

Balloon Federation of America
Hot Air Competition Division



US National Hot Air Balloon Championship

Jury Members Handbook

To be used in conjunction with:

FAI International Ballooning Commission

CIA Jury Members Handbook

NOTE: Web page links current as of publication date.

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BFA HACD Jury Member Handbook

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Purpose of Handbook:

For Members of the Jury for a BFA Hot Air Competition Division (HACD) Championship Event.

This ***BFA HACD US National Hot Air Balloon Championship Jury Members Handbook*** (BFA HACD Jury Handbook) shall be used in conjunction with the ***CIA Jury Members Handbook***.

Requests for deviation from Jury related requirements or practices specified in this Handbook or other HACD documents are to be submitted to the HACD Board of Directors for consideration.

The documents and information contained in the BFA HACD Jury Handbook provide additional information for Jury members with details specific to the US National Hot Air Balloon Championship events, conducted under a sanction agreement with the BFA HACD.

US National HAB Championship Jury Members Handbook & CIA Jury Members Handbook

The FAI International Ballooning Commission (CIA) published the original ***CIA Jury Members Handbook*** in 1991. This document is updated regularly and is the world standard for Jury duties during Balloon Championship events. https://www.fai.org/sites/default/files/cai_jury_handbook_2021.pdf

This ***US National HAB Championship Jury Members Handbook*** provides information specific to USA Championship competition. Together, these two documents will give Jury members the knowledge to perform all the jury duties.



BFA Hot Air Competition Division (HACD) Championship Event

Overview of Jury Composition @ US National Championships

Historically, the US Nationals had a 3-member jury, composed of non-flying competition pilots &/or competition officials. As time went by, a combination of budgets, available personnel, and other factors brought about changes in jury composition.

Records show starting in 2009, US Nationals jury composition changed to a combination of one the following:

- 1) Jury President* plus:
 - a. Two Jury Members from an elected Pool of participating Competition pilots.

- 2) Jury President* plus:
 - a. Jury Member on-site,
 - b. One Jury Member from an elected Pool of participating Competition pilots.

- 3) Jury President* plus:
 - a. Jury Member off-site
 - b. One Jury Member from an elected Pool of participating Competition pilots.

*Jury President should be on-site at Event.



BFA Hot Air Competition Division (HACD) Championship Event

BFA HACD Qualifications for serving on National Championship Juries

a. **Jury President requirements:**

- i. Member in good standing with the BFA HACD.
- ii. Have successfully passed CIA Jury Board Open Book Test #1 for Entry Level Juror.

Plus 2 of the 3 following:

- iii. Experience as a senior level official (Director, Asst Director, Scoring Officer, Safety Officer) at a National, Continental, or International Championship.
- iv. Experience as a competitor in BFA HACD sanctioned competition.
- v. Experience as a Jury member involved in hearing at least one protest at any US National Championship.

b. **Jury Member requirements:**

- i. Member in good standing with the BFA HACD.
- ii. Meet at least two of the four additional requirements (Items ii to v) listed for Jury President.

c. **Jury Pool Member requirements:**

- i. Member in good standing with the BFA HACD.
- ii. Be a non-rookie¹ competitor in the Championship.

¹ Non-rookie means having previously competed in a National, Continental, or World Championship.

HACD Competition Regulations, Policies and Procedures (Section VII, paragraph g) excludes rookie competitors from serving as jury pool members. **However**, in events with a smaller total number of competitors, such as Women's Nationals and Junior Nationals, Rookie competitors may be allowed in the jury pool at the discretion of the Event Director and Jury President.

If possible, it is recommended that pilots seated for a particular protest include no more than one rookie pilot, i.e., a Seated Jury composed of Jury President, Non-competitor Jury Member or Non-Rookie Competitor, and Rookie Competitor.

BFA HACD Competition Regulations, Policies and Procedures (Excerpt: Jury)

Section VII – NATIONALS ELIGIBILITY LIST AND US NATIONAL COMPETITIONS

Paragraph (g):

The US National Championship juries shall be composed of a Jury President, nominated by the Championship Director, and approved by the BFA/HACD Board, and two others. The two other Jury Members shall consist of: (i) an independent non-staff member approved by the BFA/HACD and one non-rookie competitor; or (ii) two non-rookie competitor jurors.

The competitor member(s) shall be selected from a pool of five potential jurors chosen by all the competitors at the general briefing. The Jury President reserves the right to eliminate competitors from the ballot at their request. The size of the Jury Pool may be increased if there is a tie for the fifth person in the election.

