



# International Skydiving Commission Chief Judge Handbook



2023 Edition

Effective 1 March 2023

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Link for FAI Statutes and By Laws

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Special note: The use of the words he or his in this document does not imply gender but is used in place of he/she or his/her

## 1. FAI AUTHORITY

The competition will be conducted under the authority granted by the FAI, according to the regulations of the Sporting Code of the FAI, General Section, and Section 5 as approved by the ISC and validated by the FAI, and these rules. All participants accept these rules and the FAI regulations as binding by registering in the competition.

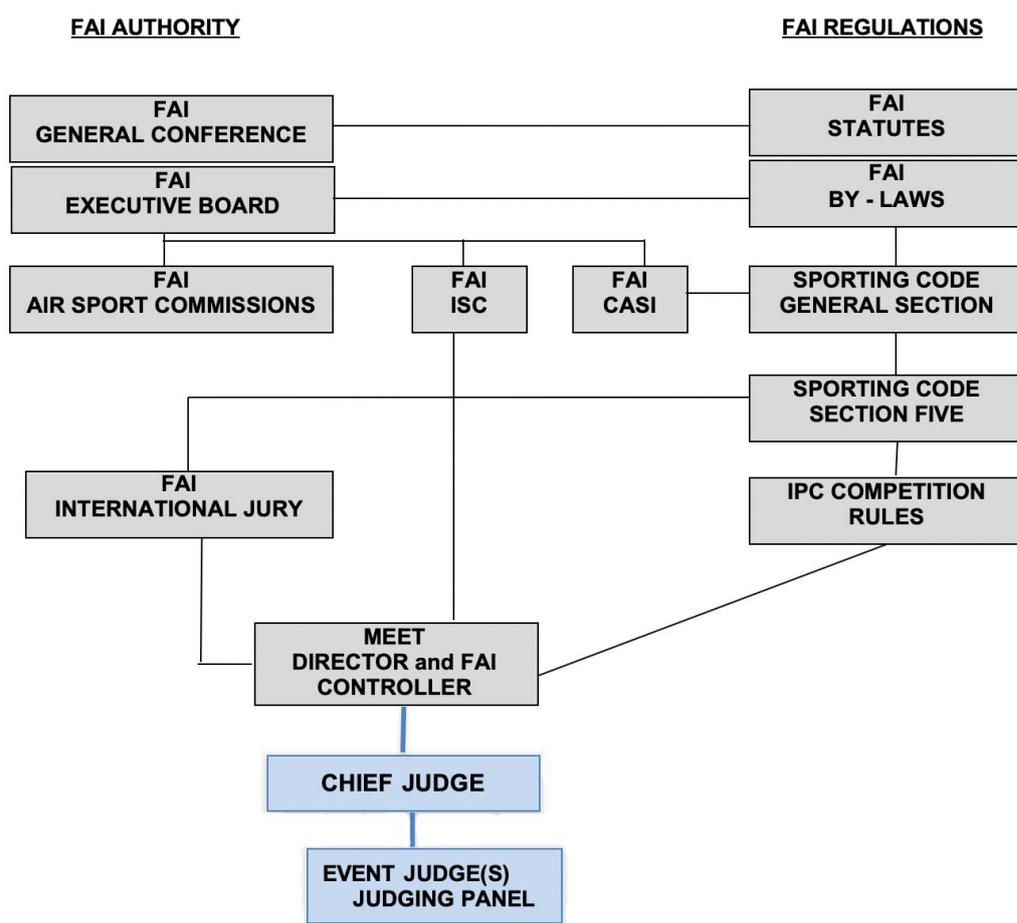
## 2. INTRODUCTION

This Handbook is issued by the International Skydiving Commission (ISC)

- as an information source for prospective FAI Chief Judges, and
- to be used by the FAI Chief Judge to perform their duties at First Category Events.

The FAI Chief Judge is appointed by the ISC Judges Committee in consultation with the Discipline Committee and approved by the ISC Plenary Meeting.

The duties and responsibilities of the FAI Chief Judge, which commence upon appointment, are listed in the FAI Sporting Code Section 5, Chapter 6.



