

# NorthWest Scale Aero-Modellers

Contest Directors Guide



## CONTEST DIRECTOR'S GUIDE

2016

# NorthWest Scale Aero-Modellers

## Contest Directors Guide

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## Contest Directors Guide

### CONTEST DIRECTOR`S GUIDE FOR RC SCALE CONTESTS

#### **PART 1 - INTRODUCTION**

This guide is intended to assist RC Scale Contest Directors and their organization in organising and operating an RC Scale Contest.

This Guide is intended to be used in conjunction the RC Scale Rulebook or Guidelines being used for the Contest.

Although this guide contains a lot of information, none of it is mandatory.

The Contest Director (CD) has complete authority over the event.

The information contained here is intended as help and guidance for new Contest Directors and is based on input over the years from experienced Contest Directors.

#### **PART 2 - INITIAL STEPS**

##### **What Kind of Event is envisioned?**

When you first start to think of holding an RC scale contest, you probably will have a concept of the event in mind. It can have many forms:

- It can be as modest as a competitive judging flight line set up in conjunction with an RC scale fly-in or rally.
- Participants could be judged if they wished, providing an initiation to the world of RC scale competition.
- It can be as simple as a very casual one day event, limited to Fun Scale, intended for your own club members, for their enjoyment and as an introduction to RC scale.
- Or it can be a little more complex, but still casual, with a couple of classes, and intended to draw participants from other nearby clubs.
- Or it can be organized as a Zone or National Championship, having all the classes, and competition over several days.
- Or anything in between!

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### What Kind of Event is envisioned?--cont.

Your initial idea probably has a few other notions in place, such as:

- Is it a fund raiser for the club, or will it be a financial break-even event?
- Will it fund raiser for charity?
- How many people will be willing to help?
- Will the general public be invited?
- How many contestants are expected?

This guideline can accommodate all of those variations.

Summary of the above: the main concern for the event is Safety and Flight Line management. After that make the event to suit what your club wants out of the event and what the Flying Site can support.

### When and Where to Start

Simple events at the club level can, of course, be organized over a very short time period.

Events hosting competitors from outside your club need a longer time cycle, not only to allow proper planning, but to allow time for lots of notice to potential competitors.

- Most RC scale competitors plan their season well ahead.

If you and/or your club are practised in hosting events, the process will flow more easily.

If this will be your first event, then you will probably wish to start with a small and casual event to gain some experience.

It is recommended that the planning cycle start in the October or November of the year before.

- This allows comfortable time for planning, and time to get your event posted and advertised before the start of the flying season.

To comply with MAAC requirements, a National Championship requires a two year planning and approval cycle.

Note: that an RC Scale National Championship does not need to be held with Championships in other disciplines. It can be, and has sometimes been, a stand-alone event.

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### *First Steps*

- Go over this guide.
- Read through the RC Scale Rules
- Consult former Contest Directors in your club
- Have a discussion with the MAAC RC Scale Committee Chairman
- Get a few of your friends together to discuss your ideas. Only a few people are needed for the initial discussions and planning.
- then decide what you want to do.

### *Make it easy and enjoyable for the competitors*

Design and plan your event keeping the needs of the competitors uppermost in mind. An event that is enjoyable for the competitors will encourage them to come back for your next one.

The first morning is a busy time for everyone, but particularly for visiting pilots, who need to assemble their aircraft, get registered, safety checked and static judged, and perhaps get in a familiarization flight, all at a new and unfamiliar field.

Make sure that these activities are easy for them.

Have a greeter for early arrivals. Let them know where they can park and set up their tents, sunshades, etc.

Brief them on any special rules for practice flying.

Keep the weekend interesting - provide ample parking and overnight camping space for contestants and family.

- This includes a safe and attractive play area for children.

Consider an organized cook-out and party for Saturday night.

### **The CD's Role - the CD as Manager**

- The Contest Director (CD) has complete authority over the event. The CD is responsible for the organization and planning of the event, and its successful execution.
- During the event the CD is responsible for all decisions, rule interpretations, and resolution of problems. Consequently the CD should be familiar with all the rules.

For example: if the number of contestants that show up is disappointing, the CD may combine Stand-off/Advanced and Expert scale using Stand-off/Advanced scale rules if the number of contestants does not warrant two events.

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### *So you want to be a CD*

You should get recognised by MAAC/AMA as a CD. To get registered as a CD see the "APPLICATION FOR CONTEST DIRECTOR" on the MAAC/AMA Websites - Club Renewal Package Section.

### *CD Report*

After the event, the CD is required to file a report. Refer to the "CONTEST DIRECTOR'S REPORT" on the AMA/MAAC Website - Club Renewal Package Section. The report should be sent to the MAAC or AMA office, and to the RC Scale Committee Chairman.

### *Sort Out the Key Event Details*

Now is the time to define some of the key event parameters.

