

# Team Captain's Handbook

Congratulations, you have been selected as Team Captain of the Australian National Gliding Team.

This document contains information that I hope you will find useful in your preparation for this event. Flying overseas is a big undertaking and it is a huge logistical exercise to organise everything that needs to be done before you go. I hope that this document will help to make that process a little easier for you. There is a sister document which has been prepared for your Pilots.

It is intended that this document will be a 'work in progress' and will be added to and edited each year to improve the content and to allow it to evolve as things change. Once you have used this document if you have any suggestions as to how it could be changed/improved please send them to [thetemples@internode.on.net](mailto:thetemples@internode.on.net)

Experience has clearly shown that if the team is well prepared your pilots are likely to fly faster and achieve better results. It is well worth investing time and preparing as well as you possibly can before you leave Australia.

Mandy Temple September 2007

## Updates

23/03/09	09v2	Codes of conduct updated
01/06/09	09v3	FAI requirement to apply to be added to Data base
22/10/09	09v4	Insurance details updated
17/02/10	10v1	Insurance details updated NAC details added

# Team Captain's Handbook

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# Things the pilots should do for themselves – but check anyway

## Logistics

### Flights

#### Excess baggage

Most of the major airlines allow passengers who are part of a National Team to carry an extra 10 or 15kg of baggage for no charge. For security reasons this is only allowed if all legs of the journey are flown with the same airline.

#### Customs forms

It is a good idea to fill out a 'Goods Exported in Passengers Baggage' before you leave. You can list all of your electronic goods including laptops and you cannot then be charged GST when you return to Australia. You need to get it stamped by customs before you leave Australia.

The form is available as a PDF at;

<http://www.customs.gov.au/site/page.cfm?u=4725>

### Mobile Phones

International roaming allows Australian phones to be used in most overseas countries for no set up cost. Text messages cost about 50c and calls around \$4 per minute to make and \$1.20 to receive. This can be a cheaper option than buying a replacement Sim card (particularly if you are travelling in several countries – typically Sim cards cost €40 plus calls). Alternatively you can buy pre-paid phones for around €60. It is usually a requirement for the team captain to have a local phone number.

## Documentation

### Medicals

All pilots will need to organise a Class 2 Medical. A list of CASA approved doctors (DAMEs) is available at;

<http://www.casa.gov.au/avmed/search.htm>

Allow plenty of time for this process. It can take several months the first time especially if you anything but 100% fit. Also note that whilst the medicals are valid for 2 years it is a requirement in several countries that pilots aged over 40 have an annual medical.

### Passport

It goes without saying that all pilots need a valid passport and possibly a visa. Check anyway.

### Sporting licence

Likewise.

## FAI Licence Registration added 1/06/2009

There is now a requirement for any pilot competing at a category 1 or 2 competition to have their licence registered with the FAI. This can take up to 3 months so if you have not registered you should do so as soon as possible. The details can be found in the documents section of the Sporting page of the GFA website.

<http://www.gfa.org.au/Docs/FAI/ASAC001.pdf>

Forms go to

Mr Kevin Dodd

16 Illidge Road,  
Victoria Point,  
Queensland, 4165  
Australia.

Phone: 07 3207 9067

Fax: 07 3207 8175

[secretary@maaa.asn.au](mailto:secretary@maaa.asn.au)

Document reproduced in Appendix J

## Insurance

It is a requirement that all team members have medical insurance. This requirement includes the pilots and captain but not the crews. Off the shelf travel insurance does not cover competitive gliding. In 2007 we used a QBE policy which covers aviation but not racing. The policy must include 'Get the body home cover'.

Several countries have reciprocal health agreements with Australia and free medical care is available. A list of countries is at;

[http://www.medicare.gov.au/yourhealth/going\\_overseas/to.shtml](http://www.medicare.gov.au/yourhealth/going_overseas/to.shtml)

A UK company

[airsports@bhpa.co.uk](mailto:airsports@bhpa.co.uk) (contact person Yvonne has a suitable policy)

For two months including gliding £241.50

For 1 month including gliding £131.20

Added 1/09/09

Another company offering gliding cover is;

<https://global.ihl.com/travel+insurance/travel+insurance+++10+good+reasons.aspx>

Added 17/02/10

OAMPS are now able to provide cover for pilots competing overseas through Accident and Health International Pty Ltd.

