CIVL 2013 PLENARY – ANNEX 15
COMPETITION COORDINATOR ROLE

The Competitions Coordinator have some knowledge of hang gliding and/or paragliding competitions and CIVL, good written and spoken English, plus some database/spreadsheet oriented IT skills.

As the work is Internet based, it may be done at a location of the candidate's choice
Working hours average 8-12 hours per week, but vary with the flying seasons.
The person must be in a position to invoice the FAI for his/her work on a regular basis, in conformance with the tax/employment laws in force in his/her country of residence, and in accordance with the rate agreed with the CIVL President.

A summary of the work includes:

- Receiving and checking applications for sanctioning of Cat 2 events to be entered on the CIVL Sporting Calendar.
- Communicate with FAI office on sanctioned competition related matters.
- Running the CIVL World Pilot Ranking System (WPRS), which includes chasing, receiving and uploading competition results, managing the pilots and results databases, dealing with related enquiries arising.
- Some first line support of Cat 1 organisers, answering or fielding enquiries on issues such as allocation, exemption applications, entry requirements etc.
- Tracking progress of Cat 1 championships including; publication of documents, website information etc. Communicating outstanding actions to the CIVL Bureau.
- Producing reports and analyses on competition trends when requested (twice per year).

More specifically:

- Receiving and checking applications for sanctioning of Cat 2 events to be entered on the CIVL Sporting Calendar, including ensuring that local organisers have the approval of their national federations, and non-national organisers have the approval of the host federation.
- Running the CIVL World Pilot Ranking System (WPRS), which includes chasing, receiving and uploading competition results, managing the pilots and results databases, dealing with related enquiries arising.
- Limited chasing of organisers for incident information and incident report forms.
- Communicating as necessary with event organisers and pilots around the world.
- Close liaison with the FAI office on competitions concerning the payment of sanction fees and calendar entries.
- Close liaison, where necessary, with CIVL President and appropriate CIVL Bureau members.
- Some first line support of Cat 1 organisers, answering or fielding enquiries on issues such as allocation, exemption applications, entry requirements etc.
- Coordinating with the relevant CIVL committees on checking the qualifications of pilots entering Cat 1 competitions.
- Receiving and directing qualification exemption (Cat 1) applications to the relevant committee.

- Tracking progress of Cat 1 championships including; publication of documents, such as entry requirements, Local Regulations, Steward/Jury reports; tracking deadlines for registration, allocation, etc; ensuring websites are up to date with respect to latest rules (equipment checks, pilot documentation etc). Communicating outstanding actions to the CIVL Bureau.
- Managing & moderating CIVL email lists (Bureau, SCs & WGs).
- Maintaining database of Officials (Stewards, Jury, Accuracy Judges – including seminars).
- Producing reports and analyses on competition trends when requested (twice per year).