



**PARACHUTIST  
INFORMATION  
MANUAL**

**PART 4A**  
*COMPETITION MANUAL*

***Canadian National Parachuting  
Championships Hosting Manual***

OCTOBER 2023

Canadian Sport Parachuting Association  
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## **ACKNOWLEDGEMENTS**

The Competition Manual has been prepared by the CSPA Competition and National Teams Committee under the authority granted to it by the Board of Directors.

## LIST OF REVISIONS / CHANGES

<u>Date</u>	<u>Section</u>
October 2023	-Amendments to: <ul style="list-style-type: none"><li>-Officials Honorarium</li><li>-Competition Officials</li><li>-CSPA Financial Assistance</li><li>-Electronic Scoring Systems</li><li>-Competition Events Table</li><li>-Registration</li><li>-Presentation of Medals</li></ul>
March 2018	-Removal of Style Event -Amendments to Competition Event Table -Presentation of medals and clarifications
November 2016	Full Revision
May 2016	Full revision
December 2013	
April 2010	
Sept 2009	
May 2008	
March 2007	

## **INTRODUCTION**

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

Safety is of paramount importance in sport parachuting and CSPA's Basic Safety Rules and Technical Recommendations govern the conduct of the Nationals at all times, except as specifically stipulated by the Meet Safety Officer. Safety must never be compromised due to the pressures of weather, schedule, competitor and staff enthusiasm or spectator satisfaction.

## **CHAPTER 1 – HOSTING THE NATIONALS**

The Nationals are conducted by the Canadian Sport Parachuting Association. However, CSPA relies on interested persons to organize the Nationals and provide the facilities necessary to conduct a successful competition. This chapter will serve as a guide for any person or group wishing to submit an offer to host and organize the Nationals.

### **Submitting Bids to Host the Nationals and Bid Deadlines**

Bids to host the Nationals must be submitted to:

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

Email: [Office@cspa.ca](mailto:Office@cspa.ca) and [cntc@cspa.ca](mailto:cntc@cspa.ca)

Bids should be sent on/or before August 31 of the year prior to the Nationals (the closing date).

CSPA reserves the right to refuse any bid if it is determined that the bid does not meet minimum standards as set out in this manual.

The Competitions and National Teams Committee (CNTC) will rely on the written submission received on or before the closing date. Bids received must "speak for themselves" and no material submitted after the closing date will be considered. The CNTC may, however, ask for clarifications within the bids. All applications will be given equal consideration. *Applicants who deliver their bid via a BoD or CNTC Committee member are cautioned that it remains the responsibility of the applicant that their bid be received by CSPA HO or the CNTC Chair on or before the closing date.*

Note: In July 2017 the CNTC decided National bids excluding Canopy Piloting would be considered on the same footing as a bid including Canopy Piloting. Alternate arrangements will be made to conduct a Canopy Piloting Nationals or approve an alternate venue for Canadian Team selection.

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

1. First extended deadline November 30;
2. If no bids received by November 30, then the second extended deadline will be January 31;
3. If no bids are received by January 31, then the CNTC may recommend to the BoD that there not be a Nationals for the year in question. However, an alternate team selection process will need to be addressed and approved by the BoD.

### **How the Bids will be Assessed**

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

*Applicants are encouraged to seek the aid of experienced individuals in order to elevate the quality of their bid. Such aid might be obtained from previous hosts, meet directors, judges, BoD and/or CNTC members.*

The CNTC is mandated to make an objective analysis of the bids. The factors which will be considered are jump costs, registration fee, aircraft, dates, physical location and facilities, geographical location, when it was last held in the area, judging equipment, organizer's experience and unique qualities of the bid. The objective is to choose the best bid for the CSPA Registered Participants and the competitors.

The organizer will be chosen by the BoD, as soon as possible after the specified date, upon recommendation from the CNTC, who will review each bid received by the given date. Upon notifying the BoD of its recommendation, the CNTC will wait until the BoD has ratified a bid before notifying interested parties of its recommendation. The bid ratified by the BoD, in conjunction with this hosting manual and the Event Rules, will constitute an agreement between CSPA and the host concerning the organization and conduct of the Nationals. If a successful host has their bid ratified and is then bought out or merged into a different entity, then CSPA shall demand from the new entity, a letter of agreement in the terms of the original bid prior to accepting the new entity as the host.

### **Details of Bids**

Bids must address the following events:

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

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

Applicants should provide in their bids, specific information and descriptions on the following items in paragraphs 1 to 22:

- 1) **Proposed Dates:** usually between the middle of July and the end of the third week of August. Proposed dates should be discussed with the CNTC. Dates should be chosen to not coincide with World Cups or other significant international competitions where National class athletes may be expected to perform. The competition will run eight (8) days, including a day for judges' conference. The length of the meet and specific dates of the competition must be clearly stated in the bid. A schedule of start days for each event is required. Although start dates are mandatory, there are no mandatory end dates for events but it is expected that no event will run longer than five days.
- 2) **Fees:** state the amount of registration and event entry fees. Event entry fees shall be stated on an individual jump basis and include specific jump costs for each event including type of aircraft and exit altitudes. Registration and event entry fees once quoted in the bid, are fixed. Event entry fees may be changed only due to increases in aircraft fuel, no later than 60 days before commencement of the competition. The following condition must be met: the bid contains a statement that clearly states the intent to increase entry fees due to unforeseen increases in fuel costs.

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

- a) The actual amount of the proposed increase in entry fees is no greater than that required to offset the increase in fuel costs;
- b) Prior to instituting any increase in fees, fuel cost documentation is provided to CSPA that justifies an increase in fees and permission for the increase is obtained from CSPA;
- c) Once permission for a fee increase has been obtained and at least 60 days before the commencement of the competition, the host makes every effort to inform the Registered Participants of the fee increase. Assistance from CSPA HO in the form of an overall email to Registered Participants should be an option or posting of the notice on the CSPA website.

Registration and entry fees will be set, collected and administered by the Host. Judges on the competition staff will not be charged the registration fee. If there are judges who are permitted to enter the Team Accuracy event, they will not be required to pay the registration fee.

- 3) **Weather:** a brief comment on the local conditions and altitude (ASL) of the dropzone;
- 4) **Facilities:** (physical location): a description of buildings, hangars, runways, swoop pond, packing area, offices, tables and chairs, manifest area;
- 5) **Competitor Accommodation:** a description of competitor camping and shower facilities, toilets, local hotels and motels with approximate costs;
- 6) **Food:** availability of drinking water, snack bars, local restaurants;
- 7) **Banquet facilities:** capacity and costs of appropriate halls or restaurants (on-site dropzone banquets are permissible);
- 8) **Rigging:** a description of rigging facilities or plans for rigging support;
- 9) **First Aid:** information on first aid services, ambulance availability, local hospitals;

- 10) Practice Jumps:** whether the site will be available for practice jumping and the dates of same;
- 11) ATC:** air traffic restrictions and clearances;
- 12) Student Activity:** A written commitment ensuring that the running of the Competition events will have priority over student activity.
- 13) Boogie:** a brief description of fun jumping activities (i.e. boogie, if any) during the Nationals, any proposed events and unique activities and appropriate pre-planning to ensure such activities will complement or not interfere with the running of the Competition events.
- 14) Affiliation Control:** a written undertaking to ensure that all entrants to the Nationals possess a current CSPA affiliation or FAI membership and such undertaking to include assurances that if new or renewed CSPA affiliations are processed, CSPA will be notified on a daily basis of such affiliations and the applications and fees will be sent to CSPA HO as soon as possible and no later than 24 hours after processing. Whenever possible, all new and renewal affiliations will be done immediately online on the CSPA website.