- **Name:** What will be the name of the event?
- **Location:** Where will it be held? Define the specific address and perhaps the GPS coordinates; so that the event location can be mapped on the internet.
- **Proposed Date:** What are the proposed dates? How many days will the event last? Will there be a rain date?
- **Sponsoring Club:** Which is the sponsoring club?
- **Contest Director:** Who will be the CD? - Name, MAAC number, phone number.
- **Assistant CD:** Who will be the Assistant CD? - Name, MAAC number, phone number.
- **Competition Classes:** Which competition classes will be run?
- **Level of competition:**
  - A local club event?
  - A Qualifier for another event?
  - or Will this be a Zone or National Championship?
- **Rules:** Which rules will be used? MAAC - Canadian RC Scale Rules - AMA, US Scale Masters.
- **Event Website:** Will the event have a website, or be a page on the club website? What is the web address?
- **Event e-mail address:** Will the event have an e-mail address?
- **Contact:** Who can people contact for more information; Name, address, phone number?

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### Get Buy-in From Your Club

Now is the time to get buy-in for the event from the executive and other members of your club.

Will help from other local clubs be needed? Now is the time to approach them too.

#### Club Benefits

- Community involvement
- Fun Raising opportunity - Guide will share how to make the most of the event.
- Promotes the Hobby
- New members
- Supports AMA/MAAC
- Supports the National RC Scale programs
- Member involvement - club activity.
- Opportunity to share activity with other area clubs.

### Get Help Committed

People need to plan ahead to get a free weekend or a few days off work. Get people committed to help early enough that they can be available.

## PART 3 - GET MORE ORGANIZED

### Introduction

Now you are committed, and have an outline of what you want to do, it's time to get more organized.

### AMA/MAAC Sanction

Apply for a event Sanction. Having a sanction will ensure that your event will be properly insured by and the members of the public who attend will be protected.

The AMA/MAAC Sanction also leads to listing of the event on the AMA/MAAC website and in Model Aviation Canada. Consider listing with RC FlightDeck <https://www.rcflightdeck.com/index.cfm>

The easiest way to get the Sanction is to use the on-line form on the AMA or MAAC website, under the "Events" tab. You can also submit a paper form. You can find the "EVENT/COMPETITION SANCTION FORM" on the MAAC Website under the "Club Renewal Package" Section.

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### Budget

#### *Prepare a Budget*

Here are some of the items to consider:

#### Income

Food

AMA/MAAC Support

Support is sometimes available. Ask your Zone/District Representative and RC Scale Chairman for financial support and or suggestions.

50/50 Draw

Registration Income

Parking Donations

Sponsor Contributions

Where else can financial support be found?

- Are there local hobby shops or companies that will provide sponsorship support?
- If the general public is invited, will they be asked for a parking donation?
- Will a 50/50 draw or draws be held during the event?
- Will a raffle be held?

### Expenses

Portable Toilets

Prizes

Food

Sun Shelter/Tent

Advertising

Signs

Misc. Expenses

### Planning Meetings

Hold several planning meetings:

- One early on - to sort out all the little details of the event and set target dates for things to happen.
- One a couple of weeks before the event - to make sure that all is going according to plan and to deal with last minute issues.
- A final small meeting of the key people a few days ahead - again to make sure that all is going to happen according to plan, and to deal with last minute issues.
- Keep a record of what you have done to pass on to future contest directors.

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### *Sample Planning Meeting Agenda*

- Overall Plan
- Review the budget
- Set a schedule for the event
- Review sponsorship opportunities
- Plan promotion and advertising activity
- Review the canteen and food plan
- Review the staffing requirements and assign rolls
- Develop plans for emergencies and accidents
- Generate and review a detailed "Things To Do List".
- Assign tasks to specific people with target dates for completion
- Set a date and time for field set up
- Create a list of equipment and materials needed

### *Some Key Decisions That Need to be made:*

- How many competitors are expected?
- What Safety and Score forms will be used? The typical forms in the AMA/MAAC RC Scale Rule Book, or others?
- How many flight lines will be run?
- Establish a safety Deadline.
- Establish a Manoeuvring Line
- How will air traffic control be managed?
- Establish a procedure for notifying the pilots to clear the runway for emergency landings.
- How strongly will noise control requirements be enforced? Will a noise meter be needed?
- How will the flying field be set up? Pit area, canteen location, area for contestant's sun shades, area for vendor's stands, parking, and transmitter impound.
- Is camping allowed overnight?
- What goes in each Registration and Entry Package: For example: Pilot welcome and instruction letter, blank score sheets and registration form, Safety Inspection Form , Schedule, Supplementary Rules, pen, nametag, sheet of special instructions, card of flight plan for announcer, acknowledgement of the sponsors, information on the local area (from the Chamber of Commerce).

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### *Some Key Decisions That Need to be made: --- cont.*

- ☐ Are extra portable toilets required? One for handicap access? Hand wash stations?
- ☐ Will volunteers, judges, and helpers be provided with free food from the canteen?
- ☐ The CD will appoint someone to check the documentation for Fun Scale.
- ☐ Establish a bad weather contingency plan.

### *Sample Task List - Things To-Do Between now and the event*

- ☐ Order trophies
- ☐ Collect perpetual trophies from last year's winners.
- ☐ Collect funds from the sponsors
- ☐ Collect donated items for door prizes and give-aways
- ☐ Reserve portable toilet and hand wash station for delivery and pick up on specific dates.
- ☐ Prepare entry packages, meal tickets etc.
- ☐ Organize personnel.
- ☐ Check condition of signs. Order new signs if required.
- ☐ Collect a source for the equipment needed if it is not on-site
- ☐ Get notices in local papers and TV - Community Events Calendars.
- ☐ Post notices in the local community
- ☐ Get paint for stripes on the field
- ☐ Clean your regular biffy
- ☐ Organize food booth
- ☐ Buy food

### *The Thursday before*

- ☐ Cut grass, tidy the field.

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### *The day before*

- ☐ Field gate open all day.
- ☐ Erect food preparation shelter.
- ☐ Install barrier rope for spectator fence. Check other barriers.
- ☐ Paint stripes.
- ☐ Post welcome and parking control signs.
- ☐ Get change for cash box.
- ☐ Portable toilet setup
- ☐ Set-up garbage cans.
- ☐ Clean chairs and tables
- ☐ Someone on-site to welcome early arrivals and inform them of parking, camping and setup areas.

### *Event Day*

- ☐ Set up static judging area: Table for model; table for judges; 3 chairs
- ☐ Set up food area.
- ☐ Set up registration area
- ☐ Judges meeting
- ☐ Set up sound system
- ☐ Man registration area 8:30 am till 10:30 am
- ☐ Establish flight line order
- ☐ Take photos of all contestants and their models.
- ☐ Someone to keep track of the money - from entries, the gate, and food booth.
- ☐ If entries are small in one class, say less than 3, consider combining classes.  
E.g. Standoff and Expert. Get agreement from the pilots with these groupings.
- ☐ Pilots Meeting: 10 am.

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### *At the end of the day - Sunday*

- ☐ Finalize score calculations - List top three in each class
- ☐ 2 pm - **Awards ceremony** - Draw for door prize
- ☐ Take down welcome and parking control signs.
- ☐ Clean up food preparation equipment and store in shed
- ☐ Take down sound system
- ☐ Take garbage to dump

### *Shortly After:*

- ☐ CD Report for MAAC, and Report to the MAAC RC Scale Chairman
- ☐ Send photos/awards to all contestants
- ☐ Post results and photos on the website
- ☐ Thank you letters to the sponsors.
- ☐ Thank you to the judges
- ☐ Article on the contest for club newsletter
- ☐ Submit an article to Model Aviation Canada
- ☐ Account of income and expense for club treasurer

## **PART 4 - DETAILED PLANS**

### **Registration**

Develop a registration form.

What will be the entry fee? Will there be a reduction for pre-registrants? Will there be a smaller fee for a second entry by a pilot?

Pre-registration should be encouraged, how will people pre-register?

Will an on-line registration service be used?

- (For example: <https://www.rcflightdeck.com/index.cfm>)

Timing dates for pre-registration - when will it end?

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### Schedule

- Create a schedule based on the number of competitors and days of the contest.
- Roughly, an event with about 20 competitors, with mixed Fun Scale and other classes, can get the static judging and two rounds of flying done in one day - **if** - everything starts as scheduled that first morning, and two flight lines are used.
- Typically plan for a minimum of three rounds of flying, and a maximum of 10 competitors per flight line.
- For major events, such as a National Championship, plan for 5 to 6 rounds of flying.
- For static judging, allow about 15 minutes per model. The static judges must be encouraged to work within that time.

### Static Judging

- For large competitions, such as a National Championship, it is wise to plan the static judging for the day before flying starts to reduce the time pressure on the static judging.
- Some large events pre-schedule specific times for the static judging of each competitor. The target is to get all the aircraft static judged before they fly. If this is not possible, then any impact of the first flight such as dirt, oil stains, or flight damage must be ignored during the static judging.
- Fun Scale static judging should be separate from the other classes - usually only a photo required.

### Flying

- Each contestant is allowed 15 minutes for their flight, but usually takes less. Normally flying will begin with two - four rounds the first day - depending on the availability of judges & number of contestants.
  - Flying should continue until the round is completed.
- If there are a lot of contestants expected, then plan for multiple flight lines, and for the number of judges needed.
- Flying should continue to the last day until between noon and 1 pm, with the intent of getting in a total minimum three rounds of flying for the event.
- Flying for Fun Scale can start promptly at the scheduled time. Flying for other classes can start quickly after the static judging. The Flight Line Coordinator can adjust the flight order for the first flight to accommodate the static judging.
- What will happen at mid-day Saturday? Will there be just a quiet time between rounds of flying? Or will a noon-time show, display of the models, or other event be planned for the general public?
- Finish early on the Last Day (normally two rounds flown), and plan the Award presentations for before 2 pm so that out-of-town contestants have time to return home.
- Practice flights should not be permitted in the one hour prior to the scheduled start of judged flights.

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### Sample Schedule

Registration 'First Day' 9 to 11 am (Allow for most of the day)

Static Judging 'First Day' 9:00 am (This depends on the event type & # of event days)

Practice - Day before 'Flying day' or during static Judging

Pilots Meeting - 08:30 (First Flying Day 1/2 hour before Flying Starts)

Flying start time - Sat. 9:00 am

Sun. 9:00 am

Flying complete Sun 1:00 pm

Awards Sun 2:00 pm

### Supplemental Rules

The CD can establish any Supplemental Rules for the event. (Supplemental to the AMA/MAAC RC Scale Rules)

These typically involve special constraints specific to the flying field. For Example: restricted flying areas or special noise restrictions.