In the event of a protest, the Jury President shall select one or two competitor(s) as needed from this pool who has (have) no conflict of interest, as determined by the Jury President, with the protest to be heard. In the event of a subsequent protest(s) the Jury President shall make a new selection for the competitor jury member(s). If all members of the pool should have a conflict with the current protest, the Safety Officer and/or another staff member shall complete the jury.

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Competition Rules; US National Hot Air Balloon Championship – (Excerpt: Jury)

4. 3 JURY DUTIES AND COMPOSITION

4. 3.1 Matters of advice, arbitration or rule interpretation shall be the responsibility of the Jury President and the Jury having been appointed in accordance with 4.3.3.

4. 3.2 During the event, the Jury deals with protests made by competitors. A Jury member must possess a thorough knowledge of the rules and regulations for the Event. At least one Jury member is to be on site during the competition operations.

4. 3.3 The Jury shall be composed of three members: an on-site Jury President approved by the HACD, an off-site independent jury member and one competitor juror. The competitor member shall be selected from a pool of five, non-rookie, potential jurors chosen by all the competitors at the General Briefing. In the event of a protest the Jury President shall select a competitor from this pool who has no conflict of interest, as determined by the President, with the protest to be heard. In the event of a subsequent protest(s) the President shall make a new selection for the competitor jury member. In the event that all members of the pool should have a conflict with the current protest, the Safety Officer shall complete the Jury. The Event Director shall not serve as a juror. The President reserves the right to eliminate competitors from the jury pool election at their request.

4. 3.4 In addition to being Chairman at jury meetings, the Jury President has the right to require the Organizer to abide by the published rules and regulations for the Event. If the Organizer fails to do so, the Jury President has the power to stop the Event until a jury meeting has considered the situation.

Documentation Required for Jury Members at US National Championship

- 1) **FAI Ballooning Commission CIA Jury Members Handbook**
(Link = Version 19/2021. Effective 1st April 2021)
https://www.fai.org/sites/default/files/cai_jury_handbook_2021.pdf
Provides detailed information on the procedures, behavior, and protocols for a Jury Member.
Included information:
 - a) Chapter 3 – Jury Duties & Functions
 - b) Sec 3.1 Function of Jury During the Event
 - c) Sec 3.2 Procedures when Hearing a Protest
 - d) Appendix F/1 Verification & Approval of Results
 - e) Appendix F/2 Verification of Results
 - f) Appendix F/3 Verification of Scoring
 - g) Appendix F/4 Worksheet to Verify Computation for Land Run Task (LRN)
 - h) Appendix F/5 Worksheet to Verify Computations of ELBOW Task.
 - i) Appendix F/6 Worksheet to Verify Scoring Programs
 - j) Appendix G – Jury President Checklist (Guideline to amend to US Championship)

- 2) **BFA HACD US National Hot Air Balloon Championship Jury Members Handbook**
(*This Handbook*)
Describes Jury work details specific for US National HAB Championship events.

- 3) **Rules for the US National HAB Championship** (for the applicable Championship event – Hot Air, Women’s, Junior’s, Team)

- 4) **Championship Event Operations Manual** (for the applicable Championship event – Hot Air, Women’s, Junior’s, Team)

- 5) **BFA HACD Rules & Regulations:**
<https://bfa.net/tools-for-event-organizers/rules-and-regulations>

- 6) **SUGGESTED Reference: CIA Competition Officials Handbook (COH)**
https://www.fai.org/sites/default/files/documents/attachment_9_coh_2020_-_final.pdf

Websites & APPs

It is important to familiarize yourself with websites and APPs that will help with your work as a Jury President or Jury Member. Before and during the Championship event, you will need to download documents from sites including the BFA and FAI CIA pages.



Balloon Federation Of America

<https://bfa.net/divisions/competition-member>

Includes HACD Rules & Regulations document, etc.



FAI BALLOONING COMMISSION (CIA)

[HOME](#) [ABOUT US](#) [OUR SPORT](#) [EVENTS](#) [RECORDS](#) [AWARDS](#) [NEWS](#) [CONTACT US](#) [DOCUMENTS](#)

<https://fai.org/commission/cia>

Site has CIA Jury Members Handbook, CIA Competition Operations Handbook, etc.

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During the Championship, the Event Organizer and Staff will likely use a communication APP, such as **remind**. Check if you need to have your own account for the APP so you are ready and able to get messages when the event starts.