### RESPONSIBILITY of ISC JUDGES COMMITTEE

The responsibility of the ISC Judges Committee is to prepare, maintain and publish the FAI /ISC CHIEF JUDGE HANDBOOK.

### 3. FAI CHIEF JUDGE DUTIES

#### 3.1 BEFORE THE EVENT

The FAI Chief Judge (CJ):

Will obtain a copy of the Sporting Code, General Section and Section 5, and the Competition Rules for the Event, and be thoroughly familiar with the contents of all of them.

Will obtain from the ISC Judges Committee, the current FAI Judges List for that discipline as approved at the previous ISC Plenary Meeting together with the list of suggested Event Judges.

Must within fourteen days of having received official approval of appointment, contact the judges on the current approved list to confirm their availability. They have seven days to respond and at the discretion/request of the CJ to provide a copy of the entries for the previous 24 months from their logbook. Within 2 days of the deadline, if the CJ does not have an answer from the concerned judge(s) on the proposed list, the CJ should contact concerned NAC(s) representative.

Has the responsibility to select a team of judges that is competent and experienced and will work well together as a team. Judges should not be selected as a favour; they should be trusted to do a good job for the competitors. The panel should contain a core of experienced and skilled judges who come from different countries where possible. One or two new judges must be on the panel. The CJ should seek information about people CJ do not know, so as to give everyone a chance to be selected.

Should after the seven-day deadline, if not all selected judges are available, make up the shortfall and contact additional judges to determine their availability. They also have seven days to respond and to provide a copy of the entries of the previous 24 months from their logbook.

Must once the full panel has been determined and confirmed availability, contact all other Judges on the list to inform them that they have not been selected.

Must then send the confirmed list to the Chair of the Judges Committee, the Organiser and the maintainer of the Judges list for publication on the FAI/ISC Website ([isc-judgenom@fai.org](mailto:isc-judgenom@fai.org)),

Will, upon nomination, communicate with the Organiser and establish contact with the Assistant to the Chief Judge (ACJ) who will be his interface with all aspects of the organisation.

Will, as soon as possible, determine the duration of the Judges Conference (usually one or two days), inform the Organiser and confirm the arrival dates of the CJ, EJ (s) and Judges.

Will contact the Provider of the Judging and Scoring System to be used and determine any specific requirements.

Will coordinate and communicate to the ACJ information such as hotel accommodation (standard, single rooms where possible, etc.), travel and transfer arrangements, clothing sizes, special needs (diet) and any other relevant details or requirements (e.g. additional support staff required).

Will prepare for the Judges' Conference by obtaining relevant material from the ISC Judges Training Course Coordinator (training videos, dive sheets, etc.) and liaise with the Scoring System Provider regarding compatibility.

Will liaise with the Discipline Committee to obtain any information that is to be highlighted at the Judges' Conference.

Will review the first Official Bulletin, ensure that it is correct and confirm this to the ISC First Vice President.

#### 3.2 ON ARRIVAL AT THE EVENT

The Chief Judge:

Will arrive in sufficient time to fulfil all the duties required of a CJ.

Will meet with all competition officials and support staff and obtain their contact details (see Annexes).

Will liaise with the FAI Controller and ensure that the information board and official scoreboard are in place; verify that the judging rooms are suitable and fully equipped (copying machines, printers,

stationery and office supplies) and that the scoring system is operational before the start of the Judges' Conference.

Together with ACJ will ensure that suitable toilets, a rest area, refreshments (water, coffee), air conditioning, etc. are available for all judges.

Will verify the arrival of all judges and ensure they are settled into their accommodation and make a list of room numbers, contact details, etc. (see annexes).

Will determine communication methods both at the drop zone and at the hotel(s) to ensure that judges are aware of the daily programme, timetable, and the schedule of buses (when applicable).

Will meet with EJs and prepare: the running of the Judges' Conference, the panel breakdown, the way they will record jumps to be saved for future Judge training, how they will record details pertaining to penalties in addition to that in the scoring system drop down boxes and any other relevant matters raised by the Discipline Committee.

Will run the Judges' Conference together with the EJs, following which, they will be responsible for ensuring that the panel of judges meets the qualification standard. The CJ has the right to dismiss a judge who does not meet this standard.

