CIAM 2025

CAT2 Events Organizers Guidelines

Version: June 2025
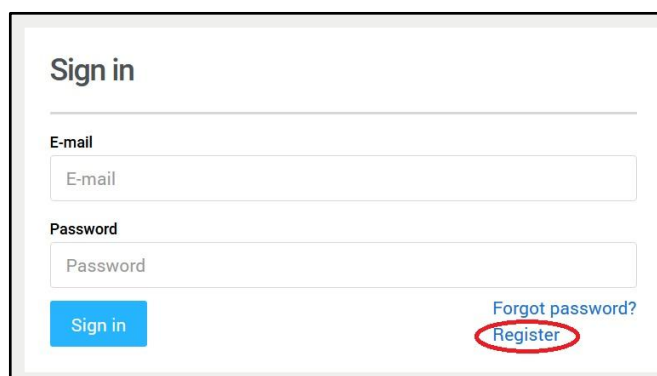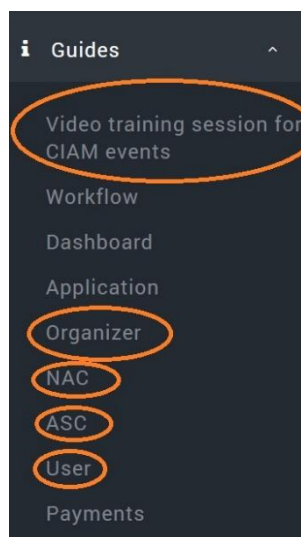
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1. Introduction

This document is introduced by CIAM Bureau, in order to assist FAI CAT2 Events Organizers to prepare, and run the event and also provides useful information for a successful event and according to the rules. It covers all the phases, before, during and after an event. This document is maintained by CIAM Bureau and can be modified anytime during the year.

2. Registration Phase

1. FAI developed the AMS (Application Management System). https://ams.fai.org that is the only acceptable method to be used to register all the CAT2 events. No paper forms are any longer acceptable for this purpose.
2. As event organizer you need to be registered in the system so to be able to use it. If this is the first time that you will use it, there is the option to register yourself to the system. No need to contact FAI office, or CIAM for this.

3. When you enter the system, on the left side of the screen (Menu bar) you can find an option to watch a video that was prepared specifically for CIAM users. There are also written instructions for each role (organizer, NAC users, ASC User)
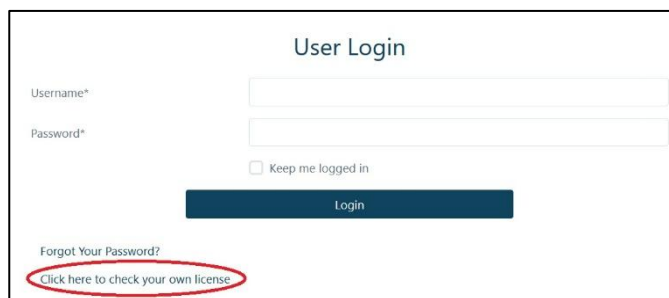
4. There are two types of workflows for CIAM. One for the World Cup events and one for the Open International events. The process is the same for both workflows. The only difference is the deadline for World Cup events. According to the rules the deadline is November 15ᵗʰ each year. It is highly recommended not to leave the registration of your event for the last day or days. The system is available from September to offer enough time for all events to be registered and in case of a problem to find a solution.

5. It is important to select the right workflow (World Cup or not) from the very beginning because then you won't need to contact CIAM to switch an event from Open International to World Cup and vice-versa.

6. Title of the event. The AMS system is updating the main FAI database and therefore the Events Calendar on the FAI website. During the interface the system automatically adds the year of the event in the title. So please do not type the year on the title of the AMS system since this will cause the year to be displayed twice.

7. After the event is registered on the AMS system it is mandatory to generate the invoice for this event. No event is valid without an invoice assigned to it. It is recommended to generate the invoice together with the registration of the event. The system is assigning a unique invoice number to each event that can be used or referred for the payment.

8. There is a sanction fee for every event. The exact amount is visible on the invoice.

9. For the payment you may use the FAI payhub. This one is using the PayPal platform. If you use this method for payment, the system will be automatically updated after the payment is accepted and no extra action is required from your side.

10. The deadline to do the payment for a World Cup event is November 15ᵗʰ. Maybe the due date written on the invoice could be different. Stick to the CIAM deadline. For Open International events the deadline is 30 days before the event.

11. If you prefer to do a single payment for multiple events, by money transfer, it is mandatory to include the invoice number of each event under the single payment so to allow the FAI office to allocate the payment to the correct event. In such a case it is important to communicate the payment to the FAI office. (finance@fai.org). Better to send as attachment the payment receipt, including also in writing the events you are paying for and the invoice number(s).

12. The workflow requires certain approvals from the NAC and then the ASC before the event is published on the FAI calendar.

13. There are certain indications that are very helpful to understand the current status of each event.

- When the event is created has the status of **NOT SUBMITTED**. This allows the organizer to check all the data and when everything is OK the organizer has to select the status **SUBMITTED**.

- This will automatically generate a message to the next level needed, the NAC. The appointed by the NAC person has to change the status to **ACCEPTED** and this automatically again will generate a message for ASC User.

- The ASC User is checking the payment status, and also if there are any kind of conflicts and when everything is OK, the status has to change to **CONFIRM**. This will trigger the interface with the main FAI database and shortly the event will be on the calendar.

14. When the events are approved by the NAC, no changes are possible from the organizer. When there is an approval from the ASC, no changes are possible from the NAC. In case there is a need for a change this has to be initiated the opposite way, by reversing the status.

15. Each CIAM S/C has in place a Wcup coordinator. This role is important and it is better to communicate the intention to host an event before so to be aware of any potential conflict before the registration.

16. In case there are more than one NAC involved, all the involved NACs should be part of the approval process. One NAC definitely need to be the Hosting NAC. Then the rest may be defined as Organizing NACs.
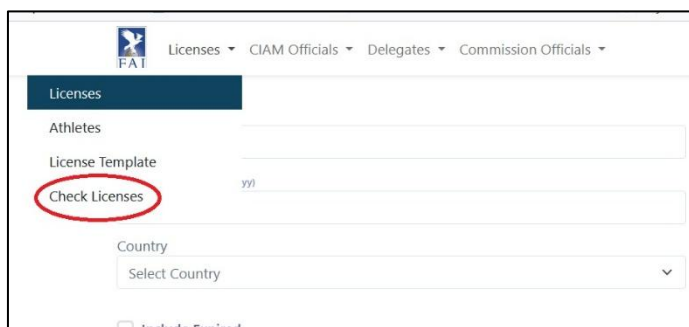
3. Actions before the event

1. It is important to prepare and send an informational bulletin to all potential participating NACs. For this, either you can use a dedicated website (prepared by the organizer) or even use the FAI website (calendar) to communicate the event. If you have a Bulletin, you can use again the AMS system and upload it to the documents section. Please don't use the comments to do so. It is totally useless.

2. Together with the registration of the competitors, it is important to request the FAI ID number of each one. Don't mix the FAI ID with your national ID number or any other ID number the participant might have. Each participant is allowed to access the FAI database (https://extranet.fai.org) and typing his email, will get back the correct information and also if his SL is valid or not.

3. The organizer from his side has to do a similar check before the event. This step is very important since it will save a lot of complaints or frustrations after the event and it might also lead to invalidate the event from the FAI/CIAM side.

4. For this the organizer has to contact the office (IT Manager it@fai.org) and ask him to provide access as an event organizer. The user name is "FAIOrganizer". The password will be provided by the office. After this and using the credentials, the organizer will have the option to use the available on the Menu option (Check Licenses). It is very simple and provides information almost instantly. To use this the organizer need to prepare an excel with a single column with header "ID". The
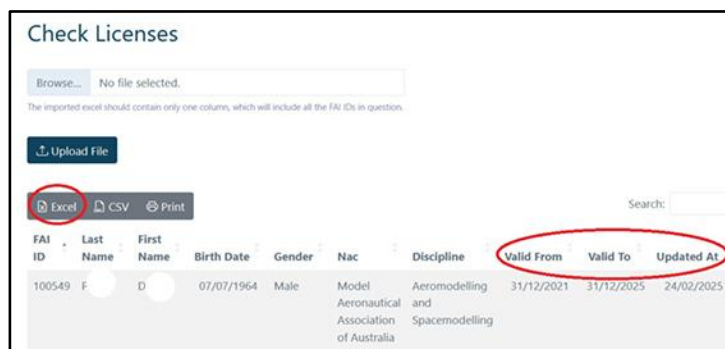
FAI ID's that he has already available from the participants will be entered in this

excel and then sorted. The option will ask to upload a file and the organizer will have to select this excel. The system then will provide all the information to the screen and then this information may also be extracted to an excel file. This way the organizer will have a clear view if he has to contact the participants asking them to renew their SL or ask their NAC to issue one.

5. After selecting the option marked in red circle above you will see the following screen

    All the participants will be displayed on the screen. If the entry is not valid you will notice this since the non-valid fields will be displayed in red color characters. Please check the date fields. The valid from and valid to shall include the period of the event. Also important is to check the other date field "Updated At". This field indicates the exact date the licence was issued or renewed. This field value shall be a date <u>before</u> the event. The content of this screen can be extracted as excel file.

6. Another important step is to select the officials for the event. For this, it is important to read the rules and not only the Specialized Section for the class. CIAM General Rules volume (CGR) and FAI Sporting Code General Section include all the necessary information about the selection of Jury and Judges.

7. The organizer needs also to communicate with the officials providing clear information about the event, the travelling, accommodation and food costs that will be covered (or not) and of course get the confirmation that the official is available.

8. It is also important that the official in case of something unexpected might occurs to inform the organizer accordingly and ASAP.

9. Trophies, medals, diplomas, should be considered well in advance. FAI medals and diplomas are only provided for World or Continental Championships.

10. If there are sponsors or if you look to find sponsors, again this is the time to do so. Better to have any kind of agreement in writing so to know exactly what is to be expected and what not.

11. Prepare the flying field and what it is needed before the event. Take care to keep the officials happy. Sitting all day long in the field without protection from the sun, without water or snacks, it is not good.

4. Actions during the event

1. It is good to post the results during the event either on a board or even better to the event website. This is an indication of a good organization and that you are respecting the participants.
2. If you select the jury from the participants please proceed so, before the beginning of the event.
3. Have in mind to have in place, a room or tent or a suitable place that could be used by the jury to handle any protest.
4. Publish the report of the jury as soon as it will be available.

5. Actions after the event

1. At the end of the competition the organizer will have to ask the Jury President to provide the required signed results and reports and if so needed the report for the World Cup Coordinator.

2. Those reports have to be forwarded to FAI office, CIAM, S/C chairman and if the event is World Cup, to the World Cup Coordinator.

3. The S/C chairmen / Wcup coordinators need to have ready and provide a template for the results and the required reports. Please contact them for assistance.

4. In case of an extraordinary case the organizer has to inform formally CIAM providing a written report of the specific case that needs to be addressed, and if possible, suggestions for the future

5. In the unlikely situation of an accident or an injury the organizer needs to contact immediately the FAI office and CIAM Bureau. The document "Casualties Guidelines" is an important document and it is better to read it well in advance.