Communication APP that's simple to use – Event Officials can text to officials or pilots via Remind.

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Watchmefly for the event details.



<https://watchmefly.net>

Australian based web site. Hosts multitude of balloon events. Information posted for all participants to review from site for individual events.

Includes: Event Details, Notice Board, Results, Task Data, Pilots.

Updated 04-2021

US National Hot Air Balloon Championship

Task Briefing Procedures

For Jury President (on site) and Jury Member (off-site)

These procedures are a guide only.

Times are based on the US Nationals in Scotts Bluff County, Nebraska. Times and procedures will need to be adjusted based on actual briefing time, operating procedures of the Event Director, communication methods used for the event, and local parameters.

4:30AM & 4:15PM – Jury President goes to flight planning room. Answers questions related to rules raised by senior staff. Confers with off-site Jury Member, as necessary.

4:45AM & 4:30PM – If Director wishes a Jury review of the TDS, the first draft of TDS is sent or given to Jury President and Jury Member. They review the planned task(s) and relay questions, concerns, or suggested revisions to Director and/or other task planners. Likewise, for subsequent TDS drafts as necessary and time allows.

***NOTE:** This review is only for matters of ambiguity or possible rules conflicts and not a review of the appropriateness of the specific task(s) for the planned flight.*

5:15AM & 5:00PM – Final version of TDS is provided (paper copy or electronically) for Jury President and Jury Member.

5:20AM & 5:05PM – Jury President photographs all hard copy (non-electronic) supplemental task material given to pilots. Sends photo(s) to Jury Member.

5:28AM & 5:13PM – Jury President calls Jury Member on mobile phone from briefing room. Jury Member mutes phone until the briefing ends.

An additional phone as a “Plan B” option needs to be available in case there are technical difficulties with the connection to the off-site Jury Member.

***NOTE:** This phone procedure needs to be tested prior to the first briefing. Experience has shown that some phones work much better than others for this procedure.*

5:30AM & 5:15PM – Briefing starts. Jury Member monitors the audio portion of briefing via phone. Jury President and Jury Member both take notes of task related questions from pilots and the answer(s) provided by officials. In addition to monitoring the briefing by phone, an option to record audio for the briefing should be considered.

5:45AM & 5:30PM – Briefing ends. President and Member discuss any areas of concern or questions regarding the briefing data. They discuss which target(s) the President should plan to visit during the competitive flight.

6:00AM & 5:45PM –Jury President goes to target(s) as planned to observe marker drops and measuring. Takes pictures of target fields when relevant (for visual reference) and sends to Jury Member. As much as feasible Jury President documents any unusual circumstances or events but does not get involved in measuring or other aspects of scoring.

END

US National Hot Air Balloon Championship

Jury Procedures for Verifying Scores

The following Jury procedures provide guidelines for verifying that the event scores are correct. Additional details and worksheets can be found in the CIA Jury Members Handbook, https://www.fai.org/sites/default/files/cai_jury_handbook_2021.pdf

General information:

- The “O Book” is a 3-ring binder of originals of all task data arranged by flight. It includes the task sheet and associated diagrams, recording sheets from MMAs, printouts of scores, and pertinent supplemental information organized into a single binder for each flight.
- ***With approval of the Event Director and Scoring Team, portions of the O Book content may be maintained electronically rather than as paper entries in the binder. Provisions for backup data and supporting evidence for scoring changes shall be maintained in a format reviewable by the Jury.***
- A designated staff member from the administrative or scoring team maintains these binders.
- The Jury may borrow these O books when they are not being used by scoring staff. They are useful to the Jury President when carrying out some of the duties described below.

Overall objectives:

- Verify that competitor results are accurately recorded.
- Verify that individual task and overall event scores are computed correctly.
- Verify that penalties are recorded and assessed appropriately.

Specific steps: (Not necessarily accomplished in the listed order.)

1. Verify that measured results from each of the MMAs are reported correctly on task score sheets.
2. Verify that track point results are not better than the worst possible measured result at each MMA. (Rule 12.22.3)

This can be done by counting the number of measured results on the handwritten sheets from measuring teams and verifying that this number is the same as the number of results on the printout which are less than the worst possible measured result.