Collect Judges logbooks

Will inform the Organiser and the Jury President that all is in working order.

Will conduct any relevant draw (s) as required by the competition rules.

Will attend the Team Leader meeting together with the EJs and Judges and, in liaison with the Organiser, will brief the competitors, as necessary, and introduce his panel of judges.

### 3.3. DURING THE EVENT

The Chief Judge:

Will conduct a daily judges meeting (morning and/or evening).

Will plan at least one social evening for the Judges.

Will ensure compliance with the FAI Sporting Code and competition rules during the competition working as necessary with the meet director and other competent personnel.

Will control the evaluation of score sheets and will ensure prompt publication of the results on the official scoreboard. If an electronic judging and scoring system is used with public viewing, he also needs to monitor it.

If a potential world or continental record is established during a competition, the Jury will provide FAI with the appropriate documentation concerning the record (description of records, certified copies of the score sheets, etc.).

### 3.4. AT THE CONCLUSION OF THE EVENT

The Chief Judge:

Will ensure that the master copy of the final results goes to the Jury President for final approval before the competition can be declared complete.

Will attend and ensure that the panel of judges also attend any competitors meeting that is organised.

Will conduct a judges meeting to discuss issues that may have arisen during the FCE, any recommendations from this meeting shall be forwarded to the Chair of the Judges' Committee.

Will, together with the Event Judge's, provide feedback to each member of the Judges Panel regarding his or her performance and sign off their logbooks after checking entries.

Will, together with the FAI Controller and in liaison with the Scoring System Provider, ensure that all competition judging evidence is transferred to the Judges Video Librarian.

Will send a report of relevant material suitable for training to the Judges Committee for judges training.

Will provide Judges with relevant information concerning the Prize Giving and Closing Ceremony (time, dress code, transfer, etc.) and ensure that a place is reserved for them at both the ceremony and any event that follows it (banquet, etc.).

### 3.5. AFTER THE EVENT

The Chief Judge:

Must submit a report to the Chair of the Judges Committee, the Chair of the relevant Discipline Committee and the ISC Recording Secretary within 30 days of the completion of the competition so that, if possible, it can be distributed to all delegates and posted on the FAI ISC website.





## **ANNEX C - Suggested e-mails for Judge Selection/Rejection**

### AVAILABILITY

Dear **judge name**

You are on the ISC List of First Category Event Judges for **discipline**.

The next Skydiving World Cup/World Cup of Indoor Skydiving/World Skydiving Championships/World Indoor Skydiving Championships/Mondial will take place in **place** on **dates**. Judges for a competition are selected from this list and must include experienced judges and also newcomers with the right qualifications.

As far as the ISC is able, the selection is made to include judges from as many nations as possible. According to the rules and the agreement with the Organisers I can only select **number** of judges, therefore it is possible that some judges will be disappointed at not being selected. It must be emphasised that this is no reflection on their ability.

**Please, observe this is just checking your availability.**

Please let me know within the next seven days whether you are still available or not.

### SELECTION

I am pleased to say that you have been selected to the panel of judges for this competition. Please let me know within the next seven days whether you are available and willing to be on the panel. If I do not receive an answer in that time frame I will consider that you are not available.

### REJECTION

I am sorry to say that you have not been selected for the panel of judges at this competition. However, if you still wish to be considered should any replacements become necessary, please confirm with me that you are indeed available for the competition.

If you need and are interested in an evaluation to renew your rating before year-end, please contact the Judges Committee ([isc-judges@fai.org](mailto:isc-judges@fai.org)).

