

NWSAM Sponsored Scale Event Guide

Answer four questions:

1. Is there interest in your club for holding a Scale Contest?
 - a. It takes a club.
2. Is there interest in your area for participating in a Scale Contest?
 - a. The contest must be open to more than just the local club.
3. Do you have a venue for having a Scale Contest?
 - a. You need an AMA field with room for camping.
4. Do you have an AMA CD or can you become one?
 - a. A CD is a necessary event leadership role.

If the answer to **all of those questions is YES-**

- A. Present proposal to NWSAM at annual General Meeting or, alternatively, to the NWSAM Director, Vice Director or Area Coordinator via personal contact. NWSAM Leadership may schedule a Zoom call with the area coordinators to discuss. This helps the entire organization schedule a full season without scheduling events too close together-either on the calendar or geographically.

Scale Meet CD Action Item Checklist

Courtesy of Tom Rainwater with items added by other CD's

This document was developed to give the event CD a framework from which to organize their event. All events have unique requirements, and it is not the intention of this document to address all of those.

- 1) Familiarize yourself with AMA Contest Requirements
- 2) Establish the event date and location as early as possible
- 3) Submit sanction request to the AMA as early as possible**

- 4) Create an event flyer to be used for advertising and communications
 - a) Email flyer to NWSAM Secretary for posting on nwscale.org and on NWSAM Facebook page
 - b) Distribute flyer to surrounding clubs & organizations
- 5) Establish an advertising plan with local media
- 6) Social media
 - a) Create an Event on PNW RC's Facebook page
 - b) Create social media pages for your event as needed
- 7) Gather Raffle prizes- **Start as soon as you have a sanction #**
 - a) Write "beg" letters to a wide variety of vendors (it's a numbers game)
 - b) Budget money to purchase prizes as well
 - i) Estate Sales and swap meets are good places to secure raffle prizes at good prices
 - c) Solicit donations from club members
- 8) Food at an event is not an absolute requirement^ but having lunches available, at a minimum, is *highly suggested*
 - a) ^ **Water for judges and participants is a requirement** during summer heat
 - b) Determine Event Meal Plan
 - c) Buy food, plates, napkins, silverware etc...
 - d) Secure cooking equipment
 - e) Secure volunteers to help cook & serve food
- 9) Organize Club Volunteer Labor- suggested list
 - *Remember to ask not assume that anyone will volunteer then check on progress regularly*
 - a) Secure a Score Keeper (see notes below)
 - b) Secure a photographer for the event trophies etc
 - c) Secure score sheet runners
 - d) RV Parking support as needed
 - e) Airboss (needed if 3 or more flight stations used)
 - f) Designate Chief Judge

- i) During event- should have a current copy of the NWSAM Competition Guide
- g) Raffle Coordinator
- 10) Secure Necessary Field Equipment
 - a) Field safety fencing
 - b) Field deadline markers such as traffic cones
 - c) Pilot stations
 - d) Pens used by judges etc
 - e) Clothes pins & poles for pilot order at flight stations
 - f) Judges' chairs
 - g) Three tables for full static judging
 - h) Clip boards
 - i) Walkie-Talkies are a good addition for safety and coordination
 - j) Raffle & food tickets
- 11) Procure Event Awards/Trophies
 - a) Can use pilot picture with banner in awards
 - b) If not using 'home made' awards, order trophies early
 - c) Be sure to purchase two each for 1st, 2nd & 3rd place Team Scale
 - d) Update, create or borrow event banner
 - i) Update with most recent year and event sponsors
- 12) Use current NWSAM roster to identify certified judges
 - a) Reach out to those individuals who have been 'dedicated judges' in the past
- 13) Develop judging matrix at event
 - a) If using contestant judges, they cannot judge for their own class
- 14) Prepare for Pilot's Meetings
 - a) Field logistics
 - b) Safety
 - c) Deadlines
 - d) Flight box
 - e) Event announcements etc.
 - f) Rules e.g. Mulligan etc; Clearly outline if different from the NWSAM Competition Guide

- 15) Field Logistics
 - a) Porta-Potties; do you need additional?
 - b) Mowing, striping etc (mowing during event)
 - c) Irrigation schedule during event- what needs turned off?
 - d) Field setup before event
 - e) Field cleanup after event
 - i) Trash plan
- 16) Registration & Score Keeping needs*
 - a) **AMA Contest/Event Paperwork Package**- *post event, send to AMA*
 - b) Cash Change
 - c) A clear list of what should be collected at registration (entry fee, camping fees- if any, membership, food, raffle...)
 - d) A copy of the event flyer
 - e) Two tables
 - i) One for keeping score, one for posting score sheets back to contestants
 - f) Power
 - g) Laptop with Excel
 - h) Printer
 - i) Ink for printer
 - j) Paper
 - k) Photo paper (depending on trophy needs)
 - l) A way to post scores such as a magnetic score board
 - i) Magnetic scoring strips
 - ii) Dry erase markers

*NOTE: The assumption is that as the CD you will secure a score keeper capable of registering pilots and keeping score. There is a score keeping computer program but training on the program prior to your event is necessary. Once you have a volunteer score keeper for the event, contact NWSAM Secretary/Treasurer/Score keeper Terri Ingram. She

can send your score keeper the program, a 'user guide' and hopefully schedule some training.