Applicants should provide in their bids, specific plans for the provision of the following items in paragraphs 15 to 17. Documentation of plans for the provision of these items would be best presented by inclusion of proof of contract between the applicant and the suppliers of these items. Where the applicant is already in possession of any of these items, a description of these and a clear statement confirming ownership is required.

- 15) Aircraft:** type and availability including backups for all events. The host will provide or arrange for sufficient aircraft to complete all events on schedule. Aircraft type and availability will be assessed for their merits in providing the optimum performance and judging conditions for each discipline. Potential hosts are reminded that the use of turbine aircraft for the running of the Accuracy and Canopy Piloting events will most likely incur considerable cost to the host and the choice by the host to use said aircraft, will have no bearing on the conduct of those disciplines which have specified exit requirements in the Rules.
- 16) Judging room:** Arrangements for an air conditioned, private judging room with individual seating and judging stations as described in Chapter 4. The judging room must be set up with all required judging equipment available the evening of the judges' arrival day.
- 17) Judging equipment:** as specified in Chapter 4. Be specific and provide information on the provision and the description of each of the equipment items specified in Chapter 4.
- 18) The following competition and competitor support equipment:**
- a) Ground-to-air radios (at least two);
  - b) Ground to ground radios (at least four);
  - c) Registration forms;
  - d) Manifest sheets;
  - e) Velcro numbers for Accuracy and CP (CSPA can provide these upon request); slate cards for FS/VFS, CF and Freefly are optional;
  - f) Scoreboard area: may be actual scoreboards or a prepared area suitably labeled and large enough in size whereupon master score sheets can be stapled to report the results;
  - g) Wind drift indicators;
  - h) Shade tents (optional, depending on existing facilities);
  - i) Toilets; and
  - j) The equipment listed in Chapter 4.



**19) Officials accommodation:** a brief description of plans for official(s) accommodation, including location and type of accommodation, based on double occupancy. Where the intended accommodation is other than hotel or motel type accommodation, a complete description regarding number of beds, number of rooms, number of washrooms, size and type of buildings, distance to dropzone and any other information must be included so that the reader is completely clear about the nature of this accommodation. Accommodations for the Judges and Meet Director and technical support personnel must commence the day/evening of their arrival through to and including the evening before the return travel day. Accommodation costs (if any) of other competition staff and volunteers (listed in Chapter 3) are also the responsibility of the organizers.

**20) Officials honorarium:** a commitment to pay a daily per diem (at the current CSPA rate) to each Judge for up to eight days of the competition week. The organizers arrangement for compensation to the Meet Director is negotiable between the two parties.

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

- a) Travel costs from their home to the appropriate airport nearest the competition site using economy/excursion airfare;
- b) Local airport pickup and transportation to the competition site (hosts are advised that the most economical approach to transportation costs is for them to provide transportation for the judges from the airport to the dropzone and back again. Failure to do so may mean judges will be forced to rent a vehicle at considerable cost to the host);
- c) A vehicle(s) dedicated for the use of the judges for transportation between accommodation and the competition site, moving of equipment and for miscellaneous errands;
- d) Where officials choose to travel by motor vehicle, their travel costs shall be calculated as follows:
  - i. mileage will be paid at the current CSPA rate;
  - ii. the maximum mileage paid will be limited to the price of an economy/excursion airfare ticket;
  - iii. only one travel expense claim may be claimed per vehicle regardless of the number of officials traveling in the vehicle;
  - iv. the type of vehicle (i.e. the number of wheels) has no bearing on the amount paid;
- e) Travel costs, if any, of other competition staff and volunteers (listed in Chapter 3) are also the responsibility of the Organizers.

**22) All potential hosts should include in their bid, the following written commitments that they:**

- a) Agree to and it is their intention to provide the equipment and undertake the responsibilities as set out in this manual (CSPA competition manual, PIM4A Chapters 1 to 4); and
- b) Agree to acknowledge the support of CSPA, to provide a description of the Association and use the CSPA logo in any promotional material or posters that may be produced.

## **Competition Officials**

Potential hosts should include in their bid their choice for Meet Director and include a brief summary of said persons experience and qualifications to enable the CNTC to evaluate said person.

The CNTC will coordinate the choice of Meet Director with the Organizers. The Judging Committee will coordinate the choice of Chief Judge with the Organizers. The BoD will ratify the recommendations. The Chief Judge will be responsible for selecting the judging team. The organizer shall be responsible for the financial support of the judging team as chosen by the Chief Judge as outlined in paragraph 19, 20 and 21 above. The organizer's financial responsibility shall be limited to ten judges, including Chief Judge, Chief of Training Judges, Event and Principal Judges. The organizer shall not have any authority to mandate that a lesser number of Judges than ten be used. Ten Judges is the minimum number of Judges required to judge a multi-discipline Nationals.

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

The organizer will be responsible for the selection of other competition personnel. Organizers are responsible for providing at least **two full-time assistants** to act as recorders, runners and general assistants to the judging staff thus allowing the judges to concentrate on judging duties.

## **Competition Completion**

Factors such as the size of the competition, the weather and other unforeseen circumstances may leave the officials with no option but to exercise the rule to limit the number of rounds or institute cuts in order to complete events by the established end time of the Nationals.

## **CSPA Financial Assistance**

CSPA provides financial assistance specifically towards the travel costs of officials. However, such financial assistance is determined on a year-to-year basis. Potential hosts should check with CSPA or the CNTC to confirm the current level of financial support in order to avoid unworkable demands being stated in their bid. Other relevant factors are:

- 1) Organizers shall be responsible for Judge and Meet Director expenses over and above any financial assistance provided by CSPA as outlined in "Details of Bids", 19, 20 and 21 above.
- 2) Any travel expense provided by CSPA will be paid directly to the relevant officials and not to the organizers. Reimbursement for other approved expenses will be paid directly to the organizer or his designate as approved by the Chair of the CNTC. The Chair of the CNTC will approve the per diems when paid directly to the judges by CSPA. The Chair of the Judges' Committee will approve travel expenses related to judges. Expense claims must be submitted to CSPA office via the responsible Chair.
- 3) Organizers shall be responsible for the expenses of a maximum of ten (10) Judges including Chief, Chief of Training, Event and Principle Judges. Organizers shall also be responsible for the expenses of the Meet Director, a CP Course Director and Technical Support persons for the InTime electronic scoring system, the electronic scoring system specific to the Wingsuit event, and/or the operator of the video recording system for Accuracy Landing. Any of these people may be on the judging staff as well, except the Meet Director.