Contact is Chris Agnew.

The premium required for pilots is \$140 plus \$3.70 GST per person per week (or part thereof). For the non pilot support staff \$70 plus \$1.85 GST per person per week.

### Logger calibration

At registration you will be required to present a logger calibration certificate. Like the medicals these are valid for 2 years but there is usually a requirement for a certificate that is less than 12 months old. Check.

### Documentation for licence/equivalence

Each country deals with our lack of an ICAO licence uniquely. Find out early what particular hoops you need to jump through to satisfy the particular locality. Recent events (Jan 2008) suggest that the situation is gradually improving and many people are working hard behind the scenes to resolve the situation.

### Documentation for the glider

This will have to be organised with the person who owns the glider. Make sure that you have a recent weight and balance, a certificate of insurance, and a permit to fly.

### International driver's license

These are available from the RAA or RACV for a small fee. They are required for certain countries and recommended for others.

See;

<http://www.raa.net/page.asp?TerID=571>

### Map and logger preparation

It will save a lot of time and effort if pilots prepare maps of the local area before leaving Australia. They should also upload turnpoints into loggers and PDAs before leaving.

## Things you should do for your pilots

### Entry form and payment (amended 17/02/10)

The Team Captain needs to organise a 'rubber stamp' on the entry form from the National Aero Club (NAC). In Australia the NAC is The Australian NAC is ASAC  
<http://www.asac.asn.au>

It may be worth registering with one of the international on line companies that give better exchange rates and allow you to transfer funds electronically such as;  
<http://www.ozforex.com.au/>

### Anthem/Flags

You will need to provide the organisers with a CD of the Australian national anthem and a National flag. These are available at no cost from your local federal MP.

### Uniform

There is usually some sort of team uniform. It need not be expensive but should satisfy everyone and should be practical to the location.

### Tow ropes

At some sites pilots need to provide their own. It is usually possible to organise to hire ropes from the organisers.

### Website

It is usual to have a team web site to keep people in Australia informed of the team's progress during the competition.

### Code of conduct

It is a condition of funding that all pilots sign the attached codes of conduct. It is up to the captain to organise this.

### Retrieve maps/cards

It is useful for pilots to fly with a card written in the local language explaining their situation. See appendix F. It is also helpful for retrieves if all pilots and crew have the same maps. The GPS navigation devices are an invaluable aid for retrieves.

### CB radios

These can be useful on site to keep track of team members

### Red Kangaroos

Traditionally Australian pilots fly with red kangaroos on the tails of their gliders. A template is available at;  
<http://www.defence.gov.au/Raaf/history/badge.htm>

### Radio base set

The team will need a good radio with an external aerial for Aussie Base. You need to work with the pilots to establish a routine for calls that they are happy with.

### Tools

If possible the team should take a comprehensive tool kit. This can be organised amongst team members to avoid duplication.

### Pilot behaviour

It is important at the outset to make sure that the pilots agree to follow the code of conduct and agree to follow the rules of the contest.

### Briefing routine

It is usual to have a team briefing after the official briefing (if time permits), preferably at Aussie base away from distractions. If possible try to organise a shorter briefing after flying.

### Weather websites

Before leaving it is useful to identify the best weather web sites (some are not free). This gives the pilots an advantage overseas.

### Knowledge of rules

It is important to have a good understanding of the rules and to encourage the crew to do the same. It is one less thing for the pilots to worry about.

### Team Captain's report

After the contest it is usual to submit a report to the sports committee with comments suggestions and problems encountered.

## Appendix A

### AUSTRALIAN TEAM FOR WORLD GLIDING COMPETITION

#### TEAM CAPTAIN'S JOB DESCRIPTION

The Team Captain's role is to: achieve the best possible result for the Team as a whole; to encourage and coordinate the efforts of the Team Members; to deal with the protocols surrounding the contest and the organisation; and to protect the safety and welfare of Team Members and the interests of GFA and its membership. The Team Captain's responsibilities include overseeing the performance of all Team Members, and ensuring that they carry out the responsibilities listed in their Job Descriptions.

#### ***PRIOR TO THE CONTEST***

Specific duties include:

1. Comply with all requirements for entry to the contest in good time.  
Set up the means of transferring funds for payment of entries, tows, accommodation, etc.
2. Determine pilot certification/licence requirements for the country and ensure compliance in good time.
3. Ensure that Team members understand all Rules, Procedures, Sporting Codes and Local Rules and agree to abide by them.
4. Ensure that all insurance requirements for gliders, cars, trailers and Team Members are clarified and complied with before departing for the contest.
5. Ensure that all Team Members understand their duties, and that they have signed their Code of Conduct.

With other Team Members, where desired:

1. Seek sponsorships, glider/car hire/swaps/donations.
2. Make arrangements for accommodation.
3. Organise team uniform.
4. Discuss plans for "Aussie Night."
5. Set up a Team Website

## ***AT THE CONTEST***

Specific duties include:

1. Relay all relevant communications from the Organisation to the Pilots and Crew. In general, deal with the Organisation in such a way as to minimise impact on the Pilots, and to protect them from unnecessary stress and distraction.
2. Oversee the functioning of all team members to ensure that they are working effectively together in accordance with their job descriptions.
3. Ensure that the team avoids penalties by thorough understanding of rules and procedures. Oversee scores and penalties; check for discrepancies. Clarify penalties immediately with the Organisation and lodge a protest where appropriate.
4. Facilitate daily meetings with Pilots after the morning briefing (and debriefing sessions where possible after flight). Facilitate Team meetings at appropriate times to ensure best functioning of the group.
5. Man Aussie Base, receive start times and relay weather and tactical information to pilots. After flight, oversee delivery of flight logs to scorer in a timely manner.
6. Ensure Team website is updated regularly.
7. Coordinate Team resources and personnel, particularly in times of crisis. Specifically, work with crews to put procedures in place for: flat tyre on the grid; outlanding; accident; injury or death.
8. Promote team harmony and be pro-active in dispute resolution. Provide leadership, guidance and motivation for the Team.

## **Appendix B**

### **AUSTRALIAN TEAM FOR THE WORLD GLIDING COMPETITION**

#### **PILOT'S JOB DESCRIPTION**

The Pilot's objective is to gain the best possible result for him/herself and for his/her team mate at this competition, whilst conducting him/herself in such a way as to bring credit to the GFA and its membership. The Pilot is the focus of all the Team's resources and goodwill. This document is intended to identify those elements on which the Pilot should concentrate, and the means by which he/she can work most effectively with other Team members to achieve our aims.

Specifically,

1. Recognise the need to deal with the difficulties and disappointments that are experienced at this level of competition in a positive and good humoured way, the need to relax and recover, and the need to avoid excessive indulgences, at least during the competition.
2. Work with their Crew during the practice period to fine tune the daily routine, and then trust him/her to carry out their duties. They must be able to depend on their Crew to do their job so that they can concentrate on theirs, but be absolutely sure that everyone knows what they are expected to do.
3. Ensure that they are completely on top of local rules, regulations, restrictions and procedures. Some of the best pilots have blown major contests with the simplest of mistakes. Some apparently minor transgressions carry zero point penalties.
4. Co-operate with other team members in creating and adhering to job descriptions for all roles in the team to ensure the effective functioning of the team whilst at the contest.
5. Remember that their Crew and Team Captain are there to help them to achieve their best result.

## Appendix C

# AUSTRALIAN GLIDING TEAM FOR THE WORLD GLIDING COMPETITION

## PILOT'S CODE OF CONDUCT

As a pilot competing in the above event, I recognise that I carry the goodwill and aspirations of the whole Australian gliding movement, and that through GFA and by way of direct sponsorship I am the recipient of substantial material support.

I understand that my selection to the team is a privilege, not a reward, and that in accepting my invitation to join the team I take on certain obligations.

I therefore make a commitment to adhere to an appropriate Code of Conduct for the whole period commencing with my selection to the team, and continuing until all my duties are fulfilled after the contest.

In particular I will:

1. Apply myself to a regimen of training, and cooperate with my fellow team members and coaches to achieve the best result.
2. Abide by the rules of the competition.
3. Conduct myself in such a way as to be a positive force within the team, and understand that my own and the team's overall performance is enhanced by mutual support.
4. Conduct myself in such a way as to bring credit to the membership of the GFA.
5. Acknowledge that the Team Captain represents the GFA and its membership and carries the responsibility of protecting its interests and objectives, and will accept his/her authority in all matters affecting the team.
6. Provide feedback of the experiences gained during my participation in this contest, by way of magazine articles, website updates and word of mouth.

I sign this document as an indication of my acceptance of this Code of Conduct.

Name: .....

Signature: ..... Date: .....

## Appendix D

### AUSTRALIAN TEAM FOR THE WORLD GLIDING COMPETITION CREW JOB DESCRIPTION

The Crew's single priority is to ensure the best possible outcome for his/her Pilot at this competition within the limits of appropriate conduct outlined in the Code of Conduct signed by him/her self and the Pilot, and under the guidance of the Team Captain. He/she may have the assistance of further crew members, but he/she assumes responsibility for their behaviour and performance at all times during the contest.

Specific duties include:

1. Work with the pilot to develop an understanding of Crew duties.
2. Accept the direction of the Team Captain.
3. Take on responsibilities for preparing the glider for each day's flight so that the Pilot can be free to prepare him/herself without distraction.
4. Be aware that the Pilot is subject to a great deal of stress and distraction and be alert to any lapses or omissions on his/her part. Be tactful in dealing with him/her.
5. Be responsible for the retrieval of the glider after the flight (on or off the airfield).
6. Ensure that the flight log is delivered to the scorer within the stipulated time.
7. Ensure that the Team Manager and/or Aussie Base are kept aware of his/her location at all times, and that there is a means to make contact.
8. Cooperate with other Team Members to fulfil Team duties such as manning Aussie Base, or reacting to unexpected situations or emergencies.
9. Advise Team Manager of any relevant issues, and if necessary enlist the Team Manager's resources to resolve issues. Resolve all issues in a cheerful and constructive way.
10. THEN you can give your Pilot a bloody big hug and have a beer.

## Appendix E

### AUSTRALIAN GLIDING TEAM FOR THE WORLD GLIDING COMPETITION

#### CREW'S CODE OF CONDUCT

As a crew for an Australian Pilot competing in the above event, I recognise that I carry the goodwill and aspirations of the whole Australian gliding movement and that I am an important component of the team.

I therefore wish to make a commitment to adhere to an appropriate Code of Conduct until all my duties are fulfilled at the contest.

In particular I will:

1. Cooperate with my fellow team members and Team Captain to achieve the best result for the whole team.
2. Conduct myself in such a way as to be a positive force within the team, and understand that my own and the team's overall performance is enhanced by mutual support.
3. Conduct myself in such a way as to bring credit to the membership of the GFA.
4. Acknowledge that the Team Captain represents the GFA and its membership and carries the responsibility of protecting its interests and objectives, and will accept his/her authority in all matters affecting the team.
5. Provide feedback of the experiences gained during my participation in this contest, by way of magazine articles, website updates and word of mouth.

I sign this document as an indication of my acceptance of this Code of Conduct.

Name: .....

Signature: ..... Date: .....

## **Appendix F**

### **Outlanding Card (Italian example)**

Hi

I am sorry but I do not speak Italian.

My name is ..... - I am an Australian pilot.

I am flying in the gliding competition "Sabinaglide" at Rieti airport.

This morning I took off from Rieti in my glider but unfortunately I did not return because of the weather. I have not crashed and it is not necessary to call the police.

I must telephone to my team to tell them that I am safe and well.

My friends will come quickly with a car for me and a trailer for the glider.

Thank you very much for your interest

Buongiorno

Mi scusi, non parlo italiano.

Mi chiamo ..... – sono un pilota australiano.

Io volo nel competizione di volo a vela "Sabinaglide" a l'aeroporto di Rieti.

Questa mattina io decolla da Rieti in mio aliante, ma sfortunatamente non ho tornato a Rieti a causa del tempo. Devo telefonare a mia squadra per avvisarlo che sono sicuro e sano. Miei amici verranno

## Appendix G

### Packing List (Just a suggestion)

EPIRB FLARM GPS	SD CARD + SPARE USB MEMORY	5MM HEX KEY
GPS SERIAL DOWNLOAD cable	FIRST AID KIT SEWING KIT	NUTS + BOLTS NYLOCKS SPLIT PINS SPRINGS SPARE INSTRUMENT SPEAKER FUSE HOLDER
MOBILE PHONES + CHARGERS x 2	VELCRO STRIPS MUSHROOM VELCRO SILICONE TUBING	FUSES
ICOM + AERIAL + AA BATT HANDLE ICOM CHARGER	TYRE PRESS GAUGE VALVE EXTENDER VALVE TOOL PUNCTURE REPAIR KIT	INSTRUMENT PLUMBING CABLE TIDIES
PDA PDA AC/DC CHARGER MOUNTING BRACKET POWER ADAPTER PDA USB + SERIAL CABLE	6.5V AH BATTERY BATTERY CHARGER BATTERY CABLE BATTERY TIE DOWN STRAPS ELECTRICAL TOOL BOX SOLDERING IRON MULTIMETER EXTENSION CORD AUSSIE PWR BOARD AUSSIE ADAPTER PLUGS x 2	CABLE TIES CHAMOIS RAGS
LOGGER DOWNLOAD CABLE LOGGER POWER CABLE	CB RADIOS + CHARGER	CAMERA AND CHARGER CAMERA D/LOAD CABLE
2RY LOGGER POWER CABLE	HACKSAW BLADE LONG NOSED PLIERS ROUND FILE SCREWDRIVER X 2 SHIFTING SPANNER MED SHIFTING SPANNER SMALL VICE GRIPS 10MM SPANNER	LOG BOOK - ANNUAL CHECK GFA CARD SPORTING LICENCE C CERTIFICATE PASSPORT INSURANCE PAPERWORK
LOGGER MOUNTING SCREWS x 2 LOGGERS x 3 LOGGER CALIBRATION CERTIFICATES LAP TOP LAP TOP ETHERNET CABLE LAP TOP POWER CABLE		DOCUMENT HOLDER PASSWORDS FOR WINPILOT CU OUTLANDING CARDS RULES
COMPACT FLASH GPS		

A4 SLEEVES  
ACCOM  
MODATIONPAPERWO  
RK  
CUSTOMS EXPORT  
FORMS

GLIDER DOCS EG  
INSURANCE COA  
COR

MAP OUTLANDING  
MAPS FLYING

PENCIL CASE  
POST IT NOTES  
WHITEBOARD  
MARKER  
STICKY SPOTS  
STICKY LABELS  
MARKER  
RULER  
COMPASS/DIVIDER

PERMANENT  
MARKER  
RIBBON  
WOOL  
SMALL METHO  
BOTTLE

HATS  
CUSHIONS  
WATER CONTAINER  
X 4  
DRINKING WATER 2 X  
2L  
RAQUET COVERING  
SMALL TOWEL  
SNAP LOCK BAGS  
MR SHEEN  
PLEXUS  
CANOPY CLOTH

UNIFORM  
FLAG x PER PILOT

DUCT TAPE  
CARPET TAPE  
ELECTRICAL TAPE

BRUCE TAYLOR  
TAPE

SUNSCREEN  
SWISS ARMY KNIFE  
TORCH  
BINOCULARS  
ALARM CLOCK

ON ARRIVAL BUY

BATTERIES

BUCKET

METHO

UMBRELLA

## **Appendix H**

### **Oz Flarm conversion**

Oz Flarms can be used overseas. Some older models will only work with an external aerial. This requires the switches inside the units to be changed. It is not particularly straightforward and best done before leaving Australia.

## **Appendix I**

### **Budget**

The team captain is expected to prepare a budget of pilot's expenses before leaving. This is used to secure funding. Nowadays expenses always exceed funding and the exercise is a hang over from the days when teams had few out of pocket expenses. Funding is paid by GFA by cheque before departure overseas. A sample budget is below;

ITEM	DETAIL	Terry Cubley 4 weeks Pilot # 1	Andrew Wright 4 weeks Crew	Peter Temple 5 weeks Pilot # 2	Dirk Seret 4 weeks Crew	Mandy Temple 5 weeks Captain
Air Fares	Economy Adelaide/Frankfurt	\$2,300.00	\$2,300.00	\$2,300.00	\$2,300.00	\$2,300.00
Insurance		\$550.00	\$200.00	\$550.00	\$200.00	\$200.00
Car Hire	Five weeks to 28.08.06	\$0.00	\$0.00	\$3,000.00	\$0.00	\$500.00
Fuel	Estimate 400km/wk, fuel at \$2.20/litre plus road tolls, medicals	\$350.00		\$350.00		\$350.00
Accommodation	20Euros/person/ night	\$935.00	\$935.00	\$1,175.00	\$0.00	\$1,175.00
Food	Estimate \$60/day	\$1,680.00	\$1,680.00	\$2,100.00	\$2,100.00	\$2,100.00
Glider Insurance	200 Euros	\$333.00		\$333.00		
Glider Hire	500 Euros/week	\$3,400.00		\$4,250.00		
Entry	500Euros	\$833.00		\$833.00		
Launches	comp - 390 Euros, Training - 300 Euros	\$1,150.00		\$1,150.00		
Sundries	eg Uniform, Tow Rope, Sim Cards, medicals	\$750.00		\$750.00		\$300.00
<b>TOTAL</b>		<b>\$12,281.00</b>	<b>\$5,115.00</b>	<b>\$16,791.00</b>	<b>\$4,600.00</b>	<b>\$6,625.00</b>
TOTAL/MEMBER+CREW		\$17,396.00		\$21,391.00		\$6,625.00
GFA FUNDS		\$5,000.00		\$5,000.00		\$3,500.00
<b>DEFICIT</b>		<b>\$12,396.00</b>		<b>\$16,391.00</b>		<b>\$3,125.00</b>

## Appendix J

### FAI Licence Registration

# AUSTRALIAN SPORTS AVIATION CONFEDERATION FAI SPORTING LICENCE PROCEDURE

## ASAC 001

APPROVED; A.S.A.C.. President Date: 10/03/2008  
. AUSTRALIAN SPORTS AVIATION ASAC 001 FAI SPORTING LICENCE  
CONFEDERATION. PROCEDURE

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ANNEX A. Sample Member Organisation FAI Database Information Proforma.....

This Policy and/or Procedure forms part of the A.S.A.C. Procedures. This entire document is for the use of all classes of members of the A.S.A.C. in the conduct of activities associated with the A.S.A.C. and is not be used for any other purpose, in whole or in part, without the written approval of the A.S.A.C. Executive.

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ASAC 001 FAI SPORTING LICENCE CONFEDERATION. PROCEDURE

## **FAI SPORTING LICENCE PROCEDURE**

### **1. Scope**

This procedure covers the method to be followed by Australian Sport Aviation Confederation (ASAC) and its Member Organisations to provide the information to the Federation Aeronautique Internationale (FAI), as required by them so that they can validate the Sporting Licences presented at international competitions and for other purposes that they require.

Information is to be included on the ASAC Sporting Licence Database only for Individual Members of Member Organisations who are to compete in FAI Category 1 and 2 international events or for whom there is a specific requirement for their details to be recorded by the FAI.

### **2. Definitions and Abbreviations**

ASAC Australian Sport Aviation Confederation

ASAC Database The electronic data maintained by ASAC containing the personal information relating to individuals who fall within the scope of the procedure

ASAC Database Controller The individual or organisation delegated by ASAC to maintain the ASAC Database

ASAC Sporting Licence Database See ASAC Database

FAI Federation Aeronautique Internationale

Individual Member An individual who is a member of a Member Organisation

Member Organisations The individual sport aviation organisations that comprise ASAC

### **3. Responsibilities**

Member Organisations

- Responsible for obtaining the authority to release the information to the FAI via ASAC from Individual Members
- Responsible for forwarding the information to the ASAC Database Controller
- Responsible for providing any updated information to the ASAC Database Controller

ASAC Database Controller

- Responsible for maintaining the ASAC Database
- Responsible for forwarding the ASAC Database to FAI and the ASAC Executive Officer

ASAC Executive Officer

- Responsible for overseeing correct operation of the process

### **4. Time lines**

Information is to be provided by Member Organisations as soon as an international team selection process is complete but at least 3 months prior to the date of the event for which the Individual Members' details are required.

The complete ASAC Database is to be forwarded to the FAI and ASAC Executive Officer every two months.

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### **6. Format**

The ASAC Database and FAI Online Database will import data from Excel files formatted as in the sample **template\_FAi\_sporting\_licence\_DB\_upload v2.xls** file, which can be provided by the ASAC Executive Officer on request. This shows the type of information required, as well as the format and the order in which it should be submitted. Please note that it is required that all data fields have to be included including those that ASAC will leave blank, and these columns must not be removed or reordered.

Following is an example of a typical entry in the Excel sheet. The information is spread over 3 lines for convenience of display but must be provided in a single consolidated spreadsheet when submitted.

In exceptional circumstances emergency updates may be made to the databases but the requirement for these has to be justified.

5. Information to be provided

The following information is to be provided for all Individual Members to be on the ASAC Database. Sporting Licence Country

- Sporting Licence Number
- Category of Individual Holder
- Sporting Licence Validity From
- Sporting Licence Validity To
- Individual Holder Air Sport Discipline
- Individual Holder First Name
- Individual Holder Last Name
- Individual Holder Gender
- Individual Holder Date of Birth
- Individual Holder Nationality
- Individual Holder Address
- Individual Holder City
- Individual Holder Post Code (Zip Code)
- Individual Holder Country of Residence

There are some optional fields which ASAC organisations will not provide any information on. These are

- Email address
- Phone (home)
- Phone (office)
- Phone (mobile)

<b>Licence Country</b>	<b>Licence Number</b>	<b>Category of Holder</b>	<b>Validity From</b>	<b>Validity To</b>	<b>Air Sport Discipline</b>	<b>First Name</b>	<b>Last Name</b>
AUS	AUS0001	SL	01.01.2007	31.12.2007	Aeroplanes	John	Smith

## FAI SPORTING LICENCE PROCEDURE

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### 3. Responsibilities

Member Organisations

- Responsible for obtaining the authority to release the information to the FAI via ASAC from Individual Members
- Responsible for forwarding the information to the ASAC Database Controller
- Responsible for providing any updated information to the ASAC Database Controller

ASAC Database Controller

- Responsible for maintaining the ASAC Database
- Responsible for forwarding the ASAC Database to FAI and the ASAC Executive Officer

ASAC Executive Officer

- Responsible for overseeing correct operation of the process

### 4. Time lines

Information is to be provided by Member Organisations as soon as an international team selection process is complete but at least 3 months prior to the date of the event for which the Individual Members' details are required.

The complete ASAC Database is to be forwarded to the FAI and ASAC Executive Officer every two months.

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### 6. Format

The ASAC Database and FAI Online Database will import data from Excel files formatted as in the sample **template\_FAi\_sporting\_licence\_DB\_upload v2.xls** file, which can be provided by the ASAC Executive Officer on request. This shows the type of information required, as well as the format and the order in which it should be submitted. Please note that it is required that all data fields have to be included including those that ASAC will leave blank, and these columns must not be removed or reordered.

Following is an example of a typical entry in the Excel sheet. The information is spread over 3 lines for convenience of display but must be provided in a single consolidated spreadsheet when submitted.

In exceptional circumstances emergency updates may be made to the databases but the requirement for these has to be justified.

5. Information to be provided

The following information is to be provided for all Individual Members to be on the ASAC Database. Sporting Licence Country

- Sporting Licence Number
- Category of Individual Holder
- Sporting Licence Validity From
- Sporting Licence Validity To
- Individual Holder Air Sport Discipline
- Individual Holder First Name
- Individual Holder Last Name
- Individual Holder Gender
- Individual Holder Date of Birth
- Individual Holder Nationality
- Individual Holder Address
- Individual Holder City
- Individual Holder Post Code (Zip Code)
- Individual Holder Country of Residence

There are some optional fields which ASAC organisations will not provide any information on. These are

- Email address
- Phone (home)
- Phone (office)
- Phone (mobile)