Yours sincerely,

**Name** Chief Judge



## ***DISCIPLINE SPECIFIC***

### **STYLE**

- Competition Video Log (if audio not available)
- Electronic Scoring System – Verify competition setup (Working Time etc.)
- Electronic Scoring System – Verify Name & Number setup
- Judge's Score Sheets (if not electronic)
- Collation sheets/Calculator (if not electronic)
- Anemometer/Windsock
- Target Panel

### **ACCURACY LANDING AND PARASKI**

- Accuracy (Target) Score Sheet
- Wind Velocity/Direction record (if electronic system not used) Anemometer
- Observing Judge Form/Telemeters
- Target (confirm in accordance with rules/location, size etc.)
- Windsock, streamers
- Electronic pads, scoring display (test)
- AMD and Control pad
- Red Flags
- Public Scoring Display
- Radios
- Shade area with table and chairs for observing judges and scoring team

### **FORMATION SKYDIVING**

- Competition Draw – Verify before distribution
- Electronic Scoring System – Verify competition setup (Working Time etc.)
- Electronic Scoring System – Verify Team Name & Number setup
- Radio or telephone for Chief Judge

### **CANOPY FORMATION**

- Competition Draw – Verify before distribution
- Electronic Scoring System – Verify competition setup (Working Time etc.)
- Electronic Scoring System – Verify Team Name & Number setup
- Radio or telephone for Chief Judge

### **ARTISTIC EVENTS**

- Competition Draw – Verify before distribution
- Electronic Scoring System – Verify competition setup (Working Time/Country/Number)
- Electronic Scoring System – Verify Team Name & Number setup
- Judge's Score Sheets (if not electronic)
- Collation sheets/Calculator (if not electronic)
- Radio or telephone for Chief Judge

**CANOPY PILOTING**

- Draw for aircraft load & pass assignment (exit order determined by competitors)
- Verify Course setup
- Electronic Scoring System (Speed) Verify operation (names & numbers)
- Camera setup (check positions with EJ)
- Judge's Score Sheets
- Judge's Scoring flags
- Marking Devices (Distance)
- Public Scoring Display (if available)
- Anemometer – Verify function - location
- Windsock and streamers – check positions with EJ
- Red and yellow penalty flags or cards
- Emergency Flare Canisters
- Whistle
- Radio or telephone for Chief Judge and Event Judges
- Shade area with table and chairs for scoring team and judges

**WINGSUIT FLYING**

- Starting order for Performance and Acro
- Draw for Acro, Draw for Performance
- Electronic Scoring Systems Verify operation – names & numbers
- Printer
- SMD devices check and mounting with correct numbers
- White Gaffer Tape for SMD mounting, Black Marker
- Judge's Check lists for Helmet logistics
- Scale for weight check
- Public Scoring Display (if available)
- Helmet storage area with recharge facilities
- Zip ties for marking Wingsuits
- Clippers
- Radio or telephone for Chief Judge and Event Judges
- Shade area with table and chairs for collecting helmets and distribution

**SPEED SKYDIVING**

- Starting order
- Electronic Scoring Systems Verify operation – names & numbers
- Printer
- SMD devices check and mounting with correct numbers
- Judge's Check lists for Helmet logistic
- Scale for weight check
- Public Scoring Display (if available)
- Helmet storage area with recharge facilities
- White Gaffer Tape for SMD mounting, Black Marker
- Radio or telephone for Chief Judge and Event Judges
- Shade area with table and chairs for collecting helmets and distribution

## ANNEX E

# Forming National Teams (CP, CP Free Style, SP and WS Performance only)

<b>Title &amp; Location of Competition</b>
<p>For delegations with 3 registered competitors, the competitors will automatically form the National Team upon registration, unless the Head of Delegations or Team Manager disagrees.</p> <p>For delegations with more than 3 registered competitors, the delegation may nominate 3 of its competitors to form the National Team. This must be done before the starting order is finalised.</p>
COMPETITOR 1:
COMPETITOR 2:
COMPETITOR 3:
NAME OF HEAD OF DELEGATION OR TEAM MANAGER:
SIGNATURE OF HEAD OF DELEGATION OR TEAM MANAGER:

## REJUMP FORM

<b>Title &amp; Location of Competition</b>
DATE:
ROUND:
COMPETITOR/TEAM NAME:
SIGNATURE OF CHIEF JUDGE:



Fédération Aéronautique Internationale  
Avenue de Rhodanie 54  
CH-1007 Lausanne  
Switzerland  
Tel: +41 21 345 10 70  
Fax: +41 21 345 10 77  
[www.fai.org](http://www.fai.org)  
[info@fai.org](mailto:info@fai.org)