



FAI MEMBERS HANDBOOK

Description of FAI functions
and execution of sporting rights



Version 1.0 – 01 July 2022

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1. PURPOSE OF THIS DOCUMENT

1.1. Background

This document describes the FAI functions and the execution of sporting rights.

This document shall serve as a handbook for FAI Members and their staff.

This document is a living and working document that will be regularly updated.

1.2. Definitions

ASC	Air Sport Commission
EB	Executive Board
GC	General Conference
Nat Fed	National Federation
NOC	National Olympic Committee
TC	Technical Commission



2. FAI STRUCTURE

The Fédération Aéronautique Internationale (in English: World Air Sports Federation) was founded in 1905.

It is a non-governmental and non-profit-making international sport organisation with the basic aim of furthering aeronautical and astronautical activities worldwide, ratifying world and continental records and coordinating the organisation of international sport competitions. The International Olympic Committee (IOC) recognises it as holding the sporting powers for Air Sports.

After a century of steady growth, FAI is currently an organisation of more than 100 member associations, forming a strong network linking all those who participate in air sports worldwide.

2.1. What FAI does

FAI activities include the establishment of rules for the control and certification of world aeronautical and astronautical records. FAI establishes regulations for air sporting events, which are organised by member associations throughout the world. FAI also promotes skill, proficiency and safety in aeronautics. FAI confers medals, diplomas and other awards to those who have contributed to the achievement of these aims, as well as for work done in the restoration of old aircraft, development of new technologies that, for example, reduce negative impact on the environment and promotion of the values of air sports to youth.

In achieving these goals, FAI brings together people who take part in air sports from around the world.

Within the framework of FAI, each air sport has a Commission that is responsible for making the rules for competitions and that generally oversees the activities of its specific air sport.

All FAI Events, Championships and Record Setting activities are conducted under the direction of the FAI ASCs, with the approval of the respective FAI Members. The FAI World Air Games, as approved by the FAI GC, are taking place under central coordination by the FAI EB and the host country, in close cooperation with the ASCs and FAI Members.

Regulations, rules or recommendations that have been accepted by the Commissions during their annual meetings are implemented by the Delegates themselves at the national level within their organisation and with Member associations that need help developing their air sports.

2.1.1. FAI communication

The FAI communicates to its audiences on the following channels:

- Website: www.fai.org
- Facebook: www.facebook.com/airsports.fai
- Instagram: www.instagram.com/airsports.fai
- Twitter: www.twitter.com/airsports_fai
- Flickr: www.flickr.com/airsports_fai
- Youtube: www.youtube.com/airsportschannel

The **FAI Facts & Figures** provides an overview of the Federation.

- www.fai.org/facts-figures

The **FAI Newsletter** provides regular updates on FAI-related international events, records and activities.

- Newsletter signup: www.fai.org/newsletter



The **FAI Members Info** service is a regular information bulletin with FAI Members around the world. Apart from the FAI Members, this bulletin is also sent to FAI stakeholders and to any member of the public who wishes to receive it.

FAI Members Info signup: www.fai.org/members-info

The FAI media corner provides useful information to the media (contact details, press releases, etc). **FAI Press Releases** are distributed to the media and to any member of the public who wishes to receive them.

- FAI media corner and press release signup: www.fai.org/media

2.1.2. FAI Members Space

The FAI Members Space includes essential resources for the Members. It gathers in one place information, documents, forms, tools and links that are the most useful for the Members.

For example:

- Information about Awards nomination
- Request of changes of Delegates, FAI Member contact details, etc
- Logos
- Subscription scale, list of Members with subscription class
- Ongoing projects
- List of meetings and related documents

2.2. FAI Mission and Vision

The Mission and Vision statements help FAI prioritise strategies and move steadily towards its objectives and goals. They complete and summarise the FAI objectives as appearing in the Statutes.

The following Mission Statement describes the reason for FAI's existence, and shall serve as an overall guide to priorities, actions and responsibilities.

"FAI - the global organisation for the promotion of air sports and recreational flying"

The Vision Statement outlines the clear and inspirational long-term desired change resulting from the Federation's work:

"A world where safe participation in air sports and recreational flying is available to everyone at reasonable cost"

2.3. FAI in the Olympic movement

The FAI is a non-Olympic Federation recognised by the IOC in 1986.

This recognition allows FAI athletes to participate in multisport events in the Olympic Movement (The World Games, Asian Games, Asian Beach Games, etc).

FAI Members can connect to NOCs and receive possible funding and technical support (like coaching activities, training camps, technical workshops, etc).

FAI Members also benefit from the Olympic Movement educational, medical, scientific and anti-doping initiatives.



2.4. FAI Overall Structure

To fulfil its objectives and meet the evolving needs of each air sport and area of activity, the FAI has constantly adjusted its organisational structure. Today, the FAI comprises the following bodies:

- The **FAI General Conference**, the supreme policy-making body, defines the aims of FAI, determines its Statutes and By-Laws, and elects the President and the EB. The GC convenes once a year. FAI Medals and Diplomas are awarded each year at the Opening Ceremony of the annual FAI GC.
See FAI Statutes Chapter 3.
On decision of the Executive Board or on request of not less than eight Active Members, the FAI President shall convene an Extraordinary General Conference. See FAI Statutes Chapter 3.5.
- The **FAI Executive Board** is the principal executive body of FAI, responsible for implementing the policies and decisions made by the GC. The General Conference may delegate certain authorities to the Executive Board and that within this delegation the Executive Board shall exercise authority over the other bodies of FAI.
See FAI Statutes 1.12

The **Air Sport Commissions** control the activities of the different disciplines governed by FAI: Aerobatics, Aeromodelling, Amateur-built aircraft, Astronautical Records, Ballooning, General Aviation, Gliding, Hang Gliding and Paragliding, Microlights and Paramotor, Parachuting and Rotorcraft. See FAI Statutes Chapter 5.2.
- The Presidents of the FAI Commissions serve ex officio as members of the **Commission Presidents' Group**. A meeting of the Presidents of the FAI Commissions with the FAI President is to be held not less than annually.
See FAI Statutes Chapter 5.4.1.
- The **Technical Commissions** control non-sporting activities such as Aviation Medicine, Education and Environmental matters.
See FAI Statutes Chapter 5.3.
- The **FAI Statutes Working Group**: The mission of the Statutes Working Group is to examine and, if appropriate, propose amendments to the Statutes and By-Laws, and to perform any other tasks related to the Statutes and By Laws as assigned by the EB or GC.
See FAI Statutes Chapter 5.4.2
- The **FAI Secretariat** is managed by the Secretary General, who is responsible for the day-to-day operations of the federation. In 1998, after 93 years in Paris, the FAI moved its Headquarters and Secretariat to Lausanne, the Olympic Capital.
See FAI Statutes Chapter 8.
See item 28.2 of the FAI General Conference Minutes 2014.