The Classes being flown can also be limited.

All Supplementary Rules must be clearly defined well before the event, and included in the Event description and promotional material.

### Vendors

- Will there be vendors at the event?
- Will they be charged a fee, or asked for a donation of items for prizes?

### Trophies and Prizes

Decide number of places which are to be recognized with trophies or plaques, and what kind will be presented.

- In most cases simple plaques or medallions are suitable.
- Low cost photo frames with stick-on engravings are low cost yet effective.
- The local trophy shop may have some good suggestions.

Some plaques allow the fitting of a photograph of the model or of the model and pilot.

Will there be additional prizes? Will local shops and vendors be willing to donate items that can be used as prizes, either for the winners, or as draw prizes for all the competitors?

Cash prizes are popular.

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### Trophies and Prizes --- cont.

Don't forget all your judges, volunteers and helpers! Will there be enough prizes that they can be included in the draw?

Keep in mind that gift certificates at local shops may be easy for the donor and the organizers but are not a great prize for out-of-town competitors.

Consider a keepsake for each competitor - say a 4" x 6" photograph of the competitor and his model.

If the photographs are taken at the time of static judging, with a little effort they can be mounted in an inexpensive frame from the dollar store and either distributed at the end of the event, or mailed out afterwards.

If you have a perpetual trophy, make sure that you keep a record of who received it so that it can be retrieved for next year's event.

### Sponsorships

Are there local merchants or business that will provide sponsorship for the event? Canvas your local hobby suppliers and encourage their participation in your event. Also consider national on-line suppliers. Include advertising of their participation in the pilot's information package, and post a sign at the event acknowledging their support.

### Promotion

You can't advertise enough to get a decent turnout. The best way to get turnouts from other clubs is to contact interested scale members personally. Make up fliers and put them in hobby shop windows, downtown stores, etc. Do remember that most competitors require 2 months' notice of your event.

[Link to 'Event Promotion Ideas and Suggestions'](#) this is a guide proven & improved over many years. Works best if one person is assigned to follow-up and use the guide.

Advertising to the public at large brings out good crowds. Scale events have a lot of public appeal, some future members may be in that crowd.

Decide who to target with advertising and promotion of the event.

- Just possible contestants?
- Or the general public?

Design the promotion campaign to suit. To make the contest a success, make sure it is publicized well in advance.

The AMA/MAAC Sanction includes a listing in their 'member magazines' as well as on the MAAC/AMA website.

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### *Promotion --- cont.*

Most of the RC On-line forums provide a place to list events. For Example: RC Canada RC Universe and RC Groups. RC FlightDeck - <https://www.rcflightdeck.com/index.cfm>

Additional advertising in the AMA/MAAC magazines can also be purchased.

Posters at hobby shops reach a good audience.

Would it be helpful to provide a list of nearby lodging for the competitors?

The general public can be targeted with posters in public locations around the community.

- These posters can and should be different than the ones in the hobby shops and should contain date and times for good viewing.

Community events listings and notices in local papers and on local cable TV are effective. They will need at least 3 or 4 weeks lead time.

A short item on the local TV news the day before the contest will also increase the attendance. This will usually require a lot of lead time as they will want to get some video ahead of time.

### *Website*

A website, either specific to the event, or as a page on the club website, is a great tool for making information available. Consider on-line registration.

Consider posting the various forms on-line as some pilots prefer to complete the forms before the event.

### **Staffing and Personnel**

#### *Personnel and their role*

The event needs to have a clearly defined organization and chain of command.

The roles that need to be filled are:

- **Contest Director:** Manger of the event. The CD should try and avoid taking on any other roles so that he (or she) is always available to provide leadership.
- **Assistant CD:** Someone who can take over at the last minute in case the CD has a sudden illness or other issue.
- **Promotion Coordinator:** This work is completed well prior to the event.
- **Safety Inspector:** Only needed for the first few hours. Delivers completed Safety Inspection forms to the Registrar.

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### Staffing and Personnel --- cont.

- **Flight Line Coordinator:** Establishes the flight line order, avoiding frequency conflicts. Gets the pilots to the ready box. Monitors the wind direction. Establishes the take-off and landing direction.
- **Time keeper:** For each flight line. To time the contestants flight and advise the judges and pilot when the time limit has been reached. This task is sometimes assigned to a judge.
- **Head Static Judge:** Coordinates the static judging. Delivers completed Static Score sheets to the Scorekeeper.
- **Static Judges:** Do the necessary static judging.
- **Fun Scale Static Judge:** Checks the documentation of each Fun Scale entry. This should take about 1 minute per entry.
- **Head Flight Judge:** Coordinates the flight judging.
- **Flight Judges:** Judges for each round of flights. Saturday am: Saturday pm: Sunday
- **Announcer:** Primarily to keep the spectators advised as to what is happening.
- **Scorekeeper:** Kept busy throughout the event calculating and logging scores so that the final scores can be ready shortly after the end of the event. A posted scoreboard should be updated after each round of flying. It keeps the crowd interested and gives the contestant a chance to register a complaint while the flight is fresh in his mind.

Ideally, static score sheets and the flight score sheets should be returned to the pilots after the end of the first round. (After that return after 'data entry').

If a computer is used, have a simple backup manual system available in case the computer crashes.

**Parking and Crowd Control:** Depending on your facilities, this may be a one person or a multi-person job. For large events consider getting assistance from an outside group such as the Air Cadets or Boy Scouts in return for a share of the gate.

**Canteen Coordinator and helpers:** Do everything necessary to manage the Canteen.

**Photographer:** To capture images of the event for sharing with the contestants, for posting on the website, and for including in any articles. He should try to capture each competitor and model, as well as the activities throughout the event.

**Registrar:** Busy for the first few hours. The Registrar should also verify for the CD that all the contestants' models have had the safety inspection.

**Transmitter Impound Coordinator:** May not be needed if most of the transmitters are 2.4 GHz.

**Runner:** To transport the Flight Scores sheets from the judges to the scorekeeper.

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### Staffing and Personnel --- cont.

**Others:** A few extra people to handle unexpected needs and to cover no-show; enough people to relieve and spell each other off.

### For larger events - consider adding:

**Assistant Contest Director:** To assist the CD as needed during the event and someone who can take over at the last minute in case the CD has a sudden illness or other issue.

**Head Judge:** To assist in finding, training, and coordinating all the judges and to assist the CD in resolving any judging issues.

**Air Boss:** When there are two or more flight lines, to manage and coordinate take-offs and landings in an orderly fashion and to clear the runways in the event of an emergency.

**Scribe:** Assigned to collect information and prepare an article for submission to MAAC Magazine and Club Newsletter. Gets help from the photographer as needed.

### *Reward the Volunteers*

How will you reward your volunteers? Usually they do not expect much, but can you afford to offer them a free lunch and drink from the Canteen? How about water for the judges?

### Field Setup

#### *Field Facilities:*

- Check the MAAC/AMA Safety Documents for fencing requirements, and distances for spectators and parking from the flight line.
- Will additional ropes and barriers be needed to manage people during the event?
- Where will the contestants pit their models, and set up their sunshades?
- Where will campers be parked and tents erected?
- Plan a cleanup day at the field shortly before the event, cut the grass, etc.
- Are extra garbage cans required?

#### *Runways*

- If you have a paved or hard surface runway, try to make a grass runway area adjacent to the main runway available for contestants flying 'taildragger' aircraft.

#### *Portable Toilets*

- How many?
  - Handicapped?
  - Will they need cleanout during the event?

# NorthWest Scale Aero-Modellers

## Contest Directors Guide

### *Transmitter Impound*

- Although a transmitter impound is not a requirement, and these days most contestants use 2.4 GHz systems, have a contingency plan if some contestants show up with 72 MHz systems.
- The Transmitter Impound attendant should also have a copy of the flight rotation to allow identification of frequency conflict.

### *Canteen and Food*

- Are the club members prepared to operate a Canteen? Can this service be provided by a local service club?
- Will food be provided only to the club members and contestants, or also to the general public?
- What are the public health regulations in your area?
  - Will special permits and training be required?
- A basic menu based on frozen precooked burgers, ribbettes, chicken patties, or sausages reduces the risks of food storage and handling.
- Will a Saturday dinner be organized? Consider a group attendance at a local restaurant if there is interest.

### **Cash Management**

A relatively small, but important task;

- Don't forget to have change available at the start of the day.
- There will be a significant amount of cash floating around from registration, food sales, raffles, 50/50 draws etc.
- How will it be managed?
- Where will it be kept during the day?
- Strongly suggest two people:( Club Treasurer & one other) count the money at the end of each day and at the end of the event.
  - This keeps the 'funding above board' and shares the responsibility.

# NorthWest Scale Aero-Modellers

## Contest Directors Guide

### Contingency Planning - WHAT CAN GO WRONG?

- ☐ Shortage of score sheets
- ☐ Key personnel don't show or can't stay
- ☐ Discontinuity on flight line
- ☐ Duplicate frequencies on flight line
- ☐ Personality conflicts
- ☐ Contestant's complaints
- ☐ Radio Interference and problem areas
- ☐ Weather conditions
- ☐ Eligibility of contestants: do they have a valid MAAC membership?
- ☐ Noisy model
- ☐ Unsafe equipment or operation
- ☐ Illegal frequency
- ☐ Intoxication
- ☐ Rule interpretation
- ☐ Number of flights
- ☐ Number of flight lines

### PART 5 - OPERATING THE EVENT

#### ***Keep the CD free to manage***

The CD should plan to keep his time open and free from other tasks during the event so that the CD can focus on managing the operation, and resolving unforeseen issues.

#### ***Safety***

- ☐ Emergency procedures in place.
- ☐ Where is the nearest hospital?
- ☐ What is the field address so that for emergency services can find the site if needed?
- ☐ First aid kit on site.
- ☐ Fire extinguisher readily available.
- ☐ Define the Deadline
- ☐ Define the manoeuvring line.

#### ***Flight Safety Line or Deadline***

A safety "Deadline" shall be established. This is generally parallel with the runway centre line, and in line with the Judges' positions. Depending on the local field rules and setup, the "Deadline" may be parallel to, or coincide with the "Flight Line" as defined in MAAC Policy and Procedures Document MPPD 8 - R/C

# NorthWest Scale Aero-Modellers

## Contest Directors Guide

### ***FLYING FIELD SPECIFICATIONS***

The MAAC/AMA Flight Line serves as the line of reference which effectively divides the airspace into two halves, Flying Side and No Flying Side.

For Example: Picture a field where the local rules have the AMA/MAAC Flight Line defined as the near edge of the runway.

The judges normally sit some distance back from the edge of the runway, typically 7 metres, at the Pilot Stations. Setting the Deadline parallel to the Flight Line, at the judge's position makes it easy for them to judge Deadline infractions, and gives the pilots a bit of latitude before they are penalized.

### ***Safety Inspection***

- Use a system that places primary responsibility for the model's safety on the pilot.
- Check each model - ideally at the time of static judging.
- On passing inspection and completion of the form, some events attach a small sticker to the model which can be seen and checked by the Flight Line Coordinator as the model is prepared for flight.
- The Safety Inspector will be responsible to the Flight Line Coordinator (Air Boss)

### ***Organize the flying***

#### **Pre-Contest Flying**

*Pilot's need to register before any flying is done.*

Never fails, just when you're trying to get things going, everyone's in the air.

Visiting pilots should be allowed to get in a test and familiarization flight, but do be firm about stopping all flying ahead of time or you will never get registration over.

- Consider a limit of no flying 1 hour before start time.

#### **Field Procedures and Flight Line Rules**

The procedures listed in this section are suggestions that may be altered at the discretion of the CD to suit local conditions.

All contestants shall be set up in a "Pit Area" assigned by CD so that they may be under his immediate control.

It is strongly suggested that the CD impound, in an appropriate area, the contestant's non-2.4 GHz transmitter prior to the commencement of flying. Should a contestant register after flying has commenced, his transmitter should be impounded at the time of registration.

- All non-2.4 GHz transmitters are to be re-impounded after each flight.
-

# NorthWest Scale Aero-Modellers

## Contest Directors Guide

### Field Procedures and Flight Line Rules --- cont.

- 'Common Sense' needs to prevail; check for conflicts at pilots meeting and ask if there are any 72Hz radios and a need for a 'Impound'.

### *Flight Lines*

The flight lines will be determined by the number of judges available and the number of contestants. (Two flight lines should be minimum.)

- The time required to do a round is about 15 minutes per pilot so 10 pilots will be around 2 hrs.
- Contestants are there to fly so do what you can to ensure 3 rounds are flown the 1st day. (For Large events 2 rounds are usually flown.)

The recommended number of flight lines is:

- 10 to 12 pilots - 1 flight line
- 10 to 20 pilots - 2 flight lines
- 20 to 30 pilots - 3 flight lines
- 30 to 40 pilots - 4 flight lines

The flight line order shall be determined by the position of contestants' names on a flight list maintained by the flight line coordinator. *Ideally, the flight lines should be set up so that each class is in the same flight line.*

- This means that each class will be judged by the same judges on each round.
- If this is not practical due to the number of entries, the judges should be shifted between rounds so that each entry in a class eventually meets the same judges.
- How well the flight lines are managed has a direct effect on the time required for each round.

Flight Line order does not need to be changed during the event.

- Experience has shown that this is not needed and contestants prefer the same order throughout the event.

The flight list shall include all classes and frequencies as are necessary. Since many contestants act as helpers or callers for other contestants, positions between contestants may be traded only once.

At each flight line, a Flight Order board shall be setup to show the pilots' names and flight order. This could be a board with two series of slots containing 4" x 6" cards - one per entry.

- When a contestant is called, his card is moved from the standby side to the flight side then moved to the bottom of the standby side after his flight.

# NorthWest Scale Aero-Modellers

## Contest Directors Guide

### *Flight Lines - cont.*

- Alternatively cloths pegs marked with the pilot's names can be used.

No flight line information shall be posted until it has been seen and checked by the CD.

Mulligan's (This is where due to mechanical issues the pilot is unable to fly.)

- Large events one Mulligan allowed for the whole event (CD must approve).
  - Contestant goes to the end of the flight line for the round.
  - If not ready then the round is forfeited.
- Smaller events Mulligan's are allowed using 'Common Sense'.
  - We want the contestants to fly.

The Flight Line Coordinator and pilots should carry out the following procedure:

□ The next pilot on the flight list should be in ready box #1 with aircraft, equipment, spotter, and one helper if desired.

□ The following two pilots on the flight list should have their aircraft, and equipment in ready boxes #2 and #3. The pilots and crew should be on standby close by.

□ As each flight is completed, each contestant shall move his aircraft to the next lower "ready box" number after ready box # 1 is vacated by the contestant going to fly.

□ The flight line coordinator will then fill box #3 from his flight list and warn the next contestant to get ready.

□ Should a contestant oppose flying simultaneously with another, he may only change position at the discretion of the Flight Line Coordinator.

- The Flight Line Coordinator's decision shall be final.

□ Should a contestant not be ready to fly when his turn comes up, he may lose the flight of the round in question, subject to the discretion of the CD.

Flying shall be done in the area of sky as designated by the CD, Air Boss, or judge(s): wind, sun, other flight lines, and spectator's area, etc., shall be taken into consideration.

# NorthWest Scale Aero-Modellers

## Contest Directors Guide

### *Air Boss Role<sup>1</sup> (sometimes called flight line coordinator)*

The 'air boss' role is 'key' to a relaxed contest.

They coordinate;

- Flight Direction
- Take-offs
- Landings

This role should not accompany and other duties.

As a CD the wise thing to do is not to overrule the decisions without consultation or the CD will be doing the job. Do Not allow contestants to come to you for any flight line decisions which may over rule air boss decisions without first consulting with the 'Air Boss'.

### *Air Boss Communication<sup>1</sup>*

One can have a system of 'Waving arms' and 'yelling' however this is distracting to flyers & their spotters.

Experience has shown that 'two way' radio communication works best.

- Air Boss has one Radio
- One judge on each 'judges station' has a radio
- Judges communicate to Air Boss for take offs and landings
- Air Boss communicates approvals or denials ("Holds")
  - Also communicates flight directions

### *Pilots Meeting*

There should be a Pilot's Meeting each day of flying. All pilots must attend. If a pilot arrives late, having missed the meeting, then a review discussion shall be held with him.

Obviously the Pilot's Meeting on the second and subsequent days can be shorter, but issues raised during the previous day can be reviewed.

# NorthWest Scale Aero-Modellers

## Contest Directors Guide

### *Pilots Meeting Checklist*

The CD should go over items such as the following prior to the first flight.

- Welcome! We are glad you are here!
- Introduce key people: CD, Flight Line Coordinator, and Safety Inspector.
- Flight Line etiquette - be completely ready when it is your turn
- Spotters are required
- Smoking policy
- Alcohol policy - not allowed.
- Safety checks on aircraft complete before flight
- All Transmitters (except 2.4 GHz) must be turned in to the impound
- Runway layout and orientation
- Review local field rules and restrictions on flying areas
- Deadline location
- Judges Center Line
- Manoeuvring Line
- If a Mulligan (additional Attempt) is allowed and when
- Takeoff and landing direction will be mandated by the Flight Line Controller
- Air traffic control procedure
- Fuel critical aircraft to be given priority when giving landing clearance
- Clearing the runway for emergency landings
- Recovering aircraft (landing) will take priority over launching (takeoffs)
- Emergency Medical / Fire procedures: who to contact, location of nearest hospital. The 911 address is \_\_\_\_\_.
- Open for Questions

# NorthWest Scale Aero-Modellers

## Contest Directors Guide

### *Post Scores*

Contestant's scores should be posted for public and competitor viewing as soon as possible. It keeps the crowd interested and gives the contestant a chance to register a complaint while the flight is fresh in his mind.

Typically, the 'Static Score' is not posted until the 1st round is complete.

Scores for each subsequent round are released as soon as Data entry is complete.

Last round scores are usually not issued until after the awards are distributed.

### **Judging**

Good judging is the core of a successful scale contest. At major contests, inconsistent or unfair judging can drive contestants away.

Certified judges can normally score within 1 to 2 points of each other.

On the other hand, for low-key, local contests, the pilots who are 'Certified Judges' can be an event judge.

- They fly in the same line as the event category they are in after the Flight line they judge in has completed their round.

### *Organize the judging*

There should be enough judges to service the number of flight lines, and to provide for some relief for the judges. Two judges per flight line is typical. Some events (F.A.I) may have three however two per flight line is the norm - the most common situation.

The same judges should be used throughout a complete round of flying on each flight line.

Judges should cycle between rounds so that ideally each pilot in a class is judged by each judge. This helps to ensure equality of the scoring.

Static judges may need to be available as soon as registration opens. Ideally three static judges should be used, with each focusing on one aspect of the scoring.

- For example: Outline.

Static judging for Fun Scale is simple, but someone needs to be designated for the task.

# NorthWest Scale Aero-Modellers

## Contest Directors Guide

### *Judge's Qualifications*

Judges can be found from a number of areas. Obviously experienced scale pilots and competitors can make good judges, but anyone with a strong interest in aviation and aircraft can make a good judge, especially if they understand the different performance characteristics of different aircraft.

- For example: Retired airline or commercial pilots. Modellers from a local club of plastic modellers can make good static judges.

The first choice is for judges who have become certified through the NorthWest Scale Aero-Modellers. [See Judges Corner.](#)

The second choice is to use competitors from the event. This can be effective for low-key, local contests, so long as pilots don't judge within their own class.

The last choice is to find some volunteer judges and train them in the rules and scoring procedures. An evening going over the rules and an afternoon watching demonstrations at the flying field can go a long way in training good judges. With practise the consistency improves.

### *Judge Training* ([See NWSAM Judges Corner](#))

If you need to set up a judge training program, discuss the issue with the NWSAM Area coordinator or the National Organization who has a Judges Certification Program.

Once a judge is trained and has had a bit of experience at your event, encourage the judge to get certified.

The process is easy and done 'on-line'!

# NorthWest Scale Aero-Modellers

## Contest Directors Guide

### *Judges Checklist*

Be prepared with knowledge:

- Before the event review the current RC Scale Rules being used for the event.
- Be as familiar as you can be with them.

Attend a refresher judging session if one is available.

Be prepared with equipment: a clipboard and pen/pencil, headgear for hot days, sunglasses, comfortable clothing, a folding chair and maybe a small umbrella or sunshade attached (sometimes these are provided, but be sure you have one), drinking water (again, many times this is provided by the event, but ensure you have some).

When judging, be sure you clearly understand the manoeuvres the contestant will be performing...ask questions. Use the judging symbols on the score sheet to help the contestant understand the score you have assessed.

- where the variance is minor, the symbols help. E.g. if a Fly Past is marginally too high or too low, the contestant needs to know this, because he probably feels he was OK for altitude.

Always be positive and encouraging, especially with new competitors. E.g. if you feel the pilot did not choose a suitable plane for the competition, either refrain from expressing that opinion, or, be very diplomatic on how you offer your critique.

Constructive criticism is usually welcome but often it is how it is presented.

Always strive to be fair and consistent, if in doubt, give the benefit to the contestant.

Most of all; enjoy the experience.

**\*Note:** the six metre post is used to demonstrate for the judges and the pilots the altitude for manoeuvres. It is temporarily erected on the manoeuvring line immediately before the first round of flying.

# NorthWest Scale Aero-Modellers

## Contest Directors Guide

### Event Material and Equipment

#### *Material Needed*

Enough score sheets and forms for all the contestants, plus a bunch of extras.

<i>Equipment List</i>	
<ul style="list-style-type: none"><li>☐ Tables - for Registration and Scorekeeper.</li><li>☐ Chairs - for Registration and Scorekeeper.</li><li>☐ Chairs - for judges</li><li>☐ Bullhorn or PA System</li><li>☐ Paperweights</li><li>☐ Calculators</li><li>☐ Computer for Scorekeeper</li><li>☐ Printer</li><li>☐ Paper for printer</li><li>☐ Spare ink for printer</li><li>☐ Pens</li><li>☐ Masking Tape</li><li>☐ Pins</li><li>☐ Thumb Tacks</li><li>☐ Scratch Pads</li><li>☐ Pre-Contest Flyers</li><li>☐ Felt Markers</li><li>☐ 2 Stop watches</li><li>☐ Copy of Rule Book</li><li>☐ Copy of Rules for Static Judges</li><li>☐ Copy of Manoeuvres for Flight Judges</li><li>☐ PA System and battery or Bullhorn</li><li>☐ BBQs</li><li>☐ Propane</li><li>☐ Generator</li><li>☐ Extension cords</li><li>☐ Tape measure</li><li>☐ Three hole punch</li><li>☐ Transmitter Tags</li><li>☐ Scissors</li><li>☐ Markers - black and three colours</li><li>☐ Paper clips</li><li>☐ Stapler and staples</li><li>☐ Clipboards for judges</li><li>☐ Ice</li></ul>	<ul style="list-style-type: none"><li>☐ Three ring binder for scorekeeper</li><li>☐ Three ring binder for Announcer</li><li>☐ Spare forms</li><li>☐ 2 Cash boxes</li><li>☐ Money for change</li><li>☐ Calculator</li><li>☐ Tickets</li><li>☐ Nametags</li><li>☐ Markers</li><li>☐ 4" x 6" Index Cards- for Flight Line Control cards (using board with slots)</li><li>☐ Slotted board for Flight Line or post with clothes pegs</li><li>☐ Tape</li><li>☐ Bristol Board - for posting scores</li><li>☐ First Aid Kit</li><li>☐ Fire Extinguisher</li><li>☐ Poster to acknowledge sponsors.</li><li>☐ Tent for transmitter impound</li><li>☐ Log book for transmitter impound</li><li>☐ Frequency control pins.</li><li>☐ Rack for transmitter impound</li><li>☐ Sunshade for Flight Judges</li><li>☐ Sunshade for Registration and Scorekeeper.</li><li>☐ Shade Canopy for food preparation area</li><li>☐ Pocket Apron for parking attendant</li><li>☐ Pocket Apron for 50/50 sales</li><li>☐ A number of chairs</li><li>☐ Signs for parking control</li><li>☐ Welcome signs</li><li>☐ 6 metre post*</li><li>☐ Table for Static Judging - Model</li><li>☐ Table for Static Judging - Judges</li><li>☐ Coolers for Food</li><li>☐ Garbage Bags</li></ul>

# NorthWest Scale Aero-Modellers

## Contest Directors Guide

### PART 6 - AFTER THE EVENT

#### *At the end of the final day*

- Take down welcome and parking control signs.
- Clean up food preparation equipment and store in shed
- Take down sound system
- Take garbage to dump

#### *Afterwards - After the event*

- Collect garbage and take to dump
- Send out award plaques to attendees.
- Post results and photos on the website
- Send a link to photos to all contestants
- Thank you letters to the sponsors.
- Thank you to the judges
- CD Report to MAAC - Include any rule change recommendations
- Report to the MAAC Scale Chairman
- Article content for MAAC Magazine
- Article content for club newsletter
- Post results and photos on event website and on RC Canada
- Account of income and expense for club treasure

### REVISIONS

Note: These are for history and should be included when major content is changed or added. Do not revise for spelling corrections or changing the order the contents.

Revision<sup>1</sup> - December 1, 2015 - Added Air Boss Role and Air Boss Communication