- 4) The CSPA financial assistance shall go, first, towards covering the travel expenses of the officials from home to the competition site and home again. If the total travel expenses of these officials are less than the maximum amount of assistance available, the unused portion may be applied towards officials' accommodation, daily per diem expenses or the associated expenses of the InTime System or other required electronic scoring systems. This request must be approved by the Chair of the CNTC and the BoD.
- 5) The Chief Judge may assemble a larger team of judges than specified above. However, all expenses of the extra judges including travel, accommodation, per diem, and other expenses shall **not** be the responsibility of the organizer or the CSPA. Extra judges shall cover their own expenses.

### **Materials Supplied by CSPA**

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

### **Electronic Scoring Systems**

CSPA will provide, at the request of the organizer, the electronic scoring system 'In-Time' for use in freefall disciplines, Canopy Piloting and Accuracy Landing at the Nationals. Costs of using the system (including transporting the system and approved Technical Support person (as well as accommodation and per diem costs) are the responsibility of the organizer. For information regarding availability, cost and requirements of using the 'In-Time', the organizer must contact CSPA HO in ample time to ensure the system and operator is available.

It is also highly recommended to have a volunteer media download person located outside, but near to, the judging room to receive recorded material from freefall cameramen.

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

## CHAPTER 2 – ORGANIZATION OF THE NATIONALS

The Nationals will run for eight (8) days. Early starts are mandatory for a successful competition and will often compensate for delays caused by adverse weather. Steady and uninterrupted jumping should be maintained throughout the day, and may continue as long as there is, in the opinion of the Chief Judge, adequate light for judging.

### Competition Events

The conduct and procedures of all events will follow the rules set out in PIM4B *Competition Rules*. The number of jumps scheduled, minimum rounds, and jump altitude for each event is as follows:

Event	Scheduled Rounds	Minimum Rounds for a Complete Event	Altitude feet/metres
Landing Accuracy	10 (in total)	5	
• Round 1-9 (4 per pass)	9		4000ft / 1210m
• Round 10 (2 per pass)	1		2800ft / 1050m
Team Accuracy (4 per pass)	8	5	4000ft / 1210m
Canopy Piloting (Open, Int.)	9 (3 of each event)	3 (1 of each event)	5000ft / 1500m
4-way FS (Open, Snr., Int., Jr.)	10	3	10500ft / 3150m
4-way VFS	10	3	13000ft / 3960m
8-way FS	6	2	13000ft / 3960m
2-way CF (Sequential)	8	2	8,000ft / 2450m
4-way CF (Rotation)	8	2	9000ft / 2800m
4-way CF (Sequential)	8	2	10000ft / 3050m
Artistic (Open, Int.)	6	2	13000ft / 3960m
Wingsuit Performance	9 (3 of each task)	3 (1 of each task)	Maximum exit altitude: 11000 / 3353m Minimum exit altitude 10500 / 3200m
Wingsuit Acrobatic	6	2	Maximum exit altitude 12500ft / 3810m Minimum exit altitude 12000ft / 3658m
<b>Optional</b>			
Sport Accuracy	3	2	3500ft / 1050m
10-way FS Speed	4	2	11000ft / 3300m

For further details, see PIM4B *Competition Rules – General Section* and/or the discipline specific sections.

Rules during the competition will be the rules in effect at the time of the competition. Any changes in the rules, from the time the bid was approved, which affect number of rounds or prescribed altitude of an event may require a change in costs to the competitor. The CNTC will make the final decision in consultation with the host.

### **Registration, Opening Ceremonies and Meet Commencement**

Online pre-registration is strongly encouraged and should be operational at least one month prior to the start of the Nationals. Registration will also be available on site, at previously advertised times, at least two days before the competition starts. Registration will close during the opening ceremonies and will re-open at the end of the opening ceremonies. Competitors may register in any event up until the first 30-minute call of that event.

The opening ceremonies shall take place as advertised; normally on the day of, or the evening before the first competition jumps to facilitate an early start in the morning. Commencement of competitor briefings will take place after the opening ceremonies. The Chief Judge will require time to conduct a judges' conference and to confirm that judging and scoring equipment is operational. Judges will be required to arrive no later than the evening before the start of the judges' conference.

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

Reference should be made to the PIM 4B *Competition Rules* for further information on registration, opening ceremonies, meet commencement and late registration. Official registration is comprised of the requirements outlined in PIM 4B 4.2, 4.3, and 4.4.

### **Priority of Events**

The Meet Director, in consultation with the Chief Judge, will determine the order of the events with reference to the mandatory start dates for canopy and freefall events. The Nationals is primarily a selection event for the Canadian Team(s), however, non-selection events with a large number of registered participants, should be considered.

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

### **Travel Day**

Competition jumping will end at the close of jumping on the last advertised competition day. The day after is a travel day for officials and no competition will take place on that day.

### **Meet Organizers Task Check List**

#### **Introduction**

The following is a listing of items and tasks associated with the running of a Nationals. The delegation of the various issues is a responsibility of the host, which must be based on the skill and experience of the staff and the resources available. Bearing the overall responsibility of running a smooth meet, the host in delegating, must clearly communicate each task and its objective and follow-up each task to make sure it is satisfactorily

completed on time. Timing is important. Some tasks take little time to accomplish while others must be started well ahead of time. The list is general and additions and deletions must be made according to the specific circumstances.

1) **Staff:** Identify competition officials and other personnel and confirm their availability for the specific dates by mail or email. Identify back-up personnel and confirm their availability for the specific tasks and dates. Communicate the tasks, resources, and deadlines to the appropriate volunteers. Publish personnel list well ahead of the meet in CanPara and/or other advertising on the CSPA website.

2) **Site – Competition**

- Obtain Department of Transport clearance (if required)
- File a NOTAM with FSS;
- Advise flying clubs and nearby flying operators of the dates of high intensity activities;
- Coordinate activities with other users of the airport;
- Notify neighbours close to the field of the upcoming activity;
- Notify local police of the upcoming activity;
- Arrange for improvement of the airfield as required;
- Prepare and install scoreboards (bulletin board sufficient);
- Obtain tables and chairs (manifest, judges, registration, etc);
- Erect shade tents;
- In consultation with the Meet Director, address the issue of air to air videographers and the availability of videographers for teams arriving without their own videographers. Provide video operators for the CP events.
- Have, controlled by the manifest, a pickup truck for competitor retrieval;
- Establish a medical evacuation procedure and ambulance service;
- Ensure drinking water is readily accessible;
- Ensure snack bar is accessible and open during hours of operation;
- Ensure on site vending machines are serviced frequently;
- Arrange for grass to be cut in the packing area;
- Distribute garbage cans and arrange for daily pick-up;
- Erect direction signs as required along access routes (obtain appropriate permission);
- Erect signs to identify emergency routes and keep these clear during hours of operation;
- Arrange for dust control for access road;
- Arrange adequate toilet facilities and services (paper, cleaning, etc).

3) **Judging Equipment:** The organizer will arrange for judging equipment as specified in Chapter 4.

4) **Meet Director's Requirements:** in addition to the above, the organizer must arrange for the following competition related equipment in accordance with the requirements of the Meet Director:

- a) Ground to ground radios (4) for communication between manifest, judges and aircraft loader;
- b) Prepare a map of the site and obtain an aerial photograph;
- c) On the map identify and mark the following:
  - i. aircraft boarding areas;
  - ii. aircraft parking areas;
  - iii. refueling areas;
  - iv. packing areas;
  - v. spectator areas;
  - vi. acceptable and unacceptable landing areas;

- d) Shipment of trophies to and from the site and ensure arrangements have been made with CSPA HO for the shipment of an adequate number of medals.

#### **5) Site – Competitors Accommodation (Camping)**

- Mark camping area (map/signs);
- Arrange for grass to be cut;
- Arrange for regular garbage pick-up;
- Patrol campsite daily to identify health hazards (toilets, improve garbage disposal, etc.) and take appropriate action;
- Arrange for toilets and daily servicing;
- Arrange for showers and daily servicing;
- Arrange drinking water source and inspect daily for cleanliness, quantity, etc. Take appropriate action;
- Assure accessibility of a pay phone (24 hours -- every day) with posted emergency numbers;
- Establish guidelines for campfires in regards to fire safety;
- Prepare and distribute information on:
  - Local store hours;
  - List and store hours of local convenience stores;
  - List and store hours of local drug stores;
  - Hospital and emergency medical services;
  - Restaurants;
  - List of nearby banking services;
  - Laundry facilities.

#### **6) Site – Transportation**

Provide information on transportation assistance.

- International airport to and from competition site;
- Bus/rail terminals to and from competition site;
- Transportation to and from town/hotels.

#### **7) Staff Accommodation and Feeding**

- Identify needs (numbers and exact dates);
- Book lodgings as required;
- Identify restaurants (make arrangements) where breakfast can be obtained as early as required, (e.g. 0500 hrs) and dinners as late as 2200 hrs;

#### **8) Public Relations - Publication**

- Advertise in CanPara;
- Prepare a pre-meet press release;
- Inform local press;
- Inform local tourist information sources (12 months in advance);
- Distribute posters in the local area;
- Give visiting press the VIP treatment;
- If possible, submit daily reports of competition and meet activity to the CSPA for publication on the CSPA website or its social media, as appropriate.

## 9) Aircraft and Related Support Systems

- Arrange for aircraft and pilots;
- Arrange for back-up aircraft and pilots;
- Appoint Chief Pilot and inform responsibilities as follows:
  - Establish aircraft roster;
  - Establish pilot roster;
  - Ensure airworthiness (keep records);
  - Ensure insurance validity;
  - Conduct initial and daily briefings;
  - Establish flight patterns;
  - Establish radio procedures;
  - Calculate and ensure adequate supply of fuel;
  - Monitor flight times;
  - Coordinate flight operations with Manifest and Meet Director;
  - Arrange for firefighting equipment to be available around hangars and refueling areas;
  - Supervise refueling procedures;
  - Arrange for appropriate emergency equipment to be available;
  - Arrange for contingencies in case of pilot sickness, aircraft break-down, fuel pump break-down;
  - Have access to appropriate documents for DOT inspection.

## 10) Manifest and Aircraft Loading

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

Announcements should be in both official languages wherever possible.

In the event there is a boogie or fun jumping taking place at the same time as the competition events, serious consideration should be given to having separate manifestors for the competition and boogie/fun jumpers. For example, if, a smaller plane is being used for any event; one manifestor overseeing and controlling the manifest of the competition plane and a second manifestor overseeing the fun jumps out of a large aircraft. The two manifestors would therefore be sharing the workload and would coordinate their activities to keep airtime to a minimum.

- b) **Appoint Aircraft Loader** and inform responsibilities as follows:
  - i. Supervise aircraft loading;
  - ii. Check off names on load sheet;



iii. Check gear tag, helmet, shoes, altimetre, etc.

## 11) Judging

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

- a) Review preparations to provide the judging equipment (see the list in this chapter and Appendix I) with the Chief Judge and clarify any questions. Also, review preparations with CSPA HO regarding the InTime system;
- b) Review set-up and organization of the judge's room with the Chief Judge to ensure it will be adequate;
- c) Review with the Chief Judge, the list of judges attending to ensure adequate plans are in place for accommodation, airport pickup and local travel;
- d) Judges normally have a conference to discuss any rule changes, interpretations, judging methods and operation of the judging team. This normally takes place on the day prior to the first day of competition jumping. Therefore, the judging room and judging equipment need to be available the day before the advertised day of the conference.
- e) Review with the Chief Judge, his/her requirements for volunteers in support of the judges. The provision of volunteers for the duration of the competition who will act as assistants to the judging team is essential to the overall effectiveness and efficiency of judging the competition;
- f) Setup and test FS/AE/Wingsuit downloading and dubbing, and judging room judging systems (including the InTime system, monitors, playback and true half speed mode). Ensure Accuracy Landing, Canopy Piloting, Wingsuit electronic scoring equipment, anemometer and any other electronic judging and scoring systems are in place and functional.
- g) Judges will expect to be paid their daily per diem for the duration of the competition (\$60.00 per day – subject to change) prior to the start of the Nationals.
- h) Review the travel budgets for the judges with the Chief Judge and make arrangements for direct payment of these expenses to the judges if the costs exceed the allotted financial assistance provided by CSPA.
- i) Review/confirm and pay agreed expenses for supporting officials ie: Technical Course Director (TCD), Scoring System Operators (SSO's), etc.

## 12) Practice Week

- Arrange for appropriate personnel;
- Arrange for documents, and equipment check;
- Establish manifesting procedure;
- Establish system for payment for jumps;
- Supervise or appoint supervisor.

### **13) Event – Registration**

- In the event of competitors arriving without their CSPA affiliation cards, use the CSPA online portal to verify affiliations;
- Secure tables, chairs, location;
- Coordinate specific requirements with CSPA HO
- Identify personnel: rigger, assistants, cashier;
- Prepare and post signs;
- Arrange for registration of non-competitor jumpers who wish to fill loads etc.;
- Prepare and distribute information packages;
- Ensure service in both languages is available.

### **14) Opening Ceremonies**

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

### **15) Event – Competition**

- Cooperate with the Meet Director, Chief Judge and judging staff.
- Obtain sunrise/sunset hours;
- Determine hours of operation and conduct the meet according to the published hours;
- Determine sequence of events in cooperation with the Meet Director, judges and competitors;
- Announce events, standbys, and stand-downs;
- Keep track of meet progress and make adjustments as necessary in cooperation with appropriate officials and competitors;
- Have rules at hand;
- Identify jury members.

### **16) Boogie/Fun Jumps/Special Events**

- It is not advisable to host a “boogie” along with the Nationals, however:
- If there is a concurrent boogie or special jumps planned, the Meet Director and Chief Judge must be informed in advance to ensure proper coordination and attention to potential problems (if any).
- Take steps to ensure that fun jumpers or "boogie" participants are informed of alternate or assigned landing areas. The competitors must not be interfered with while performing. Particular care must be taken to ensure that:
  - Fun jumpers and boogie participants are flying and landing well away from the accuracy area during accuracy competition;

- Pilots are flying their aircraft with adjusted jump runs so as not to interfere with competition aircraft and performing teams in freefall and are still allowing for jumpers to achieve a safe landing area.
- Have in place a briefing system that informs fun jumpers and boogie participants of the appropriate behavior and respect to be shown to the competitors and is a system that will be ongoing throughout the competition week for jumpers arriving after the initial briefings.