3. Verify that the computer printout of scores indicates the correct calculation using scoring formulas. (An off-site Jury Member can assist with this part once the official scores are posted. Unless errors are found, it is only necessary to do steps e and f on the first one or two tasks.)
 - a. Check that M, the median rank, is correctly shown for this event.
 - b. Verify the indicated median result is the result of the pilot with rank M.
 - c. Verify that the published score of the median ranked pilot is correct as per Rule 14.5.5.
 - d. Verify the winning result, W.

- e. Check that the scores for two randomly selected pilots in the top half are calculated correctly using Formula One. This can be done using a handheld calculator, in Excel, or by hand as described in the CIA Jury Member handbook.
 - f. Check that the scores for two randomly selected pilots in the lower half are calculated correctly using Formula Two.
4. Verify that penalties for infractions noted on the measurer's recording sheets have been assessed properly.
 5. When a result is modified in a subsequent version of scores, check for a record in the O book of why it was modified.
 6. When cumulative overall scores are posted, use the checksum to verify that the scores are the same as the scores on the "Final" version of individual task scores.

This can be done using the electronic notice board or the on-site Official Notice Board postings. If the checksum differs on the two posted versions (Overall Standings and Final Scores) of any task, there is an error. Investigate what it is and ask the Scoring Officer to correct the error and post the updated version.

7. Implications & Application of Rule 14.3.3:
"The Jury may require a correction of the results and/or penalties prior to approving and signing the final scores."

It is important for the Jury to remain on-site, near the scoring room/scoring officer, as the scoring period for the event approaches on the last day of the Championship. Shortened time limits apply for pilots and officials. And the organizers will be waiting at the door for the results to be finalized so the Awards can be prepared.

It has happened at a past Championship where the Jury had to invoke this rule to make a correction after the scores had been posted as final. Best for the Jury to be on-site and available to do the final audit to avoid this scenario.

END

Balloon Federation of America Hot Air Competition Division
Query, Complaint, and Protest Guidelines
Step-by-Step Tutorial

For competitors flying tasks under the jurisdiction of the Hot Air Competition Division of the Balloon Federation of America, this document provides guidance for a pilot who has a question about, or disagreement with, decisions made by the Event Director or other officials.

NOTE: In any case of discrepancy between these Guidelines and the Event Rules, the Event Rules take precedence. See the Event Rule Book for rule details. Rule numbers refer to the US Nationals Rules and may differ slightly for other Championships.

For matters pertaining to your official results and corresponding scoring you should follow steps as outlined below:

CAUTION: Shortened Time Limits apply beginning on last day. Be aware of how those shorter time limits affect “the clock” related to filing a complaint or protest within the proper time limits.

Ref: Rule 5.6.3

Step 1 – Speak with the Scoring Official.

You see a measurement or penalty for a particular task results, and have a question related to that information.

Raise your concern with the Chief Scorer or his Assistant and ask for an explanation. Many matters can be resolved by a conversation with a scoring official. Do this as soon as feasible after task results are posted.

Ref: Rule 5.1

Step 2 – Complaint Process

If the matter is not resolved to your satisfaction, you may submit a written complaint to the Event Director.

Ref: Rules 5.1, 5.2 and 5.6.1

- a) Submit the complaint directly to the Event Director or his designee.
- b) This must be done within eight (8) hours of the time that the results were posted, not including rest hours. See Rule II.18 for the designation of rest hours. [Usually, it is 2200 hours through 0800 hours but be sure to check the Event Rule Book.]
- c) The time of posting the results is printed on the printout of results and scores.
- d) The Event Director will provide you with a written response to your complaint.
- e) This response will usually be posted on the Official Notice Board, including an electronic notice board if one is in use for the event.

- f) The date and time of such posting will be noted. This timing will be important if you are not satisfied with the reply and wish to protest, which is step 3 below.

Step 3 – Protest

If you are not satisfied with the written reply to your complaint, the next step available is the protest process.

Ref: **Rules 5.6.2 and 1.8**

- a) The intent to protest must be filed with the Director within one (1) hour of the reply to the complaint.
- b) The protest must be filed, in writing, along with the protest fee, within eight (8) hours of the reply to the complaint. The protest fee is usually \$100 in cash. Rest hours are not counted in the eight-hour period from reply to protest.
- c) If the protest is withdrawn prior to the hearing, the protest fee is returned to you.

Step 4 – Protest Hearing

After receiving the protest, the Event Director will notify the Jury President who, within 24 hours, will call a meeting of the Jury.

