- Information panels for the public and press (at least 1 m²)
- Result panels (at least 3 m² with enough light and free access to read results at night time)
- Pins, tapes, pens, paper, etc.

Other Technical equipment :

- Podium for every day team prize giving ceremony located in the best place to gather pilots and public (landing, HQ, etc) with back drop (4m wide x 3m high) display equipment (at least a 4m long metal bar or equivalent), lights and sound system.
- High quality scales (up to 150kg) to check pilot ballast limit at HQ and Launch area

At goal:

- Goal line (white colour, 1m width, 50m length),
- Vertical sight system for the goal line
- One GPS used as official clock
- Equipment to display banners and flags provided by the PWCA

At launch:

- One GPS used as official clock
- Equipment to display banners and flags provided by the PWCA
- Table and chairs for task committee
- Sound system
- Task board (2m wide x 1m high white board)

15 LOCAL REGISTRATION

The local pilots registration takes place the day before the event.

15.1 SAFETY LIST FOR REPORT BACK

A safety list has to be filled by the pilots during the local registration. The standard form is provided by the TD or TA to the organizer.

This safety list must include:

- pilot number, first name and last name
- glider with color and distinctive signs (sponsors, etc)
- local mobile phone (if available)
- local accommodation
- local person to contact (pilot, friend, etc) in case pilot is missing in the evening
- spoken languages
- medical details (any important medical info like allergy, disease, current treatment or prescription, etc)

15.2 GLIDERS DOCUMENTATION

It is the responsibility of the organizer to collect glider datasheets provided by the pilots during the local registration and give them back to the TD or TA (see ICR).

16 TRANSPORT

The World Cup Organizer must provide transportation for the participants, officials and the press between launch area and landing field and HQ facilities.

Dedicated and independent transportation must be organized for TD, TA and the World Cup Video team (see § 22.5) and the official doctor (see ANNEX 5 – SAFETY, EMERGENCY, MEDICAL AND RESCUE ORGANIZATION **Erreur ! Source du renvoi introuvable.**).

17 COMMUNICATION

The World Cup Organizer must have at least the following communication media :

- telephone connection (mobile or fixed) between the HQ, rescue service, the TD and the whole organization.
- at least a reliable radio connection between HQ, rescue service, launch area and landing field. Relay must be used if necessary to ensure a good connection. Where radio is illegal, the organizer must rent one or more radio frequencies compatible with the pilots equipment (2 meter VHF band) at least for safety.

18 TASKSETTING – SAFETY – REPORT BACK

18.1 TASK SUPERVISION

The organizer must supervise the complete running of the task by all means (observers from the ground and from the air), to take rescue action in case of accident, to be able to stop the task in case of danger, and to control the sportive aspects (cloud flying, etc).

As an example, he should appoint two or more acknowledged and experienced pilots who will be in charge of informing the Meet Director of existing weather conditions in flight before the opening of the window and during the task.

18.2 REPORT BACK

The organizer must make sure as soon as possible that all pilots have safely landed and reported back.

It is mandatory for all registered pilots to report back every flying day whether they fly or not.

Report back can be done by phone, radio, or physically to the transportation, at goal or at the HQ.

The organizer must follow the report back progress with strong attention and decide of rescue action.

The time of last pilot reporting back must be given by the organizer to the TD every day.

19 ENTERTAINMENT AND CATERING

The World Cup Organizer must arrange a suitable entertainment and catering program for participants, officials, press, spectators and guests.

It is highly recommended to provide lunch packet for the pilots, non competing participants and officials during the competition.

20 PRESS WORK AND MEDIA COVER

The World Cup Organizers shall co-operate with any media.

Accreditation and facilities must be provided for press representatives (see §11).

Press coverage shall be dealt with by the PR Manager, the press service and press conferences according to ANNEX 2 - .

In order to complete the media scanning for the World Cup season, the PWCA asks the organizer to send as soon as possible after the competition to the World Cup Office and to give to the TA during the event all documents concerning the event (video tapes, newspaper articles, etc.).

21 ADVERTISING RIGHTS

The Organizer acknowledges the advertising rights and obligations of the PWCA as set out in ANNEX 1 - Advertising Rights.

21.1 PARTNERS AND SPONSORS

The World Cup Organizer acknowledges the advertising rights of individual pilots and national associations and is entitled to all advertising rights in connection with the event.

Local sponsors are welcome, but should not have the precedence on the World Cup official sponsors and partners.

21.2 BANNERS, FLAGS AND SPONSORING EQUIPMENT

The organizer must care for the correct positioning and display of the banners, flags, and sponsoring equipment provided by the PWCA and is responsible for all the advertising materials provided by the PWCA.

All sponsoring equipment must be returned to the TD or TA at the end of the event. Any missing equipment will be charged to the organizer and deducted from the last final balance.

21.3 TELEVISION AND MEDIA RIGHTS

The PWCA holds the rights for international broadcasts. The World Cup Organizer holds the television rights for regional and national broadcasts insofar as they do not infringe upon agreements between the World Cup Committee and supraregional television companies.

The PWCA holds the rights of image for all the events. It means that all production of images is submitted to authorization both for shooting and for distribution under all its forms. In no case the designated organizer of an event can steal to the PWCA the use of the rights, except if he has been appointed expressly by the PWCA.

The PWCA PR officer or TA will take care of the respect of this rule and he is entitled to manage the rights of image.

21.4 WEB SITE, POSTER, MERCHANDISING, ETC

The Organizer shall invest sufficient funds in local and regional advertising by any mean like posters and merchandising.

The organizer should at least prepare an official poster for the event to be displayed in the area of the event.

This poster must include the official Paragliding World Cup logo provided upon request by the World Cup office in high resolution digital format.

Use of this logo is subject to some recommendations about its size, color, etc. These recommendations are provided along with the logo itself by the World Cup office and must be followed. The draft of the official poster must be submitted to the World Cup Office for approval.

Any other merchandising goods (for example the competition "souvenir" like Tshirt, hat, etc) must also be submitted to the World Cup office.

The organizer should also have its own website. The address of the website but be given as soon as possible to the World Cup office to review its content and to be published on the World Cup web site.

22 WORLD CUP STAFF

The World Staff is composed of the Technical Delegate, the Technical Advisor and the World Cup video team and eventually, the World Cup doctor. This staff must be considered as part of the organization and is present to work together with the organization.

22.1 TECHNICAL DELEGATE (TD)

The TD and the World Cup Committee approve the flying areas and observe and control the preparation and execution of the respective competition. The TD is part of the Task Committee. He must provide a daily report on the task for the World Cup web site. The TD is appointed by the World Cup Committee.

22.2 TECHNICAL ADVISOR (TA)

The Technical Advisor is in charge of the scoring program and the GPS control system. He must produce the results that have to be duplicated by the organizer for publication. Each evening, he has to transfer the daily results with the TD's report on the World Cup web site. If no World Cup PR Officer is selected by the World Cup committee, the TA will act as the PR Officer. The TA is appointed by the World Cup Committee.

22.3 WORLD CUP VIDEO TEAM

The World Cup Video Team (up to 3 persons) is in charge of filming the event for the PWCA. After the end of the event, the organizer will receive free of charge one copy of the 15 min. rushes produced on the relevant competition. The World Cup Video Team is appointed by the World Cup Committee.

22.4 WORLD CUP DOCTOR

If required by the World Cup Committee or asked by the organizer in case he cannot provide the medical emergency service described in **Erreur ! Source du renvoi introuvable.**, an official World Cup Doctor will be present during the whole event. This doctor is selected by the World Cup Committee. Its costs (including wages, travel, adequate local transport, accommodation, food and catering) will be fully supported by the organizer.

22.5 ACCOMODATION AND LOCAL TRANSPORTATION

The World Cup Organizer must provide accommodation in an international 3 stars hotel or equivalent :

- one single room for the TD
- one single room for the TA
- one single room for the World Cup Doctor if present
- up to 1 single rooms and 1 double room for the World Cup Video

The World Cup Organizer must also provide transportation from the airport and back to the airport and on-site for the whole World Cup staff (TD, TA, Video team, doctor).

In addition, the organizer shall pay for the overall costs for the event for the World Cup Staff. This includes food and catering costs during the event and for the purpose of site approval/preliminary meeting and competition preparation.

Individual adequate transportation must be organized for TD, TA, Video Team and the Doctor (if present) to allow them to fulfill their duty.

22.6 TRAVEL FOR TD AND TA

The total travel costs (including equipment) for the TD and the TA are shared between the 5 events organizers (1300 euros per organizer for the 2004 tour). This amount will be deducted from the organizer's fee (first part of the payment).

22.7 COMMUNICATION FOR THE WORLD CUP STAFF

Before the start of the event, the organizer must provide a radio with an official frequency to the TD, TA and the World Cup Doctor (if present) and also mobile phones or SIM cards for each person of the World Cup Staff. This equipment may be returned not before the day after the last competition day.

23 SCORING & FLIGHT VERIFICATION

The World Cup scoring program and GPS control is under the responsibility of the Technical Advisor and the TD.

24 TROPHIES, MEDALS AND CERTIFICATES

24.1 Final World Cup trophies

The World Cup trophies are awarded by the PWCA to the winners of the overall World Cup ranking during the final tour event. They are provided by the World Cup Office.

They include:

- the World Cup Champion trophy (same from year to year)
- the 3 best overall
- the 3 best female
- the 3 best Teams
- the best nation

24.2 Competition trophies

Trophies, awards, material prizes, gifts, certificates, etc for each event must be provided by the World Cup Organizer for :

- the 3 best overall
- the 3 best female
- the 3 best teams

24.3 Team Trophy: (see ICR)

Immediately after each task, at the best location to gather pilots and public, the organizer must organize a ceremony for the winning team of the day with the World Cup back drop, sound system and music.

24.4 Prize money

Prize money must be provided by the organizer at each World Cup competition according to the ICR, see extract below:

Prize money at each competition must be given at least to the top 3 pilots and the top 3 female pilots. 30% of the total prize-money is given to the top 3 female pilots and 70% to the top 3 pilots. The minimum total amount for prize-money is 2000 Euros.

It is mandatory for World Cup pilots to be present at the prize giving ceremony if they achieve a position for which prize money is to be awarded. Pilots who do not respect this rule will lose the right to receive prize money.

The table below is an example with a prize money of 4000 euros :

Ranking	Overall (in Euros)	Women (in Euros)	
1st	1400	600	50%
2nd	840	360	30%
3rd	560	240	20%

24.5 Prize giving ceremony

A prize giving ceremony must be organized on the last competition day after publication of the official results of the event.

This is an important part of the event for the PWCA and its official sponsors and partners, as it is the final end and great care should be put in this area.

Particularly:

- a podium must be used with the usual “2 – 1 – 3” steps at a location with enough height to display the official backdrop which is 3m high.
- the podium must be large enough (3m wide) to allow the teams (4 persons) to be on the steps
- the World Cup “backdrop” must be displayed correctly behind the podium and nothing must be in between the podium and the backdrop, covering all of part of it
- good lighting must be arranged to have good quality filming and photography
- enough space between the podium and the crowd must be arranged to let photographers and filming teams to operate. Accreditation can be organized if needed.
- sound system must also be arranged

Protocol:

If necessary, the prize giving ceremony starts with speeches as short as possible (avoid too many speakers).

Trophies are awarded in the following order:

- local trophies, for example trophies for local pilots (if necessary)
- female event trophies (3rd, 2nd then 1st)
- overall event trophies (3rd, 2nd then 1st)
- team event trophies (3rd, 2nd then 1st)

For the final event, this is followed by:

- best nation
- team trophies (3rd, 2nd then 1st)
- female trophies (3rd, 2nd then 1st)
- overall trophies (3rd, 2nd then 1st)

National anthems and flags should be avoided as the World Cup is a competition of individual pilots and not a national teams.

ANNEX to the PWCA ORGANIZER RULES

ANNEX 1 - ADVERTISING RIGHTS AND EQUIPMENT

The World Cup Committee reserves the following advertising rights :

- A1.1 Paragliding World Cup name, title and logo.
- A1.2 Identification on all vehicles used by the organizer of respective World Cup event.
- A1.3 Identification on all official printed matter, such as posters, pilot/results lists, press releases etc.
- A1.4 6 banners (up to 6m x 1m) at launch area and same number at landing field.
- A1.5 Four 6m x 1m banners with identification at entrance and exit of the town.
- A1.6 The official World Cup “back drop” (4m x 3m) that must be used as a price giving ceremony background.
- A1.7 10 flags for take off and the same number at the landing fields
- A1.8 10 small banners (up to 2m x 0.5m or 1m x 1m) for HQ
- A1.9 Party sponsoring, e.g. pilots’ evening, opening ceremony.
- A1.10 Prizes in the form of products.
- A1.11 Hospitality drives, e.g. guests cards, accreditation.
- A1.12 The producers interested in covering the PWCA event must always take in account the interest of the local organizer providing information for local news. In that sense all official press teams must provide, when requested, an info-pack of 4 photos, 15 min rushes, depending its specialty.
- A1.13 An area for the World Cup sponsors at the landing fields or in the HQ.

ANNEX 2 – PRESS ROOM

The media and press area, preferably a separated room, must be provided with :

Phone, Fax, Computer with Internet connection, TV set and Video, Bill board and Drinks.

The following files must be available :

- Previous year results.
- Pilots list.
- Information on the top 30 pilots when available.
- Competition Rules.
- Maps with Turn points, photos of the area.

- Competition Calendar.
- Information on the Region.
- PWCA info address, web sites etc...
- Sponsors information.

ANNEX 4 - ACCREDITATION

The organizer must appoint a Media Press officer with helpers to perform the following tasks:

- Accreditation under the supervision of the TA
- Positioning of the PWCA advertising equipment at the take off and landing
- Positioning of the Back drops for Podium and Interview place at the wish of the PWCA PR officer

All representatives of the press, radio and television, as well as photographers and independent production companies, have to accredit nearby the PR officer of the organizer to access and operate freely at the take off and landing sites. Any Local and National TV companies are welcome, Any TV or film producer for commercial purposes has to contract with PWCA before being allowed to operate, this contract must be signed with the World Cup Office prior the start of the event or with the PR Officer on site.

An accreditation card will be delivered, mentioning the names, first names, nationality, social reason of the company.

During the accreditation, an information form will resume the information above and will specify the use that will be made of the images, photograph or press articles ; this will allow at the end of the season to draw up a media statement of the World Cup and to manage a press listing.

These forms must be provided to the PR Officer.

ANNEX 5 – SAFETY, EMERGENCY, MEDICAL AND RESCUE ORGANIZATION

The doctor and the rescue services must remain on site during the whole competition, including the practice days.

The doctor and rescue services are to remain at the take off point until after the last pilot launch. During the task, the doctor and the rescue services should position at strategic points to enable quick intervention in case of an accident. They are to be at the landing field before the first arrivals.

The doctor and the rescue services are to remain in contact with the organization and the safety officer until stood down. They require a mobile phone and radio in order to monitor the organization and emergency frequencies.

Dedicated transport is to be at the disposal of the doctor.

The doctor is to carry a GPS and a map and understand how these are used, or be accompanied by a person who does know.

Before the first practice day, contact must be made with the local emergency services, as well as confirmation of the helicopter response time and establish the most suitable hospital able to accept severe traumatic injuries. Ensure that the rescue service is operational throughout the competition.

Helicopter equipment:

- Winch
- Spinal stretcher, for back injuries
- Medical monitoring equipment
- Oxygen
- Intravenous fluids
- Means of communication (radio, mobile phone)
- GPS and map

Ambulance equipment:

- First aid qualified personnel or firemen
- Spinal stretcher, for back injuries
- Medical monitoring equipment
- Oxygen
- Intravenous fluids
- Means of communication (radio, mobile phone)
- GPS and map

Doctor:

- First aid qualified and trained in emergency medicine, speaking English
- Hold first aid equipment for the treatment of severe trauma, including spinal injuries;
- Intravenous fluids
- Manual pulmonary ventilation
- Emergency drugs (analgesic and resuscitation)
- Dressings for minor wounds
- Splints for immobilisation
- GPS and map

- Means of communication (mobile phone, radio)

If the organizer fails to comply with the above rules, he will be subject to a financial penalty of 3000 euros.

ANNEX 6 – GPS TURNPOINTS

GPS turnpoints must use the following naming convention:

t n n a a a

where:

t = type of turnpoint (A for landing, B for turnpoint and D for takeoff)

nn = unique number of turnpoint (no A01 and B01 for example)

aaa = altitude in 10m steps

Example:

A01020 = turnpoint 01 which is a landing at 200m ASL.

B02212 = turnpoint 02 which is a turnpoint at 2120m ASL

Only WGS84 and UTM/UPS format must be used. This avoid many errors.

The list of turnpoints must not be published or printed before the event. It is also not recommended to give a printed list of turnpoint to the pilots as the only official list will come directly from the TA's computer during local registration.

Once the list of turnpoint is defined (at least one month before the event), a map of the area with each turnpoint number must be made.

The list of turnpoints and the previous map of the area that is planned to be provided to the pilot must be submitted to the World Cup office by email.