The member nations of FAI are represented by their FAI Member. At the GC, voting powers are held by FAI Active Members and by the ASCs.

The **FAI Vice-Presidents** consist of the Vice Presidents nominated by FAI Active Members, the Presidents of the ASCs and Regional Vice-Presidents.

2.4.1. FAI EB

The Executive Board is the executive body of the FAI, implementing the policies and decisions of the General Conference and exercising those powers of the General Conference that are delegated to EB by that body.



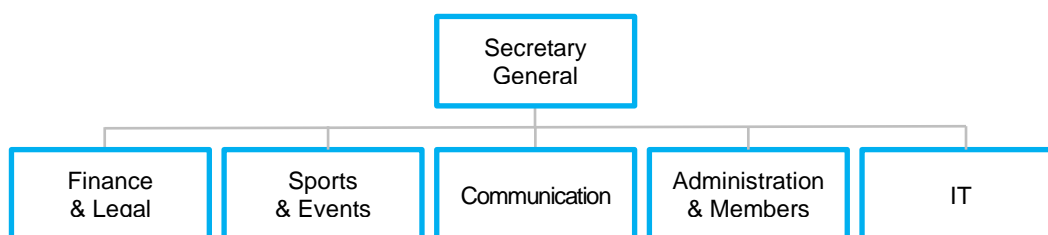
The Executive Board, chaired by the FAI President, is jointly responsible to the General Conference for all decisions made and actions taken between General Conferences.

The Executive Board is consisting of the FAI President and six Executive directors, including a Finance Director. The FAI Secretary General is a non-voting member of Executive Board.

More Information www.fai.org/executive-board

2.4.2. FAI Secretariat structure

FAI Secretary General manages the FAI Secretariat in Lausanne with his/her personnel.



A schematic illustration of the FAI Secretariat

For more details, see the following link: <https://www.fai.org/secretariat>

The persons listed in Annex 1 work at the Lausanne Secretariat (as of 2022).

2.5. FAI – FAI Member Structure

Member associations are represented in FAI by their FAI Member. The FAI Member registers Delegates for the FAI GC. The FAI GC is the meeting for global structural decisions being held once a year, usually in October. This meeting decides FAI strategy, overall structure and goals.

As per FAI General Conference 2021, there are 94 members in FAI.

FAI Active Members hold voting powers at the GC, depending on membership category and classes.

- Active membership goes from Class 1 to Class 10 and depends on the number of air sports persons in the country, as declared by the FAI Member. The maximum number of votes is 32 and is for Class 1, the minimum is 1 vote and is for Class 10.
- Associate membership has neither classes nor voting rights at FAI GC
- Temporary membership has neither classes nor voting rights at FAI GC

The FAI scale of subscription lists the countries and corresponding classes, as well as number of votes. This document is an annex to the documents of the FAI GC, accessible on FAI website.

2.6. ASC – FAI Member Structure

The FAI Member provides Delegates to ASCs. They contribute to the work of the Commission all year long and to represent the FAI Member at Commission plenary meeting. FAI Active and Associate Members hold voting powers at the Commission plenary meeting: one vote per country.

ASCs have authority over the rules governing FAI international competitions and FAI records in a specific aeronautical or astronautical discipline. The tasks for the ASC are to set the rules for competitions and records as their primary target. ASCs are also aspects in the performances of the



sport. ASCs have to keep up with the development of the material and equipment used, as well as the development of the sport.

It is important for FAI Members to take part in these meetings in order to have influence on the development of the sports.

List of ASCs:

- CASI (Commission Aéronautique Sportive Internationale) - FAI Air Sport General Commission / www.fai.org/commission/casi
- CIA (Commission Internationale d'Aérostation) - FAI Ballooning Commission / www.fai.org/commission/cia
- CIACA (Commission Internationale des Amateurs Constructeurs d'Aéronefs) - FAI Amateur Built and Experimental Aircraft Commission / www.fai.org/commission/ciaca
- CIAM (Commission Internationale d'Aéromodélisme) - FAI Aeromodelling Commission / www.fai.org/commission/ciam
- CIG (Commission Internationale de Giravation) - FAI Rotorcraft Commission / www.fai.org/commission/cig
- CIMA (Commission Internationale de Micro-Aviation) - FAI Microlights and Paramotor Commission / www.fai.org/commission/cima
- CIVA (Commission Internationale de Voltige Aérienne) - FAI Aerobatics Commission / www.fai.org/commission/civa
- CIVL (Commission Internationale de Vol Libre) - FAI Hang Gliding and Paragliding Commission / www.fai.org/commission/civl
- GAC (General Aviation Commission) - FAI General Aviation Commission / www.fai.org/commission/gac
- ICARE (International Commission for Astronautics Records) - FAI Astronautic Records Commission / www.fai.org/commission/icare
- IGC (International Gliding Commission) - FAI Gliding Commission / www.fai.org/commission/igc
- ISC (International Skydiving Commission) - FAI Skydiving Commission / www.fai.org/commission/isc

2.7. Technical Commissions – FAI Member Structure

The FAI Member provides Delegates to Technical Commissions who contribute to the work of the Commission all year round and to represent the FAI Member at Commission plenary meeting. FAI Active and Associate Members hold voting powers at the Commission plenary meeting: one per country.

These commissions deal with matters in technical fields of interest to FAI and its Members, which we call transversal questions of air sport.

List of Technical Commissions:

- CIMP (Commission Internationale Médico-Physiologique) - FAI Medico-Physiological Commission / www.fai.org/commission/cimp
- EduC (Education Commission) - FAI Education Commission / www.fai.org/commission/educ
- EnvC (Environmental Commission) - FAI Environmental Commission / www.fai.org/commission/envc

2.8. Awards

FAI has established two types of awards, which are awarded during the FAI Awards Ceremony, which takes place the day before the annual FAI GC:

- General awards (12) – See FAI Statutes chapter 10
- Awards for individual disciplines (30) – See FAI By-Laws chapter 7



FAI can also appoint Companions of Honour. A Companion of Honour of the FAI may be appointed for life by the GC or by the President of FAI subject to ratification by the GC.

Finally, the Prince Alvaro de Orleans Bourbon Grant can be awarded every two years with the goal of supporting research and innovation focused on the advancement of sport aviation and simulated flying.

www.fai.org/awards

www.fai.org/companions-honour

www.fai.org/alvaro-de-orleans-borbon-grant



3. FAI AIR SPORT COMMISSIONS

In this section you will find information about ASCs and their structure.

3.1. Common Air Sport Commissions structure

3.1.1. Meeting

All ASCs usually meet once a year in a plenary session to discuss and work on the development of their respective sport, rules and sporting events (decision on venues for future events, appointment of organising committees, officials, etc).

See full timetable: www.fai.org/meetings

3.1.2. Delegates

Each FAI Active and Associate Member Country can appoint a Delegate and an Alternate Delegate to represent its interests within the Commission and participate in the work. All Delegates can vote at the Commission Meeting. Delegates are the representatives of their FAI Members who can actively contribute to the work on rules and regulations in a commission.

3.1.3. Bureau

Each ASC shall have a Bureau (FAI By-Law 3.2.1.), elected during its annual meeting, normally comprising the following officials:

- President
- one or more Vice-Presidents
- one or more Secretaries

Between annual meetings, the ASC is run by its respective Bureau.

Some commissions have special secretaries for example CIAM with a Technical and ISC with a recording secretary.

3.1.4. Committee or Subcommittee

Committees and Subcommittees are set up by each ASC. They have specific Terms of Reference (ToR) for their work and responsibilities. These ToR are approved by their ASC Meeting.

Any proposal by a committee or subcommittee shall be subject to the approval of the Commission concerned.

3.1.5. Working

Groups

Working Groups (FAI By-Law 3.5.) are temporarily established by each ASC to study and report on specific matters or proposals. Any proposal by a Working Group shall be subject to the approval of the Commission concerned.

3.1.6. Competitions

Section 4 of FAI Sporting Code General Section defines sporting events in FAI.



Sporting events are listed in the FAI Sporting Calendar. There is a distinction between First Category Events (Cat 1), Second Category Events (Cat 2) and Multi Sport competitions. ASCs decide about the registration of Cat 1 and Cat 2 sporting events. The addition of events to the Sporting Calendar is approved by FAI EB and GC (re- World Games).

3.1.7. *Records*

The FAI maintains files of all aviation records and the ASC lays down the requirements for class conformity and flight verification.

3.1.8. *Rules & other documents*

ASCs establish and maintain rules and criteria for competitions and records, FAI badges, security at world sporting events, and technical standards.

The rules are published in the FAI Sporting Code, which has a General Section (maintained by CASI) and a section for each air sport plus annexes providing more details to different areas of the sports activities (maintained by the respective ASCs).

For example in gliding, there is a specialised section code 3 with several annexes and in addition to that, some Commissions have internal regulations outlining day-to-day work.

Commission related awards are listed in the By-Laws chapter 7 and some commissions have further details in their specialised section and internal regulations.

3.2. *CASI (General Air Sport)*

The responsibilities of CASI are in the areas of Definitions, Measurements Standards and Methods, FAI preferred terminologies, FAI Sporting Licences, Control of Certified FAI Achievements, World Records and Sporting Events.

<https://www.fai.org/commission/casi>

3.2.1. *Meetings*

The FAI General Air Sport General Commission meets in a full (plenary) session annually, normally on the day before the start of the FAI GC and at the same location.

3.2.2. *Delegates*

CASI consist of 11 Active Members representatives elected during the FAI GC and the Presidents or duly appointed representatives of each ASC.

FAI Member representatives elected to the CASI shall serve for a two-year term. Annually, on an alternating basis, five or six of the members shall leave office.

Between annual meetings, CASI is run by its Bureau.

3.3. *CIA (Ballooning)*

CIA (Commission Internationale d'Aérostation) conducts all FAI international ballooning championships, competitions, record activities and all matters relating to balloons and airships.



www.fai.org/commission/cia

3.3.1. *Sporting Code*

CIA Rules are available in Sporting Code Section 1.

3.3.2. *Awards*

The FAI Awards for Ballooning are as follows:

- The Montgolfier Ballooning Diploma
- The Santos Dumont Gold Airship Medal

Awards for CIA are listed in FAI By-Laws, Chapter 7.2.

3.4. *CIACA (Amateur-built and Experimental)*

CIACA's (Commission Internationale des Amateurs Constructeurs d'Aéronefs) role consists of the promotion of design, construction and operation of amateur- and home-built aircraft, and the restoration of vintage aircraft.

www.fai.org/commission/ciaca

3.4.1. *Sporting Code*

CIACA Rules are available in Sporting Code Section 11.

3.4.2. *Awards*

The FAI Awards for Amateur-Built Aircraft are as follows:

- The Phoenix Diploma
- The Phoenix Group Diploma
- The Henri Mignet Diploma
- The David Faulkner Bryant Diploma

Awards for CIACA are listed in FAI By-Laws, Chapter 7.12.

3.5. *CIAM (Aeromodelling)*

CIAM (Commission Internationale d'Aéromodelisme) conducts all FAI Aeromodelling international championships, competitions and record activities.

www.fai.org/commission/ciam

3.5.1. *Sporting Code*

CIAM Rules are available in Sporting Code Section 4.

3.5.2. *Awards*

The FAI Awards for Aeromodelling are as follows:

- The FAI Aeromodelling Gold Medal



- The Andrei Tupolev Aeromodelling Medal
- The Alphonse Penaud Aeromodelling Diploma
- The Antonov Aeromodelling Diploma
- The Andrei Tupolev Aeromodelling Diploma
- The Frank Ehling Diploma
- The CIAM Legends

Awards for CIAM are listed in FAI By-Laws, Chapter 7.7.

3.6. CIG (Rotorcraft)

CIG (Commission Internationale de Giraviation) conducts all FAI Rotorcraft international championships, competitions, record activities and all matters relating to rotary wing aircraft.

www.fai.org/commission/cig

3.6.1. Sporting Code

CIG Rules are available in Sporting Code Section 9.

3.6.2. Awards

The FAI Award for Rotorcraft is the FAI Gold Rotorcraft Medal.

See FAI By-Laws, Chapter 7.5.

3.7. CIMA (Microlight and Paramotor)

CIMA (Commission Internationale de Micro Aviation) conducts all FAI microlight and paramotor international championships, competitions and record activities.

www.fai.org/commission/cima

3.7.1. Sporting Code

CIMA Rules are available in Sporting Code Section 10.

3.7.2. Awards

The FAI Awards for Microlight and Paramotor are as follows:

- The Colibri Diploma
- The Ann Welch Diploma

Awards for CIMA are listed in FAI By-Laws, Chapter 7.11.

3.8. CIVA (Aerobatics)

CIVA (Commission Internationale de Voltige Aérienne) conducts all FAI aerobatics international championships (powered and glider aircraft), competitions and record activities.

www.fai.org/commission/civa



3.8.1. *Sporting Code*

CIVA Rules are available in Sporting Code Section 6.

3.8.2. *Awards*

The FAI Award for Aerobatics is the Leon Biancotto Aerobatics Diploma.

See FAI By-Laws, Chapter 7.8.

3.9. *CIVL (Hang Gliding and Paragliding)*

CIVL (Commission Internationale de Vol Libre) conducts all FAI Hang Gliding and Paragliding international championships, competitions and record activities.

www.fai.org/commission/civl

3.9.1. *Sporting Code*

CIVL Rules are available in Sporting Code Section 7.

3.9.2. *Awards*

The FAI Awards for Hang Gliding and Paragliding are as follows:

- The Hang Gliding and Paragliding Diploma
- The Pepe Lopes Medal

Awards for CIVL are listed in FAI By-Laws, Chapter 7.10.

3.10. *GAC (General Aviation)*

GAC (General Aviation Commission) conducts all FAI General Aviation international championships, competitions and record activities.

www.fai.org/commission/gac

3.10.1. *Sporting Code*

GAC Rules are available in Sporting Code Section 2.

3.10.2. *Awards*

The FAI Award for General Aviation is the Charles Lindbergh General Aviation Diploma.

See FAI By-Laws, Chapter 7.3.

3.11. *ICARE (Astronautic Records)*

ICARE (International Commission for Astronautical Records) appraises and administers manned spaceflight record activities.

www.fai.org/commission/icare



3.11.1. Sporting Code

ICARE Rules are available in Sporting Code Section 8.

3.11.2. Awards

The FAI Awards for Astronautics Records are as follows:

- The Yuri Gagarin Gold Medal
- The Vladimir Komarov Diploma
- The Korolev Diploma
- The Odyssey Diploma

Awards for ICARE are listed in FAI By-Laws, Chapter 7.9.

3.12. IGC (Gliding)

IGC (International Gliding Commission) conducts all FAI gliding international championships, competitions and record activities. It is the body within the FAI which is responsible for all international aspects of air sports involving gliders (not including hang gliders and paragliders, which belong to the FAI Hang Gliding and Paragliding Commission) and motor gliders. An exception is the sport of gliding aerobatics, which is handled together with powered aerobatics by the FAI Aerobatics Commission.

www.fai.org/commission/igc

3.12.1. Sporting Code

IGC Rules are available in Sporting Code Section 3.

3.12.2. Awards

The FAI Awards for Gliding are as follows:

- The Lilienthal Gliding Medal
- The Pelagia Majewska Gliding Medal
- The Pirat Gehriger Diploma

Awards for IGC are listed in FAI By-Laws, Chapter 7.4.

3.13. ISC (Skydiving)

ISC (International Skydiving Commission) conducts all FAI Parachuting international championships, competitions and record activities.

See Sporting Code Section 5.

www.fai.org/commission/isc

3.13.1. Sporting Code

ISC Rules are available in Sporting Code Section 5.

3.13.2. Awards



The FAI Awards for Parachuting are as follows:

- The FAI Gold Parachuting Medal
- The Leonardo Da Vinci Parachuting Diploma
- The Faust Vrancic Medal

Awards for ISC are listed in FAI By-Laws, Chapter 7.6.



4. FAI TECHNICAL COMMISSIONS

4.1. CIMP (Medico-Physiological)

The FAI Medico-Physiological Commission (CIMP; Commission Internationale Médico-Physiologique) has been created to study the medical and physiological factors that influence human performance and behaviour in the air sports environment.

CIMP organised a very successful conference along the FAI World Air Games 2015 in Dubai, promoting its vast expertise on medical matters in air sports.

www.fai.org/commission/cimp

4.1.1. Awards

The FAI Award for Medico-Physiological issues is as follows:

- The Dr. Peter Saundby Diploma

Awards for EnvC are listed in FAI By-Laws, Chapter 7.15.

4.2. EnvC (Environment)

The FAI Environmental Commission (EnvC) has been created to evaluate studies concerning the influence of air sports on the environment; to develop an FAI policy aimed at maintaining and improving conditions for the development of air sports while respecting realistically demonstrated environmental interests; and to advise the GC and ASCs on environmental matters affecting air sports.

www.fai.org/commission/envc

4.2.1. Awards

The FAI Award for Environmental issues is as follows:

- The Angelo D'Arrigo Diploma

Awards for EnvC are listed in FAI By-Laws, Chapter 7.13.

4.3. EduC (Education)

The FAI Education Commission (EduC) has been created to disseminate of aeronautical and astronautical knowledge, particularly among the young, and to raise the interest of young people in the highly demanding and motivating air sports and aviation careers.

www.fai.org/commission/educ

4.3.1. Awards

The FAI Award for Educational issues is as follows:

- The Nile Gold Medal

Awards for EduC are listed in FAI By-Laws, Chapter 7.14.

4.3.2. FAI Young Artists Contest

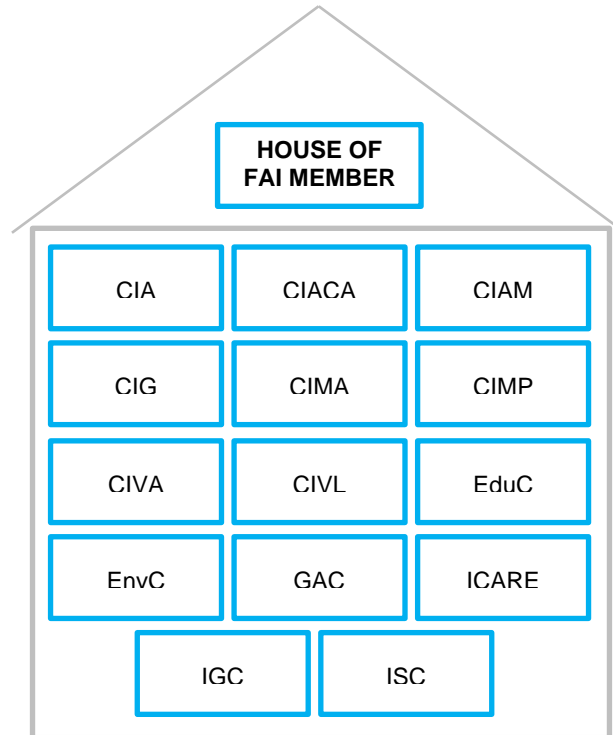
The FAI Education Commission organises an annual FAI Young Artists Contest for youngsters between the ages of 6 and 17. Each FAI Member sponsors the contest in their country, and the national winners are submitted to the International Jury each year. www.fai.org/yac



5. FAI MEMBER STRUCTURE

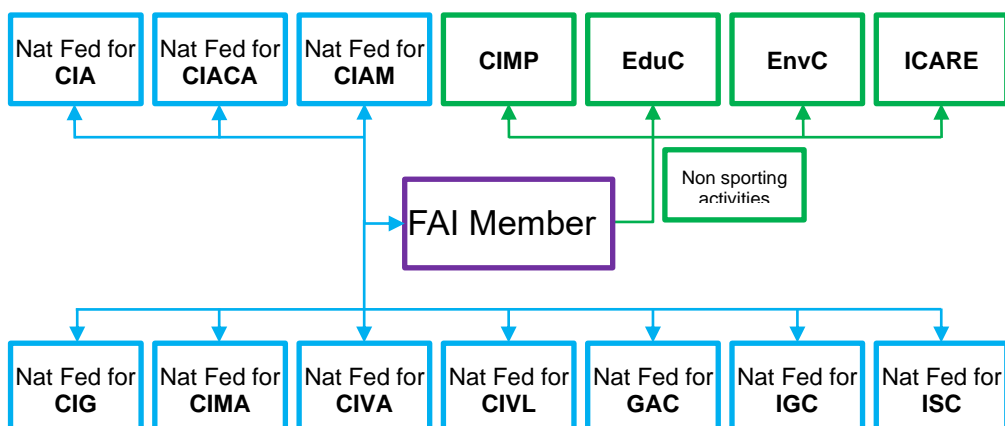
There are multiple FAI Member structures, the three most common are listed below.

5.1. Historical structure



All air sports under the same roof and one board making the decisions. All information is channelled through one entity.

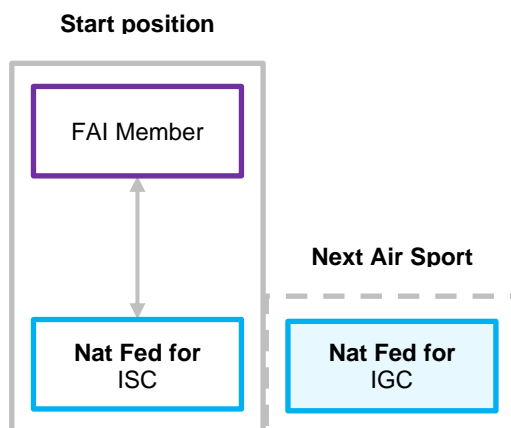
5.2. Corporate structure



In this type of structure, air sports are in separate, independent National Federations with their own board of directors and communicate directly with their respective FAI ASC. Sporting powers are delegated to them by the FAI Member or the body referred to as such.

FAI central communication is directed to the FAI Member which has the responsibility to redirect it through its own organisation. Communication between the FAI Member and the National Federations must be clearly defined and the FAI informed of this organisation.

5.3. Start-up structure



The membership class subscription to FAI depends on the number of air sport persons in the country declared to FAI.

When a country practising just one sport decides to join FAI, usually to be able to participate in International Sporting Events, they have several options open to them. It is recommended to take advice from an existing FAI member in a neighbouring country or fellow athletes from another country.

They may choose to start as a Temporary Member. This gives them the time to see if FAI is right for them but in this case, their athletes may only participate in sporting events or record attempts under the FAI flag.

They may also choose to directly become an Associate Member, this gives them the right to issue Sporting Licences, to participate in events under their national flag and to vote at the relevant Air Sport Commission, but these rights are limited to 3 sports represented by an FAI Associate member. They may not however vote at the FAI General Conference.

When more than three Air Sports with Associate Membership are present in a country, they must designate one single organisation as the FAI Member. This organisation may then delegate Sporting Powers to each separate organisation but will become the single point of contact to FAI.

They may also decide to become a full FAI Member (Active Member) with all the responsibilities attached to that including voting at the General Conference. Any new air sport will, in this case, automatically fall under the responsibility of the existing FAI Member.

It is possible that there is an Active Member in a country plus one or two Associate Members.



6. FAI MEMBER TASKS

It is important to have a mailbox for all incoming communication and a designated person to distribute this to others in the FAI Member. Also important is to hold regular meetings in the organisation in order to respond to FAI and ASCs.

FAI membership provides the opportunity to collaborate and engage with the other sport federations on a national level.

6.1. FAI Member tasks in relation to the FAI GC

- Register for FAI GC and attend the meeting
- Nominate candidates for FAI Executive Board
- Nominate candidates for FAI President
- Nominate candidates for the FAI awards that will be presented at the FAI GC award ceremony
- Stay informed about the agenda items and proposals
- Stay informed about FAI related activities in your various air sports by contact with your Delegates and representatives in the ASCs

6.2. FAI Member tasks in relation to FAI Secretariat

- Establish regular contact with FAI Secretariat, especially the FAI Members Manager
- Nominate Delegates to the various Commissions, as well as technical experts etc, as may be applicable in the respective Commission
- Inform FAI Secretariat about any internal changes regarding organisation, names of officials, sporting powers,
- Update the delegation of sporting powers according to the decisions in the country
- Register the correct amount of Air Sport Persons to determine the subscription
- Settle the yearly subscription fee to FAI before 31 March each year
- Issue FAI Sporting Licences and register them in the FAI Sporting Licence database that is maintained by FAI Secretariat

6.3. FAI Member Tasks in relation to ASCs

- Send Delegates to the Commission meeting or give proxy to another country
- Be aware of and support candidacies for ASC Bureau and Committee/Subcommittee positions
- Read all documents for the plenary meeting
- Take a stand and prepare to argue your case
- If giving proxy, provide voting instructions
- Be active in the meeting by briefing your Delegates and understanding the items in the agenda.
- Send judges and officials to training sessions on the implementation of rules during performance evaluation
- Send athletes to FAI-sanctioned competitions in the region
- Register teams for World and Continental Championships
- Organise competitions in your country
- Most of all: be active in the further growth of air sports!

6.4. FAI Member Tasks in relation to FAI Event Organisers

- Approve FAI events so that they can be added into the FAI International Sporting Calendar
- Sign Organiser Agreements for Cat 1 events together with the duly authorised FAI representative, the ASC President and the Local Organiser
- Be aware of rules and regulations concerning FAI events
- Support and engage with the Organisers of events hosted in your country and ensure FAI Member and FAI branding at the events as appropriate



6.5. FAI Member Tasks in relation to Air Sports Persons who participate in FAI events

- Issue FAI Sporting Licences to Air Sports Persons who wish to participate in FAI events before they go to the event. The same applies for FAI World or Continental record attempts.
- Support the training and recognition as FAI Official Observers
- Promote the proficiency schemes in the various air sports as a step from leisure to competitive flying, (eg, badges (Silver-C, Gold-C) in Gliding and Ballooning, IPPI levels in Para- and Hang Gliding etc).
- Support and engage with the Organisers of events hosted in your country, and ensure FAI Member and FAI branding at the events as appropriate.
- Forward information about FAI to the larger air sports community in your country to strengthen the bonds from grassroots to elite level



7. GENERAL CONFERENCE (GC)

As FAI's supreme body, the GC consists of Delegates appointed by Active Members in good standing, designated representatives of Associate, Temporary and International Affiliate Members in good standing, FAI elected Officers, Presidents of Honour, Honorary Patrons of FAI, designated representatives of Corporate Patrons of FAI, Companions of Honour, Vice-Presidents and Commissions Representatives.

The GC is organised by a host entity with the endorsement of the respective member of FAI. A typical schedule is as follows:

- GC starts with a day of workshops to advance knowledge of selected topics
- On the same day, the awards ceremony (usually with an opening dinner) takes place where outstanding achievements for Air Sports are promoted and awarded
- Day 2 is the first day of plenary sessions of the conference, which ends with an informal dinner
- Day 3 is the last day of plenary sessions of the conference where the elections are held and ends with a closing dinner
- Day 4 is the opportunity to take part in a social programme of the host country

7.1. Purpose of FAI GC

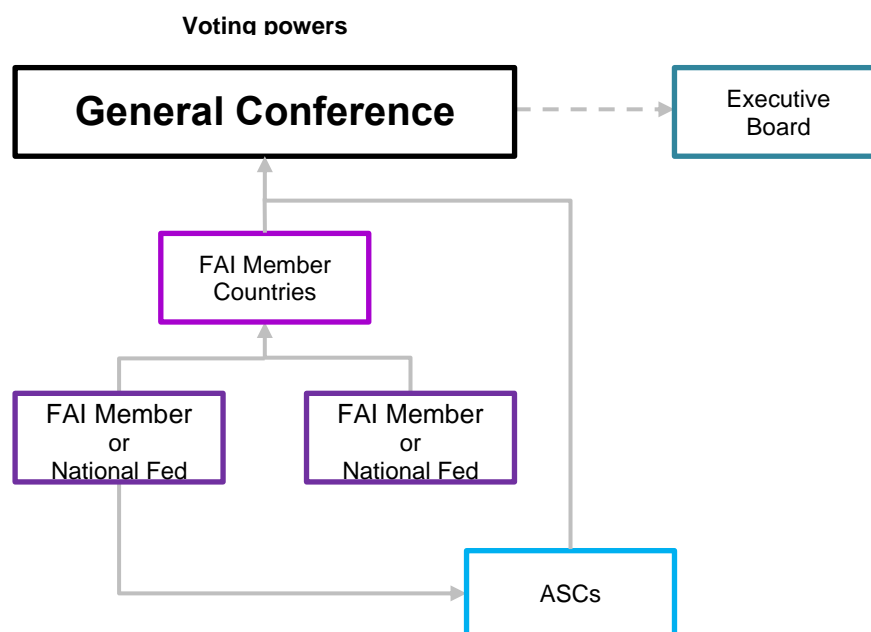
This is the highest decision-making body in FAI. The GC deals with and decides on all FAI legislative, executive and financial matters. Important subjects are among others: strategy, budget, common development of Air Sports, selecting organiser for World Air Games, welcoming new members, Statutes updates, etc.

For the publication of the agenda and annexes, there are statutory deadlines to be respected. All documents are published before the meeting in a dedicated cloud section.

7.1.1. What is expected from FAI Members

- To read all preparatory documents
- To make a stand in advance in all subjects
- To note your questions for matters that you find unclear
- To speak up for your position on a subject (in the meeting)
- To consider your vote and its consequences for the organisation
- To give your proxy to another FAI Member if you cannot attend

7.2. Voting Powers



8. FAI IMPORTANT DATES

8.1. FAI Global dates

Proposals to GC Agenda

- Written proposals for inclusion in the Agenda of the GC can be made by FAI Members or ASCs and must reach FAI Secretariat two (2) months before the start of the GC. The GC usually takes place in October.

Nominations for General Awards

- Nominations forms must reach FAI Secretariat by 31 May to be awarded at the FAI Awards Ceremony in the same year.

Nominations for FAI President (every two years)

- Nominations can be made any time until up to the General Conference.

Nominations for Executive Directors (every two years)

- Nominations forms must reach FAI Secretariat not less than two (2) months before the date of the General Conference to be included in the agenda of the GC in the same year.

Nominations for Vice Presidents

- Nominations forms must reach FAI Secretariat not less than two (2) months before the date of the General Conference to be included in the agenda of the GC in the same year.

Delegation of sporting powers

- Delegation forms must reach FAI Secretariat by a certain date (usually between 8 and 15 January).

8.2. CASI – General Air Sport

Nominations for CASI representatives

- Nominations forms must reach FAI Secretariat before the deadline (usually mid-July) to be included in the agenda of the GC in the same year

8.3. CIA - Ballooning

Proposals to Plenary Agenda

- Written proposals for inclusion in the Agenda must reach CIA President at least 75 days before the Plenary

Proposals for changes to Sporting Code Rules

- Written Sporting Code rule proposals must reach CIA President at least 75 days before the Plenary

Bid for Events

- According to Handbooks available online: www.fai.org/cia-documents

Nomination of Officials

- Nomination can be made by CIA Delegate at the Plenary

8.4. CIACA – Amateur-Built and Experimental

Proposals to Plenary Agenda

- Written proposals for inclusion in the Agenda can be made by FAI Members, CIACA Delegates, CIACA Committee Chair and must reach CIACA President by 10 January each year



Proposals for changes to Sporting Code Rules

- Written Sporting Code rules proposals can be made by CIACA Delegates and must reach CIACA President by 30 January each year

8.5. CIAM - Aeromodelling

Proposals to Plenary Agenda

- Written proposals for inclusion in the Agenda can be made by FAI Members, CIAM Delegate, CIAM Sub-Committee Chair, CIAM Bureau and must reach CIAM Secretary by 15 November of the previous Plenary year.

Proposals for changes to Sporting Code Rules

- Written Sporting Code rule proposals can be made by FAI Members, CIAM Delegate, CIAM Sub-Committee Chair, CIAM Bureau online www.fai.org/ciam-documents/31653-submission-of-proposals by 15 November of the previous Plenary year.

Registration for Cat 1

- According to SC4 – CIAM General Rules Chapter C.15

Registration for Cat 2

- Procedure to be amended soon

Nomination of Officials

- Nomination can be made by CIAM Delegate or the person already in position on the first day of the Plenary

8.6. CIG - Rotorcraft

Proposals to Plenary Agenda

- Written proposals for inclusion in the Agenda can be made by CIG Delegates and must reach CIG Secretary at least 60 days before the Plenary

Proposals for changes to Sporting Code Rules

- Written Sporting Code rules proposals can be made by FAI Members and must reach the CIG Rules Committee Chairman by 30 October of the previous Plenary year.

Bid for Cat 1

According to Sporting Code Section 9

- Intention to bid and bid must reach CIG Bureau at least three months days before the Plenary, no less than one year before the proposed event date.

Bid for Cat 2

- Bid must reach CIG Secretary at least 3 months before the event.

Nomination of Officials

- Nomination can be made by CIG Delegates and must reach CIG President before the election
- Judges: According to Sporting Code Section 9 Annex C: FAI Members, CIG Delegates, the board of International Judges should send Judge's Qualification Declaration (Annex C to FAI Sporting Code) at least six weeks before the Plenary.

8.7. CIMA – Microlight and Paramotor

Proposals to Plenary Agenda

- Written proposals for inclusion in the Agenda can be made by FAI Members, CIMA Delegate, CIMA Committee Chair and must reach CIMA Secretary at least 45 days before the Plenary.



Proposals for changes to Sporting Code Rules

- Written Sporting Code rule proposals can be made by CIMA Delegate at least 45 days before the Plenary.

Bid for Cat 1 events

- Initial bid should be made at the Plenary two years preceding the event.
- Final Bid will be approved at the Plenary the year preceding the event.

Bid for Cat 2 events

- Bid should be made at the Plenary the year preceding the event.

Nomination of Officials

- Nomination can be made by FAI Members, CIMA Delegate, CIMA Committee Chair and must reach CIMA Secretary before the Plenary.

8.8. CIVA - Aerobatics

Proposals to Plenary Agenda

- Written proposals for inclusion in the Agenda can be made by FAI Members, CIVA Delegates and must reach CIVA President or Secretaries at least 45 days before the Plenary

Proposals for changes to Sporting Code Rules

- Written Sporting Code rules proposals must reach the CIVA Rules Committee Chairman by a specific deadline set each year.

Bid for Cat 1 and Cat 2 events

- Intention to bid and bid can be submitted by CIVA Delegates, organisers, with prior FAI Members approval, and must reach CIVA Secretaries at least 30 days before the Plenary

Nomination of Officials

- Nomination can be made by CIVA Delegates up until the day of the Plenary

8.9. CIVL – Hang Gliding and Paragliding

Proposals to Plenary Agenda

- Written proposals for inclusion in the Agenda can be made by FAI Members, CIVL Delegates, CIVL Bureau, CIVL Committee Chair and must reach the CIVL President and CIVL Administrator at least 60 days before the Plenary.

Proposals for changes to Sporting Code Rules

- Written Sporting Code rules proposals can be made by FAI Members, CIVL Delegates, CIVL Bureau, CIVL Committee Chair and must reach the CIVL President and CIVL Administrator at least 60 days before the Plenary.
- The proposal must be presented in two formats – Word and PDF. The text of the proposal must contain existing wording of the rule, proposed wording of the rule with changes in red and explanation.

Bid for Cat 1 events

See full details on the dedicated webpage www.fai.org/node/24526

- An electronic copy of the bid must be sent by email to CIVL President and CIVL Administrator by 1 December prior to the CIVL Plenary at which it will be presented. This should be two years before the proposed event.

Bid for Cat 2 events

See full details on the dedicated webpage www.fai.org/node/176283



- Application form, signed by organising FAI Member together with proof of payment, shall arrive to CIVL Competition Coordinator at least 30 days before the beginning of the event.

Nomination of Officials

- Nomination can be made by CIVL Delegates on the first day of the Plenary.

8.10. GAC – General Aviation

Proposals to Plenary Agenda

- Written proposals for inclusion in the Agenda can be made by GAC Delegates and must reach GAC Secretary at least four weeks before the Plenary

Proposals for changes to Sporting Code Rules

- Written Sporting Code rules proposals can be made by GAC Delegates and must reach respective GAC Committee Chair at least six weeks before the Plenary

Bid for Cat 1 and Cat 2 events

- Intention to bid and bid must reach GAC Secretary at least four weeks before the Plenary

Nomination of Officials

- Nomination must reach GAC Secretary at least four weeks before the Plenary

8.11. ICARE – Aeronautic records

Proposals to Plenary Agenda

- Written proposals for inclusion in the Agenda can be made by FAI Members, ICARE Delegate and must reach ICARE President or Secretary at least 45 days before the Plenary

8.12. IGC - Gliding

Proposals to Plenary Agenda

- Written proposals for inclusion in the Agenda can be made by FAI Members, IGC Delegates, IGC Bureau, IGC Committee Chair. Preliminary Intent must reach IGC President and Secretary by 30 September of the previous Plenary year. The final proposal must reach IGC President and Secretary by 31 December of the previous Plenary year, but not later than 60 days before the Plenary.