Ref: **Rules 5.7 and 5.8**

- a) The Jury will hold a hearing during which both sides of the argument will be presented.
- b) You have the right to have a spokesperson represent you at the hearing.
- c) The Jury President will report the decision of the Jury to the Event Director who will publish the result.
- d) If the Jury upholds your protest, your protest fee will be returned. Otherwise, it will be sent to the BFA. (In rare circumstances the Jury may decide to return the fee even if the protest is denied.)

END

US National Hot Air Balloon Championship

Jury Pool Process Explained

The use of a Jury Pool is specified in Rule 4.3.3. Details of the election procedures and conflict of interest criteria are described below.

Jury Pool Election Procedures

The election of the five (5) member jury pool described in Rule 4.3.3 for the US National Hot-Air Balloon Championship will be conducted using the following procedures.

- At the General Briefing each competitor will be provided with a ballot listing the names of eligible competitors. (Names of rookie competitors will not be included on the ballot.)
- Each competitor will be asked to vote for up to three (3) competitors listed on the ballot.
- Ballots will be tabulated by the Jury President, and/or Jury Member following the General Briefing. In the case of a tie, the selection(s) will be made by the Jury President in consultation with the Event Director or his designee. In lieu of selecting one of those tied to serve on the Jury Pool, the Jury President and Event Director may decide to include all of those tied and operate with a larger Jury Pool.
- The names of the Jury Pool will be posted on the Official Notice Board and announced at the briefing for the first competitive flight.

Conflict of Interest Criteria

A pilot member of the Jury Pool for the US National Hot-Air Balloon Championship will be deemed to have a possible conflict of interest in a particular case if any of the following criteria apply.

- The outcome of the case will likely significantly affect his own standing in the cumulative ranking for the event.
- He has a significant business or other fiduciary relationship with the pilot filing the protest.
- He has a familial relationship with the pilot filing the protest.
- He is involved in any way with any other protest pending before the jury.
- There is some other aspect that the Jury President or Event Director deems could cause bias, or the appearance of bias, in the decision by the jury.

END

Explanation of Sample Jury Forms

To aid the work of the Jury President, samples of the required forms are provided as part of this Handbook.

Reminder: The BFA HACD conducts Championships for multiple event formats. Be sure to change the event title as applicable for the forms. This includes:

- US National Hot Air Balloon Championship
- US Junior National Hot Air Balloon Championship
- US Team National Hot Air Balloon Championship
- US Women's National Hot Air Balloon Championship

File Formats:

The files are all WORD files so can be edited and modified as needed. These forms are based on what has been in use since 2009.

The following forms are provided.

- **Jury Pool Election Ballot:** A file for the competitor roster should already exist by the time the ballot needs to be prepared. Contact the Event Director for the list.

You can edit the supplied list or insert the pertinent data from the competitor roster into this form for the ballot.

Be sure to remove the names and numbers of any rookie competitors, as rookies are not eligible for Jury Pool, as per the event rules. (See footnote on page 5 for exceptions to this.)

- **Jury Pool Election Results:** Use this form to report the Jury Pool election results to the Director and to post the results on the Official Notice Board. The rules require that this be done prior the first task briefing.

If the election resulted in a tie and six competitors are elected, edit the form as needed.
Note: Should a tie occur, it is fine to have the extra number available as potential jurors.

- **Jury Pool Information Form:** We have found that this information is helpful in the selection of a Jury Pool member to serve on the Jury if there is a protest. The details requested help to eliminate known conflict of interest as the Jury President works to assemble the additional juror(s).

If the form is given to the elected competitors at the first task briefing, they will generally complete it and return it by the end of the briefing, or when they return from the first flight.

- **Jury Final Report Form:** This is a very brief form that the Jury President signs to verify that the event has followed the appropriate rules, that the final results have been verified as being correct, and that protests (if any) have been dealt with. This form must be submitted to the Event Director prior to the announcement of the winner.

We have provided multiple versions of this form. This includes options for use whether there have been any protests, and options whether there was a Jury Member other than the Jury President and the Jury Pool.

- **Jury President's Report to the HACD:** This form is to be completed following the event and submitted to the HACD Board of Directors. It provides an essential summary of data from the Championship and possible recommendations for future events.

END

US *[Add specific if applicable]* National Hot Air Balloon Championship

[date]

TO: **[name]**, Event Director

FROM: **[name]**, Jury President

RE: Jury Pool Election Results

As per Rule 4.3.3 an election for members of the Jury Pool was held during the General Briefing. The following pilots were elected and will form the Jury Pool for this event.