### **17) Closing Ceremonies**

- Determine the program (for proposed program see Appendix III);
- Note that medals will be awarded at the conclusion of each event at the end of the day jumping. Medals may be awarded if any event(s) finishes at the end of day on the same day as the closing ceremony;
- Obtain a list of winners and recipients of prizes and awards;
- Double check the list for inaccuracies and omissions;
- Identify Master of Ceremonies and assist as required, (bilingual);
- Arrange for photographer for CanPara and media coverage.
- Photograph winners for CanPara.

### **18) Banquet**

- Determine the approximate number of attendants well in advance;
- Book facilities well in advance if not on dropzone;
- Set price for meal in writing;
- Make final confirmation (usually 24 hours prior) with organizer;
- Arrange procedure for selling tickets;
- Obtain non-copyable tickets (name and number) for competitors and non-competitors;
- Have a list of ticket holders available at the banquet;
- Arrange door personnel for the banquet hall including back doors and emergency exits.
- Arrange for display of trophies (separate table);
- Arrange for any special seating/table requirements (if desired) for officials, owners, etc.

### **19) Post Nationals ‘Mop-up’**

- Arrange for return, in good order, borrowed, leased, and CSPA owned equipment;
- Arrange for site clean-up;
- Arrange for repair or compensation for equipment that was damaged or disappeared while the Organizer was responsible for it;
- Follow-up payment of bills;
- Arrange for letters of thanks, especially to donated services, volunteers and goods. Keep a list of names and addresses;
- Prepare one report for the CNTC and the Judging Committee;
- Arrange for an article, pictures and scores to CanPara,
- Arrange with IT for scores to be published on the CSPA web site.
- Supply CSPA office with a comprehensive list of all entrants, their contact information, team names, CSPA numbers, etc.

## **CHAPTER 3 – COMPETITION OFFICIALS**

The competition staff is selected by the Organizer and/or the Chief Judge. The Meet Director may be chosen by the organizer and approved by the CNTC. The Chief Judge is chosen by the Judging Committee. Both positions are ratified by the BoD, at their earliest convenience, preferably by the CSPA AGM at the beginning of the year in which the Nationals take place. Occasionally, it may be necessary for one person to take on two jobs; in which case duties and considerations of safety must always take precedence over other duties. The Meet Director may participate in a non-selection event as long as selection events are complete or on stand down due to weather. The Chief Judge may not be a competitor.

### **Meet Director**

The Meet Director, in conjunction with the Chief Judge, is responsible for the conduct and running of the competition and decides the schedule of events and number of rounds to be run in any event. The Meet Director works closely with all competition officials and staff and must be aware of the progress and status of the competition at all times in order to ensure the smooth running of the meet. Some of the Meet Director's duties are as follows:

- a) Monitor the organizer's preparations in the months leading up to the meet;
- b) Make a pre-meet statement and conduct a pre-meet briefing to include the drawing of manifest numbers at the appropriate times;
- c) In coordination with the Chief Judge, set the competition event timetable on a daily basis taking into account the progression of the competition, team selection priorities and current and forecasted weather patterns;
- d) Monitor the manifesting of competitors and the pace of the aircraft drops, paying particular attention to aircraft take-off times, time spent at altitude in orbit and overall flight times in order to maximize efficiency and keep costs to a minimum;
- e) Conduct an inspection of aircraft with the safety officer and arrange for a pilots briefing to cover safety, flight patterns, communications, competitor concerns and behavior, manifest and judging requirements;
- f) Stay in radio or personal communication with the judges, manifest and other officials;
- g) Be prepared to make decisions at various times throughout the course of the competition in conjunction with other competition personnel and in accordance with and as mandated by the rules.
- h) Monitor competition activities and at the closing ceremonies, award: (when available)
  - i. Certificate of Appreciation to outstanding volunteer efforts; and
  - ii. Sportsmanship Award Certificates to the competitor(s) who have displayed exemplary sportsmanship.

- i) Provide wind drifts and wind test jumpers for the accuracy event and a DZ map to show the competitors where the wind drifts landed.
- j) At the end of the competition, submit a brief report to the CNTC and Judging Committee Chairs and the CSPA President, summarizing the event and making recommendations, if any. This report may be copied to the CNTC and Judging Committee members at the discretion of the respective Chairs.

### **Chief Judge**

The Chief Judge is responsible for all matters pertaining to judging and the determination of results. See Chapter 4 for details.

### **Safety Officer**

The Meet Safety Officer is responsible for:

- a) The inspection of equipment at the beginning of the competition;
- b) Conducting a pre-meet safety briefing; and
- c) For the maintenance of safety standards throughout the competition. This will include monitoring of winds and ensuring competitor safety and after consultation with the Meet Director and Chief Judge, stopping jumping as necessary.

### **Manifest**

The Manifest ensures that competitors are efficiently organized into aircraft loads and keeps competitors advised of their manifest and boarding status. In the event there is a boogie or considerable recreational jumping activity taking place at the same time as the competition, there must be sufficient manifest personnel to handle the workload. Competition rules have specific requirements for manifest calls.

### **Chief Pilot**

The Chief Pilot is responsible for ensuring the efficient operation of all aircraft. He/she sets a work schedule for all pilots and works closely with the Chief Judge to ensure that jump runs and intervals between jump runs are conducive to fair judging.

### **Recording Media Personnel**

The recording media personnel include both air to air and ground to air camera people (videographers) and their assistants. They work under the supervision of the Chief Judge and Meet Director and are a necessary integral part of the judging process. The FS, CF and Wingsuit Acrobatic events utilize camera flyers jumping with each individual team. The rules state that FS teams register team members plus a videographer. To encourage FS teams without their own camera flyer to register and compete, hosts should consider inviting camera flyers to be available on site upon the team's arrival. The effort made by the organizer to encourage camera flyers to be available for teams arriving without their own camera flyers and the marketing of those efforts by the organizer will help boost registration in the FS events. Recording media personnel are also required for the CP event.

Recording media personnel are as follows:

- a) FS, CF, Freefly and Wingsuit air to air team camera flyers;
- b) Downloading and dubbing assistants, and
- c) Camera operators for the CP event
- d) Operator for the In-Time system and operator for the Wingsuit Scoring system

## **Aircraft Loaders**

The aircraft loaders direct competitors to their correct aircraft. Aircraft loaders should be aware of exit points, landing areas and exit order. They should be in communication with the Manifest and Meet Director.

## **Jury Members**

The organizers will arrange to have 3 jury members available as needed by the Meet Director.

## **Other Personnel**

The following positions should also be designated:

- Public Relations Officer, (preferably bilingual);
- Assistants in Manifest;
- Fuel handlers;
- Pilots;
- Radio Operators;
- Recorders and Scorers; and
- General Assistants as required from time to time and situation to situation.

## **Competition and National Teams Committee**

The CNTC oversees the selection process for the Nationals and monitors the Nationals through to its completion.

In the months leading up to the Nationals the Chair shall:

- 1) Communicate with the Meet Director and the Chief Judge to monitor preparations and offer assistance as appropriate with regard to matters concerning competition preparation, equipment requirements, the Judges roster, travel costs, CSPA financial assistance and to be aware of relevant communication between the host/organizer and these officials.
- 2) Ensure that CSPA HO sends the appropriate number of medals to the Nationals site to the attention of the Chief Judge (approximately 100+ medals each of gold, silver and bronze are required for a Nationals with all events fully registered).

After completion of the competition, the Chair shall:

- 1) Review with CSPA HO, the Judging Committee Chair, and the Meet Director the total monies paid out by CSPA with respect to the CSPA Nationals Subsidy budget. For more information, see CSPA Financial Assistance in Chapter 1.
- 2) Collect reports from the Meet Director and the Chief Judge and accept input from other related sources for discussion within the CNTC with a view to considering proposed rules changes and updating the hosting manual.
- 3) Collect registration lists, score sheets and lists of placings in all events from the Chief Judge/Organizers.
- 4) Arrange and liaise for posting of scores to the CSPA website and with the editor of CanPara regarding publication of results, stories and pictures related to the Nationals.

## **CHAPTER 4 – JUDGES, FACILITIES/JUDGING EQUIPMENT**

### **Chief Judge**

The Chief Judge is responsible for all matters pertaining to judging and the determination of results. In all matters pertaining to the actual competition, the Chief Judge, after consultation with the Meet Director, makes the final decision.

The Chief Judge shall:

- 1) Select a judging team.
- 2) Communicate with the Judging Committee regarding preparations with respect to the Judging team, travel and accommodation preparations and costs, CSPA financial assistance and judging equipment.
- 3) Prepare a pre-meet budget of the judges' travel keeping in mind that the Meet Director is also an official covered by allotted financial assistance from CSPA and advise the Organizer and the CNTC Chair of the expected costs six weeks prior to the start of the competition.
- 4) Advise the Organizer if there are any preparations necessary for the conduct of a Judges' Training Clinic and/or a National Judges Training Program.
- 5) Provide the CNTC Chair and CSPA HO a complete copy of all score sheets for all events and competitors, including full names of all individuals, team members, alternates and videographers.
- 6) At the end of the competition, submit a brief report to the CNTC and Judging Committee Chairs, and the CSPA President; summarizing the event and making recommendations, if any. This report may be copied to the CNTC and Judging Committee members at the discretion of the respective Chairs.
- 7) Ensure the return of any excess medals not awarded to competitors to CSPA HO

### **JUDGING ROOM FACILITIES**

The following is a list of equipment to be supplied/installed by the Organizer:

#### **Video Judging Room**

A private, secure, air-conditioned room large enough to comfortably accommodate five principal judges at their judging work stations, one event judge, one recording media operator and a training judge. The room should be large enough that the judges are a minimum of 6 feet away from the television.

This room should contain the following:

- a) 5-6 rectangular tables (3-4 for judging panel, 1 for EJ and playback system and 1 for TV, if not wall mounted)
- b) 6 comfortable chairs
- c) One 42" High Definition Television
- d) Adequate, uninterrupted electrical supply and suitable extension cords/power bars to accommodate six computers, the television, and the InTime system.
- e) One large whiteboard.
- f) Computer, printer and software (MS Word and Excel) for tabulation and scoring;
- g) USB Flashdrives and computer for playback if In-Time system is not being used;
- h) Letter-sized (A4) copy paper,

- i) Access to a good quality photocopier;
- j) File folders
- k) Stationery items: pens, stapler, scissors, whiteboard markers, masking tape, duct tape;
- l) Marking pens - 6 (at least 2 black), clipboards (10), staplers (2).

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

**CJ/Equipment/Prep Room Area**

If possible, a secondary room/space should be available to comfortably accommodate the CJ desk, paperwork storage, equipment storage, and EJ event preparation. It should be large enough to also accommodate judges' seating and storage of judges' personal items.

- a) 4-5 rectangular tables (1 for CJ, 1 for paperwork and stationery storage, 2 or 3 for equipment storage i.e. radio charging areas, Wingsuit event work area, clipboards storage for accuracy and CP events, etc).
- b) 3-4 chairs
- c) Assorted supplies. Coffee maker, tea kettle (optional)
- d) Bottled or a supply of potable water.

**Dubbing Station**

The dubbing station should be located in a sheltered area, easily accessible for both competitors and judging staff.

This area should contain the following:

- a) Small monitor for viewing jumps.
- b) Chalkboard or dry ink slate with chalk or marking pens, or pre-printed 'slate sheets'
- c) Large table and chairs
- d) Uninterrupted power source and extension cords.

**Competitor Viewing Area**

Make arrangements for a cable feed from the judge's DVD/monitor to an outside monitor in an area where competitors and the public can watch the jumps as they are judged.

**Accuracy Target**

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

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

- b) Automatic Measuring Device with 2cm dead centre and at least one backup pad. Where a 2cm pad is not available, a 3cm pad may be used.



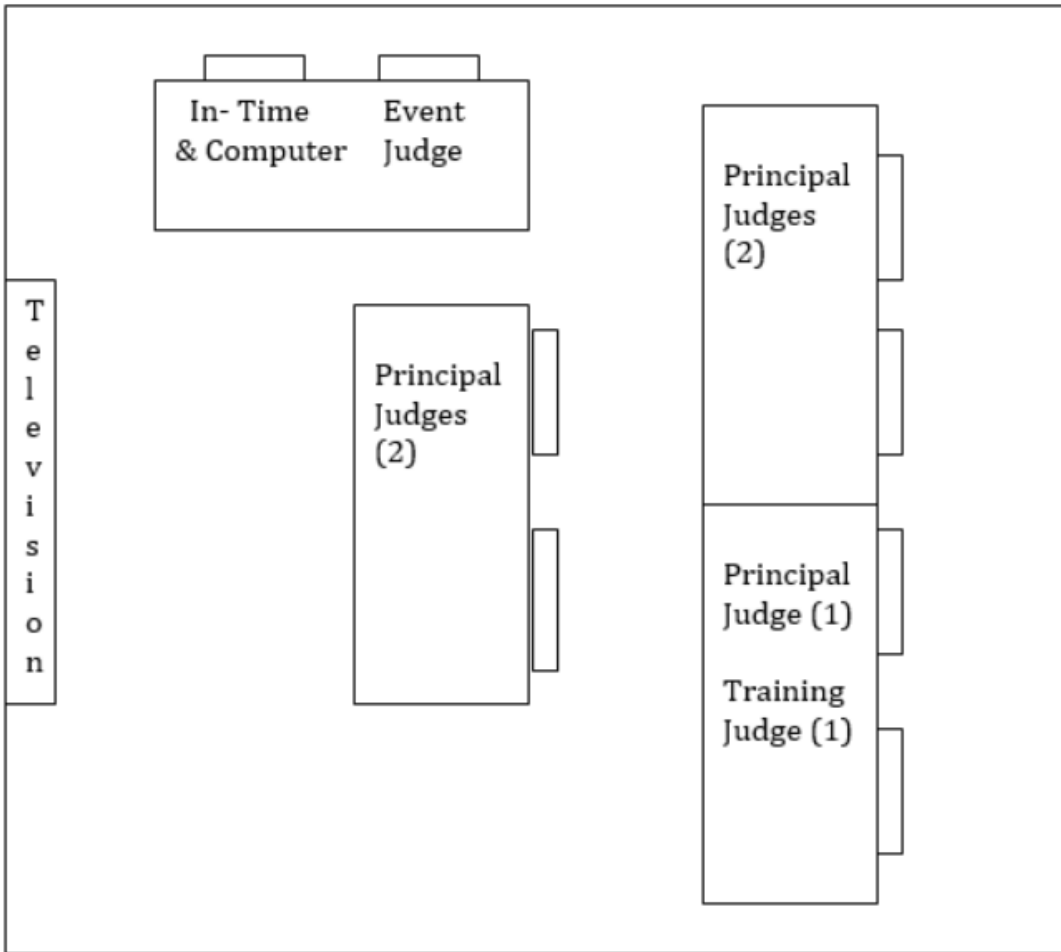
- c) Operational anemometer, recently calibrated which will be mounted 6 meters high within 20 to 25 meters of the accuracy target. A hand-held anemometer is **NOT** acceptable.
- d) Wind indicators:
  - one portable wind indicator at least 8 feet high capable of responding to winds of less than 2 meters/sec and mounted within 25 meters of the target
  - one windsock capable of measuring winds from 2 to 9 meters/sec, mounted at canopy height within 50 meters of the target.
- e) Photo of DZ and surrounding area - 16x20 or 20x24.
- f) Ground to air radio, six (6) ground to ground radios
- g) Shade and chairs for judges, recorders and AMD equipment (beach umbrellas or small tent)
- h) A flat disc approximately 20 cm. in diameter for the swoop event made of a durable material (ie. thin rubber like car mat).
- i) Suitable means (chalk or paint) to mark out circles for accuracy and sport accuracy (crowd control). The target area and concentric circles for sport accuracy must be prepared by the Organizers prior to the start of the competition.
- j) Wind drift indicators (10), must have the same rate of descent as the parachutes used by most of the competitors.

### **Canopy Piloting Event**

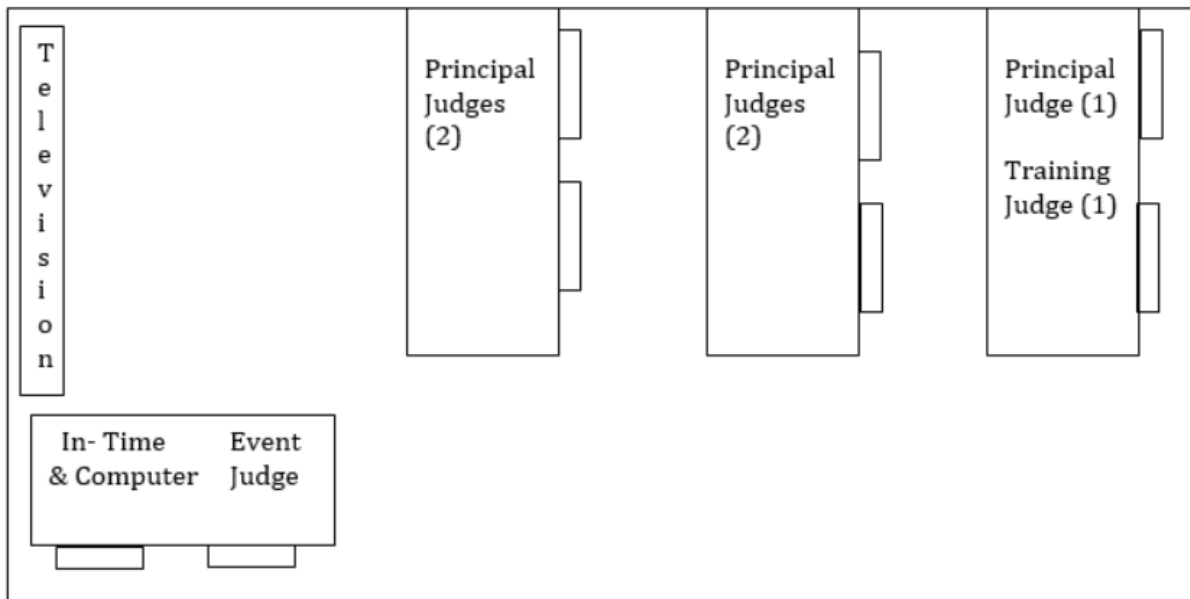
- a) Course should be 10 metres wide and 50 metres longer than the current world record (pond would be 65m x 15m x 1m). See PIM 4B *Competition Rules: Canopy Piloting* for details of course specifications for each event.
- b) Top of entry gate for the Intermediate event is 3 meters high.
- c) A Course Director designated to set and maintain the course. He/she will require the following:
  - electronic sensor system suitable for the CP event
  - 4 video cameras with tripods - entry gate, exit gate, span water gates, span course.
  - four back up batteries and a minimum of 8 memory cards.
  - operators for cameras (volunteers'/training judges)
  - Metric tape measures 2 x 100 m - to run along entire course
  - course markers/tapes for Zone Accuracy 6 white/6 yellow)
  - stakes for the measuring tape (minimum 30);
  - orange spray paint to mark edges of course (9 cans) and marking stick for spraying the paint (Krylon)
  - (16) dog anchors for the water buoys
  - (55) heavy duty rubber bungee cords for the water buoys.
  - (21) large spikes with washers for the ground buoys
  - a rubber mallet.
  - rakes
  - smoke canisters or suitable warning method for closing of the course
  - plastic box or bag for pyrotechnics (if any)
  - (21) binders for distance course markers (public viewing) use paper to mark the distances
- d) Appropriate windsocks and streamers: one portable wind indicator at least 8 feet high capable of responding to winds of less than 2 meters/sec and mounted within 25 meters of the target and one windsock capable of measuring winds from 2 to 9 meters/sec, mounted at canopy height within 50 meters of the target
- e) Shade tent for wind meter readout and In-Time scoring system and judges
- f) Wind Meter Read Out and extra battery (judge will be in charge of monitoring). CJ will decide placement
- g) In-Time scoring system, printer and designated operator

- h) A table to accommodate f and g and operators
- i) Chairs for operators and judges in the shade tent
- j) Various cables and electrical connections as required for In-Time and Wind Meter Read out
- k) Radio ground to air CJ to Pilot & frequency and call signs and charger
- l) 6 radios and chargers- ground to ground - on the field charger set by anemometer readout
- m) Chargers are needed on field and/or overnight
- n) Vests or bright t-shirts for judges to wear while judging or on course
- o) Flash cards large enough to be visible to the recorders showing point values of water gates and scoring zones in the zone accuracy event. (G1-G5 and 1-9 and CZ)
- p) Whistle(s) or other sound making device to warn all judges etc. of incoming competitors.
- q) Little flags on sticks for gate judges
- r) Clipboards (11)
- s) Paper (A-4 letter size)
- t) Pens/pencils/erasers

# JUDGING ROOM LAYOUT

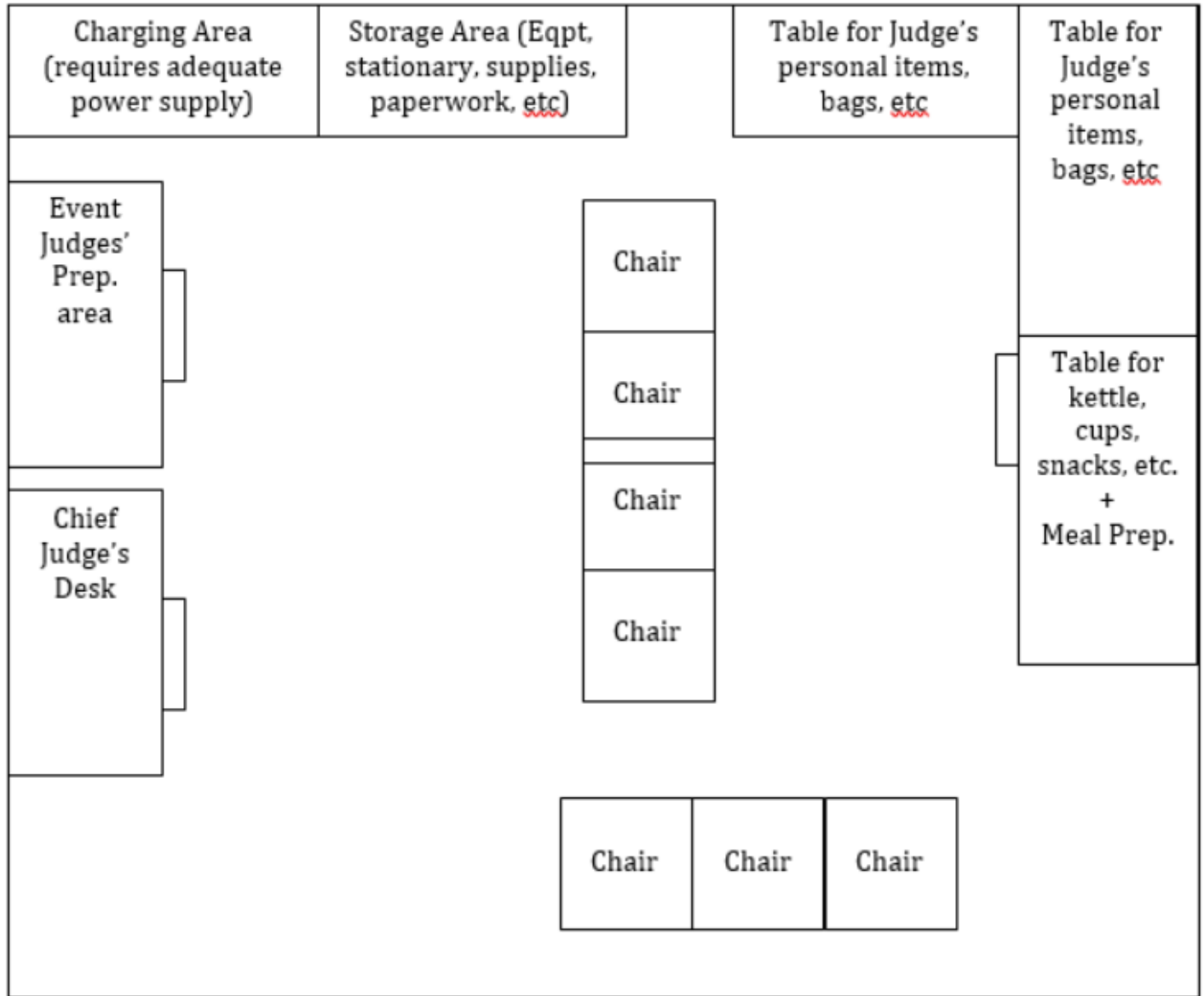


Suggested set-up of Judges' Video room for Square Shaped room.



Suggested set-up of Judges' Video room for long, narrow room.

## Suggestion for set up of Judge's Workroom



## **APPENDIX I – PROGRAM FOR OPENING CEREMONIES**

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

The following is the suggested sequence for the Opening Ceremonies:

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

## **APPENDIX II – PROGRAM FOR CLOSING CEREMONIES**

The following is a sample of suggested order for the closing ceremonies at the Nationals. **Medals are to be awarded at the close of jumping each day as events are completed.** This facilitates competitors who need or want to leave at the closing of their event. This is meant to be a guide:

- 1) Master/Madam of Ceremonies (MC) - Organizer Thank you
- 2) Meet Director Thank you and Presentation of Meet Director Awards: (when available)
  - Sportsmanship Award
  - Certificate of Appreciation
- 3) Chief Judge - Thank you
- 4) Presentation of CSPA Awards (5, 10-year pins, hrs. freefall etc) (if applicable)
- 5) MC - Presentation of Trophies: (Announcement is made regarding availability of trophies - if trophies are being shipped back to CSPA, then anyone wanting photos will have to do so during the ceremonies)
- 6) If some events are not completed until the day of the closing ceremonies, medals for those events can be presented during the closing ceremonies. See Appendix III for medals list.

## APPENDIX III – PRESENTATION OF MEDALS AFTER EACH EVENT

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

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

Sport Accuracy	3rd, 2nd, 1st
Team Accuracy	3rd, 2nd, 1st
Accuracy Landing Event <ul style="list-style-type: none"> <li>• Junior</li> <li>• Intermediate</li> <li>• Open Male</li> <li>• Open Female</li> </ul>	3rd, 2nd, 1st 3rd, 2nd, 1st 3rd, 2nd, 1st 3rd, 2nd, 1st
Canopy Piloting <ul style="list-style-type: none"> <li>• Open Distance</li> <li>• Open Zone Accuracy</li> <li>• Open Speed</li> <li>• Open Overall</li> <li>• Intermediate Distance</li> <li>• Intermediate Zone Accuracy</li> <li>• Intermediate Speed</li> <li>• Intermediate Overall</li> </ul>	3rd, 2nd, 1st 3rd, 2nd, 1st 3rd, 2nd, 1st 3rd, 2nd, 1st 3rd, 2nd, 1st 3rd, 2nd, 1st 3rd, 2nd, 1st 3rd, 2nd, 1st
Artistic Events <ul style="list-style-type: none"> <li>• Free flying</li> <li>• Intermediate</li> </ul>	3rd, 2nd, 1st 3rd, 2nd, 1st
10-Way Speed	3rd, 2nd, 1st
Canopy Formation	3rd, 2nd, 1st for each CF event held – beginning with 2way and proceeding to 4way
4-Way FS: <ul style="list-style-type: none"> <li>• Junior</li> <li>• Intermediate</li> <li>• Senior:</li> <li>• Open</li> </ul>	3rd, 2nd, 1st 3rd, 2nd, 1st 3rd, 2nd, 1st 3rd, 2nd, 1st
8-Way FS	3rd, 2nd, 1st
Wingsuit Performance <ul style="list-style-type: none"> <li>• Open Distance</li> <li>• Open Speed</li> <li>• Open Time</li> <li>• Open Overall</li> </ul>	3rd, 2nd, 1 <sup>st</sup> 3rd, 2nd, 1 <sup>st</sup> 3rd, 2nd, 1 <sup>st</sup> 3rd, 2nd, 1 <sup>st</sup>
Wingsuit Acrobatic	3rd, 2nd, 1 <sup>st</sup>