Proposals for changes to Sporting Code Rules

- Written Sporting Code rules proposals can be made by FAI Members, IGC Delegates, IGC Bureau, IGC Committee Chair. The Preliminary Intent must reach the IGC President and Secretary by 30 September of the previous Plenary year. The final proposal must reach the IGC President and Secretary by 31 December of the previous Plenary year.

Bid for Cat 1 and Cat 2 events

- Intention to bid must reach IGC Secretary and Bid Specialist by 30 September of the previous Plenary year.
- Final Bid must reach IGC Secretary and Bid Specialist by 31 December of the previous Plenary year.

8.13. ISC - Skydiving

Proposals to Plenary Agenda

- Written proposals for inclusion in the Agenda can be made by FAI Members, ISC Delegates, ISC Committee or Working Group Chairs, the ISC President and must reach the ISC President or ISC Recording Secretary not later than 1 December immediately prior to the Plenary meeting which always takes place at the end of January or beginning of February.



Proposals for changes to Sporting Code Rules

- Written Sporting Code rules proposals can be made FAI Members, ISC Delegates, ISC Committee or Working Group Chairs, the ISC President and must reach the ISC President or ISC Recording Secretary not later than 1 December immediately prior to the Plenary meeting of the previous Plenary year. It is customary for any proposal to be discussed within each committee well prior to submission for the Agenda.

Bids for Cat 1 events

- In accordance with the First Category Event Application Document available online www.fai.org/ISC-documents

Nomination of Officials

- Judges: According to Sporting Code Section 5 – Ch 6: FAI Members can submit the names or their qualified Judges to ISC Judges Committee by 31 December
- Juries: According to Sporting Code Section 5 – Ch 4.7: Application to be added to the list of potential Jurors can be made by FAI Members, ISC Delegate to the ISC First Vice-President

8.14. [CIMP – Medico-Physiological](#)

Proposals to Plenary Agenda

- Written proposals for inclusion in the Agenda can be made only by CIMP Delegates or FAI Members and must reach FAI HO not later than 45 days before the Plenary.

8.15. [EduC - Education](#)

Proposals to Plenary Agenda

- Written proposals for inclusion in the Agenda (including Awards nominations) can be made only by EduC Delegates or FAI Members and must reach FAI HO not later than 45 days before the Plenary.

Drawings for Young Artist Contest

- Winning Drawings of FAI Members National contests must reach the FAI HO by 1 April latest each year to be judged by the jury end of April – beginning of May.

8.16. [EnvC - Environment](#)

Proposals to Plenary Agenda

- Written proposals for inclusion in the Agenda (including Awards nominations) can be made only by EnvC Delegates or FAI Members and must reach FAI HO no later than 45 days before the Plenary.



9. ENGAGING WITH FAI ACTIVITIES

As a member of FAI, it is always a good time to be actively involved!

- Designate your official representative who will be the point of contact for all FAI communication
- Designate your official representative to attend the FAI GC and register on the GC website
- Look at the list of FAI Air Sports and Technical Commissions and encourage your Delegates to join as many committees as they wish in their fields of expertise. The FAI Commissions provide an excellent opportunity to engage in discussion with your peers from all over the world
- Train and nominate FAI Officials to the various Commissions, but also as Official Observers, technical experts etc. as may be applicable for the respective Commissions
- Issue the FAI Sporting Licence to all air sports persons who wish to participate in FAI activities
- Approve events as per FAI rules that are hosted in your country and provide support and guidance to the Organisers of these events
- Promote your organisation within the FAI Community and the global air sports scene. You can do this in various ways:
 - Provide your official logo to be promoted on the FAI website;
 - Add the FAI logo on your website;
 - Get in touch with the FAI Communication Team, to discuss with them the best way to promote your organisation through the FAI channels;
 - Provide articles for the FAI newsletter;
 - Follow FAI Social Media and actively engage in the FAI online Community (Facebook, Twitter, Instagram, Flickr, YouTube) by tagging FAI accounts or proposing your content to be promoted
- Regularly visit the FAI Members Extranet
- Submit proposals for FAI Conferences and encourage your stakeholders to submit proposals to be presented during the FAI commission meetings
- Submit a nomination for the FAI Vice President position
- Submit a proposal to host a future FAI meeting or event in your country
- Define the future sports events of the Federation
- Look at the FAI membership list. Within our contact base there will be people that you would enjoy talking to and collaborating with.
- Nominate candidates for FAI Awards
- Nominate candidates for FAI Executive Board
- Nominate a candidate for FAI President
- Organise a Young Artist Contest in your country and submit contributions to the FAI Young Artist Contest



- FAI Members are expected to approve the events hosted in their country, and take sufficient control over the events, and provide support to the Organisers. Furthermore, they are expected to issue FAI Sporting Licences, and provide Official Observers as per FAI Sporting Code general Section



Annex 1 : FAI Secretariat Staff as of 2022

Secretary General

Markus Haggeneý – Secretary General

- General management
- Non-voting member of the Executive Board
- Operation of FAI Secretariat
- Contractual agreements and legal coordination
- Contacts with external associations and authorities
- Human resources
- FAI business plan
- Partnership and sponsorship

Sports & Events

Markus Haggeneý - Secretary General

- Sports strategy and development
- Commissions support
- Multi-sports events, including FAI World Air Games, World Games, Asian Games

Christine Rousson – Competitions Manager, Record Officer

- Support to Event Organisers (Organiser Agreements, documents, Medals, Diplomas)
- FAI International Sporting Calendar
- Competition Results
- World and Continental Records

Finance

Paola Lopez – Finance Manager and Controller

- Accounting
- Financial Records
- FAI projects
- Commissions Finances

Members and Commissions

Kamila Vokoun Hajkova (as of 1 August 2022) – Members and Commissions Relations Manager

- Management of FAI Membership
- FAI General Conference: documents and logistics
- Awards
- Management of the FAI Members database
- Coordination of FAI Commissions (Air Sports and Technical)
- Commissions plenary meetings: documents and logistics
- Anti-Doping Management



Communication

Faustine Carrera – Communication Manager

- Communications Strategy
- FAI Branding / Logos
- Media and Public Relations (press releases, social media, publications, media, etc)
- TV Production and Distribution
- Website

IT

Visa-Matti Leinikki – IT Manager

- Management of IT infrastructure / software
- IT Development and maintenance
- World Records
- FAI Sporting Licences in cases where they are issued by FAI Secretariat according to FAI Sporting Code General Section.



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