Competitor # _____, _____

Competitor # _____, _____

Competitor # _____, _____

Competitor # _____, _____

Competitor # _____, _____

cc: **[name]**, Jury Member

TO: _____, Competitor # _____

FROM: **[name]** Jury President, **[phone#, email address]**

Congratulations. You have been elected by your fellow pilot competitors, as per Rule 4.3.3, to be one of the members of the Jury Pool for this event. Thank you for serving in this capacity.

In the event of a protest, one member of the Jury Pool will be selected to serve on the Jury, along with **[name]**, Jury President and **[name]**, Jury Member, for that protest. To aid in the selection process and in notifying you of any Jury meetings, please provide the following information and return this completed form to me at your earliest convenience.

Cell phone # while at the Nationals: _____

e-mail address while at the Nationals: _____

Location of lodging during the event. _____

List the names of competitors with whom you have a **business relationship**, or state "none".

List the names of pilots to whom you are **related**, or state "none".

List the names of any other competitors with whom you may have a specific **conflict of interest** if you would be serving on a jury handling a protest pertaining to them.

If there is any additional information that would be pertinent in the selection of a Jury Member from the pool, please state it here or on the back. Thank you for your support of the U.S. **[Add specific if applicable]** National Hot Air Balloon Championship by serving as a member of the Jury Pool.

JURY FINAL REPORT FORM

I, the undersigned Jury President for the **[year]** US *[Add specific if applicable]* National Hot Air Balloon Championship, declare that:

1. In my opinion the event has been conducted in accordance with the **[year]** US *[Add specific if applicable]* National Hot Air Balloon Championship Competition Rules as published for this event.
2. There were no protests during the event.
3. The final results have been verified and are valid.

Signed: _____

[name], Jury President

[location]

[date]

JURY FINAL REPORT FORM

We, the undersigned Jury President and Jury Member for the [year] US [*Add specific if applicable*] National Hot Air Balloon Championship, declare that:

1. In our opinion the event has been conducted in accordance with the [year] US [*Add specific if applicable*] National **Hot Air Balloon Championship Competition Rules** as published on the HACD web site and in the **Operations Manual** for this event.
2. There were no protests during the event.
3. The final results have been verified and are valid.

Signed: _____

[name], Jury President

Signed: _____

[name], Jury Member

[location]

[date]

JURY FINAL REPORT FORM

We, the undersigned Jury President and Jury Member for the **[year]** US [*Add specific if applicable*] National Hot Air Balloon Championship, declare that:

1. In our opinion the event has been conducted in accordance with the **[year]** US [*Add specific if applicable*] **National Hot Air Balloon Championship Competition Rules** as published on the HACD web site and in the **Operations Manual** for this event.
2. All protests have been dealt with and all Jury reports have been made public.
3. The final results have been verified and are valid.

Signed: _____

[name], Jury President

[location]

[date]

JURY FINAL REPORT FORM

We, the undersigned Jury President and Jury Member for the **[year]** US [*Add specific if applicable*] National Hot Air Balloon Championship, declare that:

1. In our opinion the event has been conducted in accordance with the **[year]** US [*Add specific if applicable*] **National Hot Air Balloon Championship Competition Rules** as published on the HACD web site and in the **Operations Manual** for this event.
2. All protests have been dealt with and all Jury reports have been made public.
3. The final results have been verified and are valid.

Signed: _____

[name], Jury President

Signed: _____

[name], Jury Member

[location]

[date]

REPORT OF THE JURY PRESIDENT TO THE BFA HACD

(provide names, numbers, or state "none" or "N/A")

Event Details

Name of Event: **US** *[Add specific if applicable]* **National Hot Air Balloon Championship**

Date of Event: _____

Location: _____

Number of flights: _____

Number of tasks: _____

Number of Competitors: _____

Number of Disqualifications: _____

Event Personnel

Event Director: _____

Assistant Director(s): _____

Chief Scorer: _____

Safety Officer(s): _____

Meteorologist: _____

Steward(s): _____

Jury President: _____

Jury Member (non-competitor): _____

Jury Pool Members (Competitors): _____

Complaints and Protests

Number of Complaints: _____

Number of Protests Submitted: _____

Number Protests Withdrawn: _____

Number Upheld: _____

Number Failed: _____

Amount of Protest Fees Retained:

\$ _____

Signed: _____

Date: _____

Jury President

General Comments:

Specific observations